

D-21012/1/2009-C&G
Government of India

Bureau of Civil Aviation Security(BCAS)
(Cash & General Section)

I-III Floor, A Wing, Janpath Bhavan, Janpath,
New Delhi Dated July 31, 2013

To,

Subject: Annual contract for Housekeeping services in Bureau of Civil Aviation Security(BCAS) I-III Floor, A Wing, Janpath Bhavan, Janpath, New Delhi.

Sir,

Sealed rate quotations are invited for annual Contract for Housekeeping services in Bureau of Civil Aviation Security(BCAS) I-III Floor, A Wing, Janpath Bhavan, Janpath, New Delhi .

2. Those interested to provide housekeeping services to Bureau of Civil Aviation Security(BCAS) on the terms and conditions enclosed, are requested to send your quotations in sealed cover marked 'Quotations for Housekeeping Services' alongwith a **Demand Draft drawn amounting Rs. 10,000/- in favour of PAO, Ministry of Civil Aviation.** The sealed cover containing the quotations should be addressed to **Smt. Rakhee Sadhu, Dy. Dir.(Administration), Bureau of Civil Aviation Security(BCAS) I-III Floor, A Wing, Janpath Bhavan, Janpath, New Delhi.**

3. The quotations will be accepted up to **3.00 p.m. on 8th August, 2013** and the same will be opened at 5.00 p.m. on 9th August, 2013 in the C&G Section, Bureau of Civil Aviation Security(BCAS) I-III Floor, A Wing, Janpath Bhavan, Janpath, New Delhi. An authorized representation of your firm can remain present of the time of opening of quotations.

Yours faithfully,

(Rakhee Sadhu)
Dy. Director(Admin.)

Bureau of Civil Aviation Security(BCAS)
Ministry of Civil Aviation
I-III Floor, A Wing, Janpath Bhawan,
Janpath, New Delhi.

BID DOCUMENT
TENDER FOR
HOUSEKEEPING WORKS
IN THE OFFICE OF
BUREAU OF CIVIL AVIATION SECURITY(HQ.)

Last Date for receipt of bids : August 8, 2013

Date of Opening of bids : August 9, 2013

Bureau of Civil Aviation Security(BCAS)
TERMS AND CONDITIONS FOR HOUSE KEEPING SERVICES

Eligibility and Qualifications:

The bids of firms having minimum three years experience in Housekeeping and allied services & fulfilling the conditions given in the Annexure –I are eligible to be considered for the award of annual contract for Housekeeping services in Bureau of Civil Aviation Security(BCAS).

A. Areas to be covered.

The following areas of Ist, IInd and IIrd floors measuring 20,602 Sq. feet of A Wing Janpath Bhawan, Janpath, New Delhi occupied by Bureau of Civil Aviation Security(BCAS) will be covered under cleaning and maintenance of services:

i.	Common area (including area of tiles on walls, floors wherever exist) on Ist, IInd and IIIrd Floors occupied by Bureau of Civil Aviation Security(BCAS).
ii.	Glass Panels and windows of rooms (from out side and inside)
iii.	Staircases
iv.	34 Rooms
v.	Two Conference Halls
vi.	6 Toilets
viii.	Dusting of Tables/Chairs/Rakes and other items in rooms
ix.	Filling the water jugs for office staff
x.	Distribution of file/dak etc. inside the office
xi.	Photocopying
xii.	Other miscellaneous work assigned by office staff

B. Working Hours

Working hours will be from **8.00 AM to 4.00 PM from Monday to Saturday**. However one person shall be made available in office till 6.00 P.M.

C. Scope of work

i. Job to be carried out twice daily (cleaning of rooms, Gallries & toilets) – Monday to Friday

- a. Dusting in rooms, wet mopping of rooms and balconies and washing of urinal pot, wash basin and wet mopping of toilet should be completed by 9.30 AM in morning and 3.00 PM in evening.
- b. Similarly topping up of liquid soap and other toiletries should be undertaken once daily by 9.30 AM and 3.00 PM.

ii. Jobs to be carried out daily on every two hourly basis (Start from 8 AM) – Monday to Friday (i.e. 8.00 AM, 10.00 AM, 12.00 PM, 2.00 PM and 4.00 PM).
{High Traffic Areas – Common areas}.

