

F.No. Z-20025/08/2020-Adm.II  
Government of India  
Ministry of Labour & Employment  
Adm.II Section

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Shram Shakti Bhawan, Rafi Marg, New Delhi  
Dated the 25<sup>th</sup> July, 2020

Subject: Sanitization and Fumigation of office space in Ministry of Labour & Employment – reg.

On behalf of the President, the undersigned is directed to invite quotation from registered firms of vendors (as per list) under **Rule 162 of GFR 2017 (Limited Tender Enquiry)** for carrying out sanitization and fumigation of office space of Ministry of Labour & Employment to contain the spread of Coronavirus (COVID-19). The location of offices of this office and corresponding total area is as per the details below:

S.No.	Location	Area (in sq. ft.)
1	Shram Shakti Bhawan	64,259
2	DGLW, Jaisalmer House, Mansingh Road	7380
	<b>Total</b>	<b>71,639</b>

2. The quotation in typed form on company's letter-head duly signed and having company's stamp/seal on prescribed Performa (copy enclosed) including details of GST, if any, in a sealed envelope clearly super scripting "**Quotation for Sanitization and Fumigation of office space in Ministry of Labour & Employment**" alongwith earnest money of Rs.20,000/- (Rupees Twenty Thousand only) { Refundable } in the form of a Demand Draft of any commercial bank drawn in favour of PAO (MS), Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi latest by **17.07.2020 by 3.00 PM**. No interest is payable on this deposit. The quotation should be put in the Tender Box, placed near Reception (Gate No. 1) of Shram Shakti Bhawan, Rafi Marg, New Delhi. The bid submitted at any other place or in open condition or without required **documents/ EMD** will be **rejected summarily**. **The date of opening of bid is 20.07.2020 at 4.00 PM in the presence of the Committee** duly constituted for this purpose. Tenderers who may wish to present themselves, are requested to present themselves in Adm.II Section with the authority letter from the company and valid ID- Card at 03.55 PM on **20.07.2020**.

3. Terms & Conditions of the contract will be as under:

- a. All the office locations mentioned above must be thoroughly sanitized **thrice in a week**.

- b. The chemicals, equipments, and other items required for carrying out the sanitization and fumigation must be brought by the vendor himself and shall not be provided by the Ministry. All materials to be used for cleaning and other consumables shall be in conformity with the specifications/brand/make of Government approved standards. **In this regard, guidelines issued by Ministry of Health & Family Welfare on 29.03.2020 would be followed strictly.**
- c. No vehicle shall be provided by the Ministry for carrying out the sanitization and fumigation at all the locations. The vendor shall have to make their own arrangements to reach the locations with their equipments to carry out the sanitization and fumigation.
- d. The tender is for a period of 6 months which may be extended further, if required. However, the Ministry reserves the authority to close the tender at any time before the expiry of tender by giving one week notice.
- e. The quoted rate of the firm shall remain same for the tender period and no change shall be made in the rate.
- f. The Ministry, at its discretion, increase or decrease the area to be sanitized.
- g. The Service Provider would submit a daily monitoring report to the Buyer office.
- h. The above mentioned office space includes Rooms, Committee rooms corridors, stairs, lifts, washrooms, cars etc.
- i. The Service Provider will have to deploy experienced and skilled workers for the job of sanitization and fumigation.
- j. The Service Provider would submit a list of all employees along with full addresses for security to the Buyer office at the time of contract. The employees deployed should be medically fit. The body temperature of all the employees undertaking sanitization must be done daily. Any employee who has symptoms of cough, cold, high temperature etc. must be replaced by another employee to prevent the possible spread of Coronavirus.
- k. If required, a particular area/ room/ committee rooms etc. may be sanitized and fumigated multiple times depending on the requirement. The same must be adhered to and carried out.
- l. The payment shall be made as per the area actually sanitised (in sq.ft) on monthly basis for which the bill, complete in all respects, must be submitted by 5th of next month. The payment shall be made online through PFMS.
- m. The Agreement shall commence w.e.f the date of effectiveness of the agreement unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract etc. or change in requirements.
- n. The Service Provider shall not engage any sub-Service Provider or transfer or sub-let the contract to any other person in any manner.
- o. The Buyer Office shall have the right to inspect the cleaning site at any time and also to issue such orders and direction to the organization as may be considered necessary. The organization shall ensure that such orders are compiled forthwith.

