

No. D-31016/04/2018-ADM.II
Government of India
Ministry of Labour & Employment
(Admn.II Section)

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Shram Shakti Bhawan, New Delhi
Dated: 26th February, 2019

E-Tender Notice

Subject: Online e-tender for Annual Contract for Mechanised cleaning, upkeep and maintenance of the premises of Ministry of Labour and Employment in Shram Shakti Bhawan and Jaisalmer House.

CRITICAL DATE SHEET

Published Date	26.02.2019
Bid Document Download/Sale Start Date	26.02.2019
Bid Submission Start Date	26.02.2019
Bid Document Download/Sale End Date	19.03.2019
Bid Submission End Date	19.03.2019 upto 11:00 AM
EMD submission End Date	19.03.2019 from 9:00 AM to 3:00 PM
Bid Opening Date	20.03.2019 at 11:00 AM

Online e-tenders are invited by the Ministry of Labour and Employment (Main Secretariat) under Single Bid System for the upkeep and maintenance of cleanliness & sanitation in the premises of Ministry of Labour & Employment in Shram Shakti Bhawan and Jaisalmer House, New Delhi for a period of one year from the agencies/firms engaged in such work as per the terms & conditions (Annexure-I). The interested firms fulfilling the conditions may inspect the premises on any working day between 10.30 A.M. to 12.30 P.M. to assess the job requirement/ quantum of work involved and submit their tender with – Technical particulars as per Annexure-II, Financial Cost as per Annexure-III, cost of items to be used as per Annexure-IV(I and II) and undertaking as per Annexure -V.

4. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> & <http://labour.nic.in> from 26.02.2019.

5. The interested bidders may submit the tender online at <http://eprocure.gov.in/eprocure/app> in all respects along with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) refundable (without interest). Tenders are to be submitted **ONLINE ONLY** through e-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria, EMD etc. are to be scanned and uploaded along with the Tender documents. Original EMD has to

be submitted to Ministry of Labour and Employment between 9.00 A.M. to 3.00 P.M on 19.03.2019 in the tender box placed at the Reception Counter, Shram Shakti Bhawan, Rafi Marg, New Delhi.

6. The bids will be opened online by a Bid Evaluation Committee (BEC) in the Ministry of Labour and Employment on 20.03.2019 at 11.00 A.M. in Room No. 518, Shram Shakti Bhawan, Rafi Marg, New Delhi. The Bid Evaluation Committee (BEC), after evaluation of the Bids, will give its specific recommendation (s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the BEC. The date of opening of Bids may change as necessitated.

7. The competent authority in the Ministry of Labour and Employment reserves the right to defer or cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

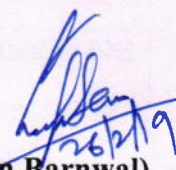

(Deepak Dan Barnwal)

Under Secretary to the Govt. of India

Telephone No. 23766320

Copy to:-

1. CPP Portal.
2. All Ministries/Departments for circulation among their contract holders.
3. Director, NIC, Shram Shakti Bhawan with the request to place the aforesaid Notice on the website of the Ministry for wider publicity
4. Notice Boards.
5. Hindi Section for Hindi version.


(Deepak Dan Barnwal)

Under Secretary to the Govt. of India

Telephone No. 23766320

Copy for information to:

1. Reception Officer, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi.
2. Asstt. Commandant, CISF, Shram Shakti Bhawan.

GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY CRITERIA:

