

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.




- p. In all matter of dispute relating to this contract, the decision of this Ministry will be final and binding upon the Company.
- q. While submitting the quotation, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in this document and no change, whatsoever desired, will be entertained by this Ministry.
- r. Firm should have annual turnover of more than Rs.10 Lakhs for last three Financial Years.
- s. The successful bidder will have to deposit Performance Security for an amount of 10% of the estimated value for the six months period on the basis of rate quoted by the bidder. No interest is payable on this deposit.
- t. This Performance Security is liable to be forfeited, if the services of the company are found to be unsatisfactory in any respect and / or if any of the conditions of the contract is contravened / breached and / or towards any damage is caused to Govt. property due to the negligence or otherwise of the firm or its employees.
- u. This Performance Security is also liable to be forfeited, if the company backs out of the contract mid-term without any express consent of this Ministry.

4. Following documents (self-attested) must be provided by the vendors:

- a) The firms should furnish a copy of GST Registration Certificate.
- b) Self-attested copy of PAN Card.
- c) Self-certification to the effect that the firm has not been banned/black listed by any Ministry/Department in the past.
- d) Annual Turnover proof for last 3 financial years duly certified by Chartered Accountant.
- e) A duly signed statement indicating the combination of materials and machineries to be used for sanitisation.
- f) Duly filled up the performa at annexure - A

5. As per terms of Rule 162 of GFR 2017, the unsolicited bids shall not be accepted.

  
09/07/2020  
(S R Datta)

Under Secretary to the Government of India  
Telephone No. 011- 23766320

Copy to:

- 1. Notice Board, Ministry of Labour & Employment, S.S. Bhawan, Rafi Marg, New Delhi
- 2. Prospective Bidders as per list attached.

Quotation of sanitization and fumigation of office space of Ministry of  
Labour & Employment

- Name of Firm: \_\_\_\_\_
- Address: \_\_\_\_\_
- Contact Details:
  - Mob No: \_\_\_\_\_
  - e-mail id: \_\_\_\_\_
- Agree to terms and conditions: Yes / No
- Quoted Rate: Rs \_\_\_\_\_ per sq. ft.  
(Maximum 2 decimal places in the quoted rate allowed).

(Signature and stamp)

Guidelines issued by MoHFW on 29.03.2020

## COVID-19: Guidelines on disinfection of common public places including offices

**Scope:** This document aims to provide interim guidance about the environmental cleaning /decontamination of common public places including offices in areas reporting COVID-19.

Coronavirus Disease 2019 (COVID -19) is an acute respiratory disease caused by a novel Coronavirus (SARS-CoV-2), transmitted in most instances through respiratory droplets, direct contact with cases and also through contaminated surfaces/objects. Though the virus survives on environmental surfaces for varied period of time, it gets easily inactivated by chemical disinfectants.

In view of the above, the following guidelines are to be followed, especially in areas reporting COVID-19. For ease of implementation the guideline divided these areas into (i) indoor areas, (ii) outdoor areas and (iii) public toilets.

### 1. Indoor areas including office spaces

Office spaces, including conference rooms should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear disposable rubber boots, gloves (heavy duty), and a triple layer mask.

- Start cleaning from cleaner areas and proceed towards dirtier areas.
- All indoor areas such as entrance lobbies, corridors and staircases, escalators, elevators, security guard booths, office rooms, meeting rooms, cafeteria should be mopped with a disinfectant with 1% sodium hypochlorite or phenolic disinfectants. The guidelines for preparing fresh 1% sodium hypochlorite solution is at **Annexure I**
- High contact surfaces such elevator buttons, handrails / handles and call buttons, escalator handrails, public counters, intercom systems, equipment like telephone, printers/scanners, and other office machines should be cleaned twice daily by mopping with a linen/absorbable cloth soaked in 1% sodium hypochlorite. Frequently touched areas like table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines etc. should specially be cleaned.
- For metallic surfaces like door handles, security locks, keys etc. 70% alcohol can be used to wipe down surfaces where the use of bleach is not suitable.
- Hand sanitizing stations should be installed in office premises (especially at the entry) and near high contact surfaces.
- In a meeting/conference/office room, if someone is coughing, without following respiratory etiquettes or mask, the areas around his/her seat should be vacated and cleaned with 1% sodium hypochlorite.
- Carefully clean the equipment used in cleaning at the end of the cleaning process.
- Remove PPE, discard in a disposable PPE in yellow disposable bag and wash hands with soap and water.

In addition, all employees should consider cleaning the work area in front of them with a disinfecting wipe prior to use and sit one seat further away from others, if possible

## 2. Outdoor areas

Outdoor areas have less risk than indoor areas due to air currents and exposure to sunlight. These include bus stops, railway platforms, parks, roads, etc. Cleaning and disinfection efforts should be targeted to frequently touched/contaminated surfaces as already detailed above.

## 3. Public toilets

Sanitary workers must use separate set of cleaning equipment for toilets (mops, nylon scrubber) and separate set for sink and commode). They should always wear disposable protective gloves while cleaning a toilet.

