

BABU JAGJIVAN RAM NATIONAL FOUNDATION
6, KRISHNA MENON MARG,
NEW DELHI - 110011

TENDER FOR
PROVIDING HOUSE KEEPING SERVICES
FOR
BABU JAGJIVAN RAM NATIONAL FOUNDATION

Sub: Tender for engagement of House Keeping agency for providing House Keeping services in the Babu Jagjivan Ram National Foundation (BJRNF), 6, Krishna Menon Marg, New Delhi

1. Sealed quotation are invited for providing House Keeping services in the Babu Jagjivan Ram National Foundation (BJRNF), 6, Krishna Manon Marg, New Delhi

02 (Two Nos.) House Keeping staff are required to look after the House Keeping Services of the premises of Bungalow No. 6, Krishna Menon Marg, New Delhi.
2. The intending tenderers may please note that their annual average turnover in the preceding three completed financial years should be at least Rs. Five Lakh for each financial year to be eligible to quote the rates. Further, the tenderer should have executed one single contract of value not less than 1.5 lakhs per annum with central Govt./ PSU/ reputed company during the last 03 years. The tenderer should be having permanent employees/ staff on their rolls with clear and regular recruitment policy. The tenderer fulfilling the above conditions may quote their rates in the tender form at Annexure- "I".
3. The tenderer who fulfil, the above conditions may download the tender documents from the official website of the Babu Jagjivan Ram National Foundation, i.e. www.jagjivanramfoundation.nic.in from the link of quotations.
4. Sealed tender in prescribed form (Annexure- I) duly filled in must be submitted addressed to The Member Secretary, Babu Jagjivan Ram National Foundation latest by **10th June, 2015 upto 12.00 Noon** sharp. A locked tender box for tenderers who intend to deposit the tender form dully filled will be placed at the Foundation till 12.00 Noon of 10th June, 2015 thereafter tender will not be considered. The envelop should be marked as "**Tender for House Keeping services for BJRNF, New Delhi**" and the name of the firm should be mentioned on the envelope.
5. The tender will be opened on **10th June, 2015 at 3 p.m.** in the office of the Foundation i.e. 6, Krishna Menon Marg, New Delhi by the tender opening committee in the presence of tenderer who wish to participate.
6. The firm applying for tender should certify that they will adhere, fulfil and meet the terms of payment of Minimum Wages under Minimum Wages Act as declared by Govt. from time to time.

(Signature of Tenderer)

General Conditions

1. The tenderer should be an Indian House Keeping agency and should have been in the field of providing House Keeping services for at least preceding five years as on the date of opening of the tender.
2. The tenderer should have a separate Provident Fund code No. allotted by the concerned Regional Provident Fund Commissioner to provide Provident Fund benefits to workers engaged by it, as provided under EPF Scheme, 1952. The total strength of employee/ staff on the rolls for whom PF is being deposited under the PF Act should not be less than 50 in the preceding financial year.
3. The tenderer should possess licence under the Contract Labour regulation and abolition Act to provide security services.
4. The tenderer should be registered with ESI, having an independent ESI code valid for working at New Delhi to cover his employee under the ESI Act.
5. The rates should be inclusive of and in accordance with the provision of the Minimum wages Act, Contract Labour regulation and abolition act and other statutory provisions regarding Provident Fund, ESI, Bonus, leave, uniform and Service Tax etc. The rates should also inclusive of the charges for weekly off, No amount over and above the rate quoted shall be considered or paid.
6. The tenderer should note that it will be his entire responsibility to adhere to the provisions of the satisfactory Rules/ Acts mentioned above in the matter of payment of the EPF subscription ESI subscription, service tax etc. Therefore, the rates should be quoted with explicit understanding of his statutory obligations.
7. The tenderer must have valid and latest. Income Tax clearance certificate issued by Assessing Officer. PAN No. allotted by the Income Tax department which should be quoted and a photocopy should be enclosed.
8. The tender form should be accompanied by a earnest money of Rs. 5,000/- in the form of demand draft in favour of **Babu Jagjivan Ram National Foundation**, Payable at New Delhi. The successful tenderer will also be required to deposit Rs. 5,000/- as security deposit. The earnest money in respect of un-successful tenderers will be returned by Cheque. No interest shall be paid by the Foundation on the earnest money/ security deposit.
9. The tender forms are clearly filled in ink legibly. The tenderer should quote the rates in figures as well as in words. Any alterations in tender unless legibly attested by the tenderer, shall disqualify the tender. Every page of the tender document should be signed by the tenderer duly stamped. The forwarding letter should be signed along with quotation.
10. The Member Secretary of the Foundation reserves the right to cancel/reject any or all tenders without assigning reasons therefore.

11. In addition to the above mentioned terms and conditions, the terms and conditions stipulated in Annexure-II attached hereto form part of the tender document. Tenderers submitting a tender would be presumed to have read, understood and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
12. In the event of any breach/violation or contravention of any terms and conditions contained herein by the contractor, the security deposit shall be forfeited by the Foundation.
13. The firm applying for tender should certify that they will adhere, fulfill and meet the terms of payment of Minimum wages under Minimum wages Act as declared by Govt. from time to time.

(Signature of Tenderer)

Invitation for quotations/tender notice for House Keeping Services in BJRNF
for the year 2015-2016.