- i. The 'Technical Documents' should contain company/bidder profile, to prove the eligibility of all conditions and additional documents to show the competency of the firm.
- ii. The firm should be registered with ESI, PF, GST. The bidder will mention its ESI, PF and GST numbers.
- iii. The firm should have PAN card in the name of the firm. Attested copies of Income Tax Return for the last 3 years (2015-16, 2016-17 and 2017-18) also to be attached.
- iv. Earnest Money Deposit of Rs.1,00,000/- (One lakh only) should be submitted in sealed envelope separately by due date in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee from any Commercial Bank in favour of "Pay and Accounts Officer (MS), Ministry of Labour and Employment, New Delhi".
- v. In case original EMD is not submitted offline till the schedule date and time, the tender document will be rejected summarily
- vi. The firm should have minimum 3 years' experience of successful completion of similar contracts in other Govt. Department /Ministry (copies of Certificates should be attached).
- vii. The 'Financial bid' should contain the monthly wages payable, material cost, supervision charges, any other charges and the tax conditions (to be filled in Annexure-III)
- viii. The bids of firm quoting administrative/service charges less than 5% of the manpower cost and cost of items used on monthly basis (excluding EPF, ESI and GST) will be outrightly rejected.
- ix. **The bids of firm who do not quote for Mechanised Scrubbing/Suction/ Pressure Washer in Financial Particulars will be outrightly rejected.**
- x. While submitting the e-tender each and every page of NIT will be signed by the authorized signatory of the agency and submitted along with the tender.
- xi. A scanned copy of all documents mentioned above, duly signed by the authorized signatory should be uploaded alongwith the Tender Documents.
- xii. An undertaking as in Annexure-V has to be submitted by the tenderer on the stamp paper of Rs.100.
- xiii. **The bids of the Firm quoting rates below rupees 1.00 lakh per month for the items to be used on monthly basis, will be rejected outrightly.**

1.1 In case of non-compliance of any of above terms & conditions, the tender will be rejected summarily.

2. DETAILS OF WORK PLACE:

The successful Agency will have to maintain the cleanliness, sanitation and hygiene in the office premises of Shram Shakti Bhavan and Office of Director General (Labour & Welfare), Jaisalmer House as detailed below:-


26/2/19

(I) **SHRAM SHAKTI BHAWAN:**

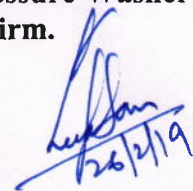
Floors	Wings/Area
Ground Floor	Open areas on front side, around the building and back side of the Shram Shakti Bhawan, Corridors 'A' Wing and Opposite Central Registry unit. Bathrooms 'B' Wing and opposite Central Registry Unit on the back side of the building (including stair cases and Gate in front of Gate No.2).
First Floor	Corridors 'A' & 'B' & 'C' Wing Ladies, Gents and VIP Toilets attached with the rooms of Hon'ble Labour & Employment Minister and senior officers in 'A', 'B' & 'C' Wing - including stairs in front of Gate No. 2.
Third Floor	Corridors 'A' Wing Ladies and Gents Bathrooms 'A' Wing including stairs in front of Gate No.2.
Fifth Floor	Corridors 'B' Wing Ladies and Gents Bathrooms 'B' Wing including stairs in front of Gate No. 1&2.
Sixth Floor	Corridors 'A' & 'B' Wing Ladies and Gents Bathrooms 'A' & 'B' Wing including stairs in front of Gate No.1 &2 upto and including roof.

(II) **JAISALMER HOUSE:**

- i. Corridors in front of rooms, Ladies and Gents Toilets for the officers and staff of the office of Director General (Labour & Welfare), Ministry of Labour and Employment.
- ii. The Agency shall to the satisfaction of the Ministry of Labour and Employment including the officer designated for the purpose perform the following work/ provide the following services covering the entire premises specified above from Monday to Friday 7.30 AM to 4 PM :-

3. **WORK TO BE DONE:**

- i) Sweeping and mopping of the entire premises and collection of all waste material and disposal of the same as per instructions of the Ministry.
- ii) Cleaning of the floor areas with wet floor dusters and detergents, disinfectants etc. once in the morning, before opening of the office and thereafter every 4 hours in all the areas including corridors, Conference Rooms, Departmental Canteen and library for keeping the rooms free from dust, germs, mosquitoes etc.
- iii) Removing stains from floors and partitions by using suitable cleaning agents as required without leaving any undesirable post cleaning marks.
- iv) **EXHAUSTIVE WEEKLY CLEANING of the corridors of each floor, toilets and open premises & surroundings in Shram Shakti Bhawan and Jaisalmer House with the help of Mechanised Scrubbing, Suction and Pressure Washer Machine. These Mechanised machines will be arranged by the firm.**


26/2/19