- Wet mopping with Phenyl, Cleanzo and Harpic.
- Removal of waste papers, packing materials and any other rubbish/Garbage.

III. Jobs to be carried out weekly (Saturday)

- Complete cleaning/washing of the entire floor common areas including toilets and staircases by using vim/good quality cleaning material.
- Dusting of walls, ceiling from top downwards.
- Removal of cobwebs and cleaning of switch boards (electrical and telephones etc), water cooler, tube lights etc.
- Cleaning of glass panels and windows (outside and inside)
- Polishing of floors, sanitary/water fixtures, wall tiles, name plates etc.

D. Labour and Materials to be provided by Agency.

i. Labour : Adequate manpower will be deployed by the contractor for the job.

The minimum manpower to be deployed at Janpath Bhavan, shall be 04 workers for cleaning purpose Sl. No. i to viii and 02 for ix to xii. The Manpower specified above is the bare minimum to cover the areas and scope of work, as mentioned above.

ii. Material and equipments

The Bureau of Civil Aviation Security(BCAS) shall approve the samples for the consumables, well in advance. The service provider should use best quality or brand (which shall be ISI marked wherever applicable).

E. Other terms and conditions

1. Attendance report of all the staff deployed at Janpath Bhavan shall be given to Section Officer, C&G Section every day.
2. All staff shall wear proper uniforms (to be provided by Service provider) as approved by the Bureau, both for summer and winter seasons and shall wear ID card, while on duty.
3. No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The service provider shall be responsible for the watch and ward not only of his/her stores but also of the fitting and fixture in the common areas in the building.
4. All requirements under various statutory laws including relevant Labour Act must be complied with by the Service Provider. Any default will be the liability of the service

provider and the service provider shall be liable to reimburse any amount paid by the Bureau by way of default, interest and penalty. The service provider shall undertake to furnish all the details as and when asked for by the Bureau. The service provider will also maintain the relevant records of all payment made by the service provider and will produce to the satisfaction of the Bureau immediately when asked for.

5. Before taking up the contract the service provider will give details of the employees who shall work at the Janpath Bhavan premises. Any change will be informed to this office immediately. The service provider shall be responsible for the good conduct/behaviour of the workers deployed by the service provider.
6. The service provider will be responsible for supply of the garbage bags, for collecting garbage from core and common areas of the Janpath Bhavan and disposal outside at sites designated by CPWD for this purpose. The material so collected will be screened/checked by the Security Personnel of CISF.
7. Performance Security Deposit of Rs. 20,000/- shall be furnished immediately on acceptance of the contract. The security deposit shall be in the form of Demand draft of any Nationalised Bank drawn in favour of PAO, M/o Civil Aviation, New Delhi.
8. The Performance Security Deposit will be refunded only after successful completion of the contract. No interest however be paid. The contract may be cancelled/terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.
9. In case of non compliance of terms and conditions of contract as detailed above, the contract will be terminated and Performance Security Deposit will be forfeited.
10. In case of any dispute arising between the contractor and the Bureau of Civil Aviation Security(BCAS) or any constituent being party to the contract, the sole authority for settlement of such disputes, will rest with the Arbitrator appointed by Bureau of Civil Aviation Security(BCAS).
11. TDS and other taxes as applicable will be deducted from each bill.
12. The Section Officer (C&G) of the Bureau of Civil Aviation Security(BCAS) will have right to ask for disbursement of the salary in his presence as per Minimum Wages Act.
13. The deduction at the rate of Rs. 200.00 per day for the workers, will be made for each day of absence of manpower, regardless of the reason.
14. If it is found that due to any reason (whatsoever it may be) any areas is not covered or any of the operation/functions/duties connected with the job of cleaning & general maintenance is not done/discharged properly and satisfactorily, recovery at the following rates shall be made from the Service provider's bill :

a.	For failure to clean toilets	Rs. 100/- per toilet , per day
b.	For failure to clean corridor areas	Rs. 200/- per floor, per day
c.	For failure to clean staircase	Rs. 100/- per floor, per day

d.	For each employee not wearing uniform & ID card	Rs. 100/- per day
----	---	-------------------

