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Dated, the 7th November, 2014.

TENDER NOTICE

Quotations are invited from interest firms for award of annual contract for sweeping and cleaning of DGCA Office premises, Opposite Safdarjung airport and at CEO, East Block, No.III, R.K. Puram, New Delhi. Sealed quotations addressed to Shri B.Sengupta, Deputy Director of Administration, Office of the DGCA, Opp. Safdarjung Airport, New Delhi – 110 003 should reach this office latest by 01-12-2014. Quotation for the said work may be submitted in two separate sealed covers as under:-

1. First sealed cover superscribed "Technical Bid for sweeping and cleaning of DGCA Office premises" should contain:
 - (i) Earnest Money Deposit of Rs. 20,000/- in the form of Demand Draft / Pay Order drawn in favour of "PAO, DGCA, Ministry of Civil Aviation, New Delhi";
 - (ii) Copies of certificates/documents to the effect that the work orders/contracts were executed by them satisfactorily in Government Departments /Public Sector Undertakings/autonomous Organizations/Local Bodies.
 - (iii) Details to be furnished as per annexure-I to detailed terms and conditions to be obtained from the office of DGCA.
2. Second sealed cover superscribed "Financial Bid for sweeping and cleaning of DGCA Premises" should contain:-
 - (i) Rates in the prescribed form (Annexure-II) which can be obtained from the Office of the DGCA during office hours on working days;
 - (ii) Copy of the DD/Pay Order deposited with the technical bid.

Notes:

- (a) Technical Bids will be opened on next working day at 03.00 p.m. immediately after closing time for the receipt of quotation.
- (b) The financial bid of only those parties will be opened who will qualify in the technical bid. The date of opening of the financial bid will be intimated to concerned firms separately.
- (c) The copy of detailed terms and conditions of the NIT and Annexure-I & II may either be downloaded from the DGCA Website: www.dgca.gov.in. or may be obtained from Section Officer, General Section on any working day during office hours. Quotations not furnished in the prescribed form will not be entertained.
- (d) Interested parties may visit the site physically on 28-11-2014 before sending their quotations.
- (e) The decision of the tender Committee will be final.

(B.Sengupta)
Deputy Director of Administration
for Director General of Civil Aviation

TERMS & CONDITIONS OF CONTRACT

1. (A) Scope of Work:

- a) Cleaning of premises outdoor and indoor (including room/walls/sheds) in the buildings situated at Aurobindo Marg Opposite Safdarjung Airport.
- b) Cleaning of the road-area, connecting various buildings in the campus.
- c) Cleaning of the premises in first floor/Second floor of DGCA office in the East Block- III, R.K. Puram, New Delhi.
- d) Cleaning of the toilets (ladies & gents) in all the above buildings. At least one time cleaning is required to be done by phenyl.

(B) Operations to be carried out daily:

- (a) Sweeping of all areas specified above.
- (b) Mopping all areas specified above except areas under 1(b) above.
- (c) Dusting of doors, windows, ventilators and removing of cobwebs.
- (d) Removal of garbage.

(C) Operations to be carried out weekly:

- a) Scrubbing of floors of corridors by scrubbing machine and staircases manually using brushes with detergent of good quality/liquid soaps, switch boards etc.
- b) Cleaning of glasses of doors, windows and ventilators in the areas specified above by liquid soap/chemical/detergent including handles, knobs, switch boards etc. including removal of cobwebs.

(D) Operations to be carried out in other premises:

- a) Cleaning of toilets (ladies and gents) thrice in a day to the entire satisfaction of their Officer-in – Charge.
 - b) Sweeping, washing and mopping of floors:- washing of glazed tiles on walls, urinal pots, WC Pans, sinks, wash basin and all other fittings & fixtures using disinfectant material like Phenyl, vim, detergent powder, acid, liquid soap etc.
 - c) Filling of liquid soap in containers daily, air freshener sticks in containers, putting of sanitary cubes and naphthalene balls in urinal pots / wash basins.
 - d) Dusting and cleaning of mirrors, doors, windows and ventilators and removal of cobwebs in the toilets.
 - e) Rubbing and polishing on old marble chips on marble stone flooring with superior quality polish.
 - f) Cleaning & scrubbing of buckets, mugs etc. once a week in toilets.
2. The initial sweeping and mopping of all areas should be completed by 9.00 a.m. subsequently by 2.30 p.m.
 3. The toilets should be cleaned at least thrice daily by 8.00 a.m., 1200 Noon and 0400 p.m.
 4. While it will be the responsibility of the contractor to deploy adequate manpower, yet he should make available at least one supervisor and 19 safaiwala (including four female during office working hours) for DGCA premises and 3 safaiwala for R.K. Puram office.
 5. A penalty @ Rs.500/- for each missing/absent person shall be recovered from the contractor's bill.
 6. Payment for full day will be deducted if any of the job mentioned above in para 1(A-D) is not completed.

7. The contractors will arrange heavy-duty scrubbing machine with mopper and scrubbing floors which should be done on every Saturday and if necessary on working days after office hours. He will be required to keep one such machine in DGCA.
8. It should be ensured that appropriate type of cleaning material suited for the cleaning of tiles, floors and stone surfaces are used. Any damage caused to the property due to substandard cleaning material or due to negligence on the part of contractor's men will be liable to be compensated by the contractor.
9. The contractor will be responsible for the conduct/integrity of his workers and will also be responsible for any act of commission or omission on their part. He will vouch for their character and integrity.
10. The contractor will supply fresh sets of uniform badges, gumboots to all personnel who shall wear the same while on work and also keep their uniforms clean.
11. The contractor will not appoint any sub-contractor for the work under any circumstances.
12. Electricity and water will be supplied free of cost but necessary arrangements for leadwire, cable etc. shall be arranged by the contractor at his cost.
13. DGCA premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restrict unnecessary movements/assembly of their personnel in corridors.
14. Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.
15. The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation act, shop and establishment act, minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.
16. The decision of the care-taker or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.
17. The payment will be released on monthly basis by cheque after the work for the month has been completed to the satisfaction of the Officer mentioned in the above paras. For release of payment, pre-receipted bill may be submitted at the end of every month alongwith a certificate that payment has been made to all the employees as per minimum wages act.
18. The contract will be valid initially for a period one year. In case the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case, the security deposit will be forfeited.
19. The contract can be extended with mutual consent for further period, if the services are found satisfactory.
20. The contractor will deposit in the form of Security Deposit Receipt for an amount equivalent to 10% of the contract value of one year.
The receipt of this letter may be acknowledged and it may be confirmed in writing that the above terms & conditions are acceptable to you.

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OUTSOURCING OF CLEANING AND SWEEPING JOB

TECHNICAL BIDDING CHECK LIST

Sl No.	Parameter	Yes / No
1.	Whether the firm is in trade for over two years?	
2.	Whether the firm is having experience of at least two years of cleaning and sweeping work in Government/PSU? If yes, performance certificate from at least 2 such organizations which have contract not less than Rs. 4 lacs per annum may be attached.	
3.	Whether EMD of the required amount in the form of DD is attached?	

Signature of the contractor

FINANCIAL BID

Sl. No.	Category	Rates
1.	Comprehensive rates per month consisting of cost of labour, material, tools/ implements etc.	
2.	Service Tax	

Signature of the contractor