Areas	Agents / Toilet cleaner	Procedure
Toilet pot/ commode	Sodium hypochlorite 1% / detergent Soap powder / long handle angular brush	<ul style="list-style-type: none"> <li>Inside of toilet pot/commode:</li> <li>Scrub with the recommended agents and the long handle angular brush.</li> <li>Outside: clean with recommended agents; use a scrubber.</li> </ul>
Lid/ commode	Nylon scrubber and soap powder/detergent  1% Sodium Hypochlorite	<ul style="list-style-type: none"> <li>Wet and scrub with soap powder and the nylon scrubber inside and outside.</li> <li>Wipe with 1% Sodium Hypochlorite</li> </ul>
Toilet floor	Soap powder /detergent and scrubbing brush/ nylon broom  1% Sodium Hypochlorite	<ul style="list-style-type: none"> <li>Scrub floor with soap powder and the scrubbing brush</li> <li>Wash with water</li> <li>Use sodium hypochlorite 1% dilution</li> </ul>
Sink	Soap powder / detergent and nylon scrubber  1% Sodium Hypochlorite	<ul style="list-style-type: none"> <li>Scrub with the nylon scrubber.</li> <li>Wipe with 1% sodium hypochlorite</li> </ul>
Showers area / Taps and fittings	Warm water Detergent powder Nylon Scrubber 1% Sodium Hypochlorite/ 70% alcohol	<ul style="list-style-type: none"> <li>Thoroughly scrub the floors/tiles with warm water and detergent</li> <li>Wipe over taps and fittings with a damp cloth and detergent.</li> <li>Care should be taken to clean the underside of taps and fittings.</li> <li>Wipe with 1% sodium hypochlorite/ 70% alcohol</li> </ul>
Soap dispensers	Detergent and water	<ul style="list-style-type: none"> <li>Should be cleaned daily with detergent and water and dried.</li> </ul>

- 70% Alcohol can be used to wipe down surfaces where the use of bleach is not suitable, e.g. metal. (Chloroxylenol (4.5-5.5%)/ Benzalkonium Chloride or any other disinfectants found to be effective against coronavirus may be used as per manufacturer's instructions)
- Always use freshly prepared 1% sodium hypochlorite.

- Do not use disinfectants spray on potentially highly contaminated areas (such as toilet bowl or surrounding surfaces) as it may create splashes which can further spread the virus.
  - To prevent cross contamination, discard cleaning material made of cloth (mop and wiping cloth) in appropriate bags after cleaning and disinfecting. Wear new pair of gloves and fasten the bag.
  - Disinfect all cleaning equipment after use and before using in other area
  - Disinfect buckets by soaking in bleach solution or rinse in hot water
4. **Personal Protective Equipment (PPE):** Wear appropriate PPE which would include the following while carrying out cleaning and disinfection work.
- Wear disposable rubber boots, gloves (heavy duty), and a triple layer mask
  - Gloves should be removed and discarded damaged, and a new pair worn.
  - All disposable PPE should be removed and discarded after cleaning activities are completed.
  - Hands should be washed with soap and water immediately after each piece of PPE is removed, following completion of cleaning. (Refer to **Annexure II: Steps of Hand Hygiene**)

Masks are effective if worn according to instructions and properly fitted. Masks should be discarded and changed if they become physically damaged or soaked. (**Annexure-III: Guidelines for use of mask**)

**Annexure-I**

## Guidelines for Preparation of 1% sodium hypochlorite solution

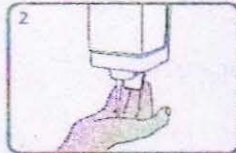
Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	



## Hand-washing technique with soap and water



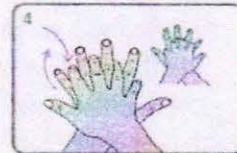
1  
Wet hands with water



2  
Apply enough soap to cover all hand surfaces



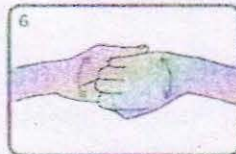
3  
Rub hands palm to palm



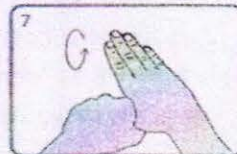
4  
Rub back of each hand with palm of other hand with fingers interlaced



5  
Rub palm to palm with fingers interlaced



6  
Rub with back of fingers to opposing palms with fingers interlocked



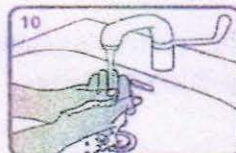
7  
Rub each thumb clasped in opposite hand using a rotational movement



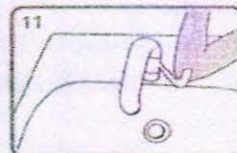
8  
Rub tips of fingers in opposite palm in a circular motion



9  
Rub each wrist with opposite hand



10  
Rinse hands with water



11  
Use elbow to turn off tap



12  
Dry thoroughly with a single-use towel



13  
Hand washing should take 15-30 seconds

**Guidelines for use of mask**

The correct procedure of wearing triple layer surgical mask

1. Perform hand hygiene
2. Unfold the pleats; make sure that they are facing down.
3. Place over nose, mouth and chin.
4. Fit flexible nose piece over nose bridge.
5. Secure with tie strings (upper string to be tied on top of head above the ears –lower string at the back of the neck.)
6. Ensure there are no gaps on either side of the mask, adjust to fit.
7. Do not let the mask hanging from the neck.
8. Change the mask after six hours or as soon as they become wet.
9. Disposable masks are never to be reused and should be disposed off.
10. While removing the mask great care must be taken not to touch the potentially infected outer surface of the mask
11. To remove mask first untie the string below and then the string above and handle the mask using the upper strings.
12. Disposal of used masks: Used mask should be considered as potentially infected medical waste. Discard the mask in a closed bin immediately after use.

**Annexure IV**

## Guidelines for Preparation of 1% sodium hypochlorite solution

Product	Available chlorine	1percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g g to 1 litre water
Any other	As per manufacturer's Instructions	