

No.6/2/2013-Gen/906
Government of India
Ministry of Commerce and Industry
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi.

New Delhi, the 11th March, 2013.

TENDER NOTICE

Sealed Tender/ Quotations are invited from reputed firms for cleanliness of entire area of office of DGFT like corridors, staircases, toilets, rooms, quadrangles, common areas, dusting of tables, chairs, other items of furniture, electronic equipments, other articles in office rooms with expertise with extensive experience in cleanliness work in Central Government organizations and bodies.

2. Job will be awarded through Quality-cum-cost Based Selection approach. If the firm is interested, the firm may submit documents satisfying the technical bid requirements in a sealed cover superscribed with "Quotation for cleanliness of entire area of office of DGFT for technical bidding". The other sealed envelop containing the quoted rates and documents relating to acceptance of all the terms and conditions, etc. may be submitted super scribed with "Quotation for cleanliness of entire area of office of DGFT for Financial bidding". Thereafter, both the envelops may be placed in a third sealed cover superscribed with "Quotation for cleanliness of entire area of office of DGFT addressed to Harit Kumar Shakya, Foreign Trade Development Officer General Section, Room No. 202, Udyog Bhawan, New Delhi-110011 by 12.00 P.M on 26th March, 2013. The technical and financial quotations will be opened on the same date at 2:00 P.M. The technical bid and financial bid will be as per Annexure-I and Annexure-II. The quotation should be accompanied with an **EMD of Rs. 50,000/-** drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi", without which the quotation will not be considered. The successful bidder will have to deposit a **security amount equal to 5% of value of the contract** within 15 days of awarding of contract which shall be refunded within 60 days of completion of the job.

3. Quotations of the short listed firms will be opened for the purpose of awarding the job. The gross remuneration per month must clearly be indicated in the quotation for financial bid. The monthly deductions such as EPF, ESI etc. should also be indicated. For any queries or more information, the undersigned may be contacted between 11.00a.m. to 3.00 p.m. on any working day up to 25.03.2013.

4. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Department.

(Harit Kumar Shakya)
Foreign Trade Development Officer
Tel. No. :23063451
Email address: haritk.shakya@nic.in

Copy to:-

1. FTDO(EDI), with the request to place the aforesaid Notice on the website of the DGFT for wider publicity.
2. CPP portal to publish the tender notice.

The terms & conditions of the contract are as under :-

1. The company (hereinafter called as service contractor) should have a well established reputation, should be conversant with Cleaning/sweeping work and should submit along with its quotation, details of its experience/background/details of services rendered in other Govt. bodies and related institutions. The service provider submitting the quotation must have 8 years working experience in the field of cleaning & sweeping capture for atleast three years in any Central Govt. department/State Govt. department or PSU/bank and above financial institutions.
2. Job will be awarded through Quality-cum-Cost Based Selection approach.
3. All equipments, consumable, cleaning chemicals & Toiletries, vacuum cleaner, high pressure jet, moping trolley etc will be provided by the firm.
4. The persons being supplied will be certified to have clear bona-fide and their complete details will be provided. The service provider would be responsible for verifying this data and if any discrepancy is noticed at a later stage, the contract is liable to be terminated.
5. **The contractors have to obtain licence before engagement of contract labour in the establishments under Contract Labour (Regulation and Abolition)Act, 1970 and central rules made thereunder which provide regulation of contract labour in the establishments. The Act & Rules provide for certain facilities to be provided to the contract workers engaged in the establishments and also to maintain registers and records to issue wages slip and employment cards to the contract workers by the employing department and contractor.**
6. All payments will be made to the service contractor only. The service contractor shall in turn submit proof of having made the payment to be the hired employees. The payment of work shall be made on monthly submission of bills and the payment shall be made at the earliest.
7. The Service Provider shall solely respond for statutory compliance with regard to the payment of Minimum wages, Licence Fee, if any, as well as ESI, PF, DA, Gratuity, Leave and all the other legal requirements and liabilities of requirements etc. and submission of relevant records to the concerned authorities in respect of all the personnel being deployed in the premises. All payments will be made to the service provider would be entertained by the office. All payment should be made as per minimum rates of wages in Scheduled Employments under the Minimum Wages Act, 1948.
8. The entire responsibility of the outsourced persons regarding their leave, pay, medical, other employee benefits etc. will be on the service provider. The service provider will be solely responsible for the deployment of cleaning staff who will be working for and on behalf of the service provider and would be on the service providers roll. The department will not own any responsibility of their employment or otherwise.
9. This office reserves the right to cancel/amend any terms/conditions of this contract or to reject any/all quotations/rates without assigning any reasons whatsoever. In case work is found to be unsatisfactory, the department reserves the right to terminate the contract and the contractor shall be liable to forfeit the security deposit so made. It is important to

high light that the contract would stand terminated the day the letter for termination is issued.

10. It is imperative that the persons engaged performs their duties to the satisfaction of officer in charge of that office otherwise the contract can be terminated on 1 week notice;
11. The quotation is to be submitted in two sealed envelopes, one giving his background/experience/qualifications of persons to be supplied for technical evaluation and the other giving the financial quotations. Sealed envelope "Super- scribed quotation for providing Cleaning and Sweeping services" addressed to the undersigned in Room No.202, Udyog Bhawan, New Delhi. The tenders should reach on or before 28th March, 2013 by 3.00 PM to Dy. DGFT (General) and same will be opened at 4.00 PM. The subject and address of the service provider/agency must be clearly mentioned on the cover of sealed envelop. Short listed bidders or their authorized representatives may be present at the time of opening quotations.
12. The agency should also provide the following details:-
 - a. PAN
 - b. Sale Tax/Service Tax Registration No.
 - c. Bank Account No.
 - d. Bank Code No
 - e. Bank Full Address:
 - f. E-Mail Address:(Proof in this regard should be attached.)
13. Rates will be all inclusive except tax.
14. The firm mush have ISO:9001 certificate.

PROFORMA FOR TECHNICAL BID

To,

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Contract award for corridors, staircases, toilets, rooms, quadrangles, common areas, dusting of tables, chairs, other items of furniture, electronic equipments, other articles in office rooms.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 6/2/2013-Genl dated 11th March, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : _____
2. Name of Proprietor/Director of Company/Firm : _____
Agency. _____
3. Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
4. The details of the PAN, Service tax number and : _____
other Statutory Registration.(Attached Copy)
5. Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates
from concerned Departments/PSUs etc. is to be
enclosed)
6. EMD details (Amount, Name of the Bank, Branch: _____
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

PROFORMA FOR FINANCIAL BID

To

The Deputy Director General of Foreign Trade
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Contract for corridors, staircases, toilets, rooms, quadrangles, common areas, dusting of tables, chairs, other items of furniture, electronic equipments, other articles in office rooms.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General Of Foreign Trade letter No. 6/2/2013-Genl dated 11th March, 2013. The information regarding financial details as desired is as per following details:-

Sl.No	Item/Description	Rate
1.	Labour (15)	
2.	Supervisor (1)	
3.	Equipment & Materials	
4.	Total Cost	

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorised Signature)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.