

F.No. 3.13.(1)/2019-G-I
UNION PUBLIC SERVICE COMMISSION
(SANGH LOK SEVA AYOG)
Dholpur House, Shahjahan Road
New Delhi-110069

E-Tender Notice

Date : 18.08.2020

Subject: NOTICE INVITING TENDERS (NIT) for House Keeping Services in UPSC Premises.

Online bids are invited on two bid system for House Keeping Services in UPSC premises for one year. Detailed terms and condition of NIT are given in Tender Document. Tender Document may be downloaded from UPSC web site www.upsc.gov.in (for reference only) and CPP site <https://eprocure.gov.in/e-procure/app> as per schedule as given in Critical Date Sheet as under:

Published Date	18.08.2020
Bid Document Download/Sale Start Date	18.08.2020
Bid clarification date	18.08.2020 to 24.08.2020
Bid Submission Start Date	18.08.2020
Bid Submission End Date	10.09.2020 at 1500 Hrs
Bid Opening Date	11.09.2020 at 1500 Hrs

2. The interested bidders may submit the tender online at <http://eprocure.gov.in>, in a two bid system in the prescribed proforma. The tender is to be submitted only in on line mode through e-Procurement Portal <http://eprocure.gov.in>. All the documents in support of eligibility criteria etc., are to be scanned and uploaded along with the tender documents. Tender sent by any other mode **other than online mode** will not be accepted. No tender documents will be accepted under any circumstances whatsoever after the expiry of stipulated date and time. Any clarification in respect of the bid may be obtained at telephone number 011-23382415 in the office hours between 4.00 PM to 5.00 PM.

3. Tenderer/Contractors are advised to follow the instructions provided in the Instruction to the Contractor/Tenderer for the e-submission of the bids online through CPP Portal <https://eprocure.gov.in/eprocure.gov.in> .

4. The original Earnest Money Deposit (EMD) of Rs. 3,50,000/- (Rupees Three lakh fifty Thousand only) and Tender Fee of Rs. 500/- (Rupees five hundred only) in the form of account payee Demand Draft/Bankers cheque drawn in favour of Secretary, Union Public Service Commission, New Delhi must be dropped **physically** in a sealed cover duly super scribed **“NIT for House Keeping Services in UPSC Premises.”** addressed to the Under Secretary (M&M), Union Public Service Commission, Dholpur House, New Delhi only in Tender Box placed at Gate No. 3 (Facilitation Counter) of Union

Public Service Commission, New Delhi within a period of **18.08.2020 to 10.09.2020 (till 3:00PM)**. In case original EMD has not been submitted during the above date and time, the bids will be rejected summarily. However, a scanned copy of the Bank Draft (EMD) must be uploaded electronically on <http://eprocure.gov.in>. The EMD of successful bidder will be refunded only after completion of all contractual obligations. Bids not accompanied by requisite amount of Earnest Money Deposit in prescribed form as indicated above will summarily be rejected.

5. If the bidding firm is exempted from submission of EMD/Tender Fee, scanned copy of documentary evidence in this regard is required to be submitted.

6. The evaluation of bid will be done by a Tender Evaluation Committee (TEC) constituted for this purpose as per clause 7. After evaluation of the bids, TEC will give its specific recommendation(s) which will be uploaded and can be viewed by the bidders.

7. The Competent Authority in UPSC reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason there for.

(Anil Kumar)
Under Secretary (G)

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Subject: NOTICE INVITING TENDERS (NIT) for House Keeping Services in UPSC Premises.

The office of Union Public Service Commission intends to invite online bids (Two bids system) for House Keeping Services in UPSC premises for one year. The prospective bidders are requested to visit this office and contact **M&M Section 18.08.2020 to 24.08.2020** between **2.30 pm to 4.00 pm** to inspect the areas covered under the contract to satisfy and understand the scope of work to be executed as per this tender before participating in the Tender and then quote the rate/amount per month for the work, because no subsequent request of the bidder for additional payment/claim on any account will be entertained by the office under any circumstances.

Two Bid System:

2. The bids should be submitted in two parts viz., **Technical Bid and Financial Bid**. All the pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of contents of the documents before uploading.

Part –I – Technical Bid (Annexure-I)

3. The bidder should submit scanned copies of the documents mentioned in NIT and the checklist as at **Annexure-V** duly signed by the authorized signatory along with copies of the following documents:

- (a) A self-Attested Scanned copy of PAN Card
- (b) A self-Attested Scanned copy of Goods and Services Taxpayer Identification Number (GSTIN) registration certificate
- (c) A self-Attested Scanned copy of IT return
- (d) All self-Attested Scanned copy of all certificates/ proofs/performance certificate etc. as mentioned at Tender Documents.
- (e) A self-Attested Scanned copy of Earnest Money Deposit (EMD) of Rs. 3,50,000/- The hard copy of original EMD must be delivered to the UPSC on or before bid opening date/time as mentioned in critical date sheet.
- (f) A self-Attested Scanned copy of Tender Fee of Rs. 500/- . The hard copy of original Tender Fee must be delivered to the UPSC on or before bid opening date/time as mentioned in critical date sheet. The tenders without tender document fee shall be rejected summarily.
- (g) Earnest Money Deposit and Tender Fee should be in the form of DD, Fixed Deposit Receipt, Bankers' Cheque or Bank Guarantee from any Commercial Bank in an acceptable form, drawn in favour of Secretary, UPSC.
- (h) The tenderers seeking exemption from EMD & Tender Fee being MSMEs shall submit registration certificate issued by the body under which they are registered which clearly mentions category of registration i.e. **Housekeeping** and have valid as on date of tender submission. The MSEs would not be eligible for exemption of EMD & Tender Fee if they are not registered for **Housekeeping** category.
- (i) Certificate of non-participation of near relatives in tender as per Annexure-III
- (j) Certificate of blacklisting as per Annexure-IV

- (k) Only financial bids of those firms/companies will be evaluated who fulfill the eligibility criteria prescribed in clause 1.1 of the Detailed Terms & Conditions of the NIT.

IMPORTANT NOTE- Bidders may please note that all the documents (except original EMD & Tender Fee) are to be submitted online. Bids submitted offline will not be considered. In addition to the scanned copy of EMD & Tender Fee; the original EMD & Tender Fee is to be deposited physically in the Tender Box placed at Gate No. 3 (Facilitation Counter) of UPSC, New Delhi within a