ANNEXURE –I

**TENDER FORM FOR PROVIDING HOUSE KEEPING SERVICES IN
BABU JAGJIVAN RAM NATIONAL FOUNDATION,
6, KRISHNA MENON MARG,
NEW DELHI-110011**

1. Last date and time for submission
 2. Name, address of the tenderer with Telephone No. _____

 3. Registration Number of the tenderer _____
 4. Name, Designation, Address and Telephone No. of Authorized person of the tenderer to deal with _____
 5. Please specify as to whether tenderer is sole Proprietor/ Partnership Address and telephone No. of Director/ Partners should be specified. _____

- (If necessary, use separate sheet)
6. PAN of Income Tax Deptt. (Attach Proof) _____
 7. Provident Fund Account No. (Attach Proof) _____
 8. ESI No. (Attach Proof) _____
 9. License No. under Contract Labourer (R&A) Act. (Attach Proof) _____
 10. Details of earnest money deposited
 - a. Amount Rs. _____ (Rs. In words) _____
 - b. Bank Draft/ Pay Order No. _____
 - c. Date of Issue of DD/ Pay Order _____
 - d. Name of the issuing bank _____

11. Proposed rates (Per month) for per House Keeping Staff (ALL INCLUSIVE)

Sl. No.	Name of services	Rate per month per person for housekeeping in (Rs.) inclusive all taxes and according to Minimum Wages Act.	Total personnel required (Two (2) in nos.)	Total cost per month in Rs.
1.	House Keeping			

12. Details of experience with regard to House Keeping services (with full details of organization with whom contract(s) was/were entered into for providing House Keeping services). Copies of the satisfactory reports should be attached. Separate sheet may be used for indicating experience etc.

13. Any other Information

14. **Declaration by the contractor:-**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and attached herewith. I undertake myself/ ourselves to abide by the said terms and conditions.

(Signature of Tenderer)

Name:

Designation:

Address:

Phone No. (O)

(R)

Dated:

Check List

Please check whether the attested copies of the following documents have been attached or not tick accordingly.

- | | | |
|----|--|---------|
| 1. | Registration No. of the Firm/ Company/ Agency | Yes/ No |
| 2. | PAN No. and Income Tax Clearance Certificate | Yes/ No |
| 3. | Provident Fund Account No. issued by the competent Authority | Yes/ No |
| 4. | ESI registration No. issued by the Competent Authority | Yes/ No |
| 5. | Contract License issued by the Labour Commissioner
Under contract Labour (Regulation and Abolition) Act. | Yes/ No |
| 6. | Bank Draft/ Pay Order (Original) | Yes/ No |
| 7. | Details of experience certificate with regard to House Keeping work along
with the satisfactory report issued by the agencies where such work
was undertaken earlier. | Yes/ No |
| 8. | The Firm applying for tender should certify that they will adhere,
Fulfil and meet the terms of payment of Minimum wages under
Minimum Wages Act as declared by Govt. from time to time. | Yes/ No |

(Signature of Tenderer)

Terms & Conditions of House Keeping

1. The agreement will be in force for a year from the date of execution and subject to satisfactory performance and can be terminated by one-month notice either side.
2. The extension there-after can be decided later, on satisfactory completion of the above tenure.
3. The contractor shall provide House Keeping personnel from 8 a.m. to 6 p.m. on all working days.
4. Proper uniform must be provided to the personnel by the contractor. The House Keeping personnel must maintain highest discipline in the office.

(Signature of Tenderer)

SCOPE OF WORK:

House Keeping of Babu Jagjivan Ram National Foundation office at 6, Krishna Menon Marg, New Delhi (Two numbers of housekeeping personnel are required at BJRNF)

Sl. No.	Description of work	Periodicity	Remarks
1.	Sweeping and cleaning of floors, passages, corridors and staircases	Twice	Using cleaning powder and wiping of floors
2.	Cleaning tables, chairs, filing cabinets/almirahs, computers, sofas, curtains etc.	Daily	Daily Conventional way of Cleaning
3.	Cleaning all toilets wash basins & mirrors etc.	Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals ports before earlier balls are fully consumed. Liquid soap containers should be filled up with liquid daily.
4.	Cleaning of all lawns, paths of the bungalow no. 6, Krishna Menon Marg, New Delhi	Daily	Using big broom having balms etc.

All cleaning materials required for the above mentioned cleaning jobs are to be supplied at the contractor's cost. If the required materials for cleaning are not supplied in time and if workers remain without work or absent, proportionate deductions will be made from the respective period bills as a penalty measure. The cleaning material to be provided should be of highest quality and methodology used for cleaning should be using standard protocol.

(Signature of Tenderer)

INSTRUCTIONS REGARDING DUTIES TO BE PERFORMED UNDER HOUSE KEEPING CONTRACT.

- i. Cleaning & sweeping of rooms, corridors, cabins and wiping the stair case areas, door glasses and all kinds of equipments of the office and open areas daily.
- ii. Cleaning of all type of sofas, chairs, furniture and fixture, telephone and carpets.
- iii. Collecting all the dustbins and waste paper baskets then cleaning it and also arrange to drop the garbage to NDMC's dustbin boxes kept for the purpose in the area of 6, Krishna Menon Marg, New Delhi.
- iv. Cleaning of toilets and washbasins daily by using vim, phenyl, soap oil and disinfectant material like naphthalene balls, Air cakes and urinary cubes.
- v. The timing for cleaning and sanitation work can be changed as per requirement/needs of this office.
- vi. Any other related work assigned to them.

(Signature of Tenderer)