15. Weekly performance of the Service Provider will be observed by the Bureau of Civil Aviation Security(BCAS) officials entrusted with supervision of particular units.
16. Bill shall be submitted at the end of each month (in triplicate) along with certificates for satisfactory performance from the user sections/officers in support of having performed the job of cleaning and sweeping in this office premises. This certificate will be counter signed by the Section Officer (C&G).
17. The contract can be terminated with one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the HOD will be final and binding on the service provider.
18. Failure by the service provider to comply with any statutory requirements during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Bureau.
19. If at any time during the period of contract, it comes to the notice of the Bureau that the service provider has misled the Bureau by way of giving incorrect/false information, which has been material in the award of contract to him/her, the contract shall be liable for termination besides other legal action which maybe initiated against him/her under law.
20. The Bureau reserve the right to terminate the contract with immediate effect without any notice if in its opinion, the firm has failed to discharge any of its obligations stipulated. Further, during the period of suspension of operation due to reasons of strike, lock-out, natural calamities and /or other unforeseen circumstances, the ministry may have to terminate the contract unilaterally and or amend, abridge, modify the terms thereof during such period.
21. Upon termination of contract for any reasons what so ever, the firm shall remove its men forthwith from the Bureau premises, failing which the firm shall be held responsible for any damage loss etc for the same.
22. The firm shall grant minimum, wages to their employees as revised by Govt. of NCT of Delhi from time to time. The present rates of contract shall continue for the minimum period of one year.
23. Under no conditions the contractor shall appoint any sub. Contractor. If this is done the contract shall be terminated without any notice.
24. The standard of sanitation shall always be to the satisfaction of the authorized representative of the Ministry whose decision in this regard shall be final and binding to the contractor. In case of fault, the ministry may get the improvement done at the cost of the agency.
25. Notwithstanding any provision or any of the standard clauses of the agreement department shall be at liberty to terminate the agreement by giving one week notice if the performance of the contractor is found unsatisfactory and nothing shall be payable as

compensation on account of such termination. The decision of the authorized representative of Administration of the Ministry will be final and binding to the contractor.

Dy. Dir.(Admin.)

Annexure -II

APPLICATION-FINANCIAL BID

1. For Providing House keeping staff to Bureau of Civil Aviation Security.
2. Name of tendering Company/Firm/Agency:
3. Details of Earnest Money Deposit: Rs. 10,000/- (Ten Thousand only) D.D/P.O No. Date and Drawn on Bank:
4. All the persons deployed in this Bureau will be paid their wages on monthly basis by the Company/Firm/Agency and the proof of disbursement will be submitted in this Bureau.
5. Rates are to be quoted in accordance with the Minimum Wages Act, 1948 as applicable in the NCT of Delhi.

Rate per person/per day (* hrs excluding ½ hrs. lunch brake) Rs. _____
(Rupees _____) inclusive of all statutory liabilities, taxes, levies, cess/edu. cess etc. with following break up:

Sl. No.	Component of Rate	Rate Amount (Rs.)	Total Cost
1.	Daily Wage Rate (as per MWA, 1948)		
2.	Employees Provident Fund @ % of 1 above		
3.	Employees State Insurance @ % of 1 above		
4.	Service Tax Liability @ % of		
5.	Any other liability (Pl. indicate)		
6.	Contractors Admn./Service Charge		
7.	Material charges		
	Total Column 1 to 6		

Signature of authorized person

Full Name: _____

Seal: _____

Date:

Place:

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities at the time of entering into the contract.
2. The payment shall be made an on conclusion of the calendar month only on the basis of number of working days for which duty has been pertained by each manpower.

Annexure-I

S	Particulars	To be filled in by the Tenders	
1.	Name of firm/Agency		
2.	Details of EMD		
	i.	Amount	
	ii.	Demand Draft No.	
	iii.	Date	
	iv.	Issuing Bank	
3.	Date of establishment of the firm/Agency		
4.	Office Address of the firm/Agency		
5.	Office Telephone No. of the Firm/Agency		
6.	PAN No. (Please also attach copy)		
7.	TAN No. (Please also attach copy)		
8.	Whether Firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India		
9.	Length of Experience in the field		
10.	Experience in dealing with Govt. Department (Indicate the names of the Departments and years of dealing with those Departments)	i	
		ii	
		iii	
		iv	
		v.	
11.	List of other clients	i	
		ii	
		iii	
		iv	
		v.	

(Signature)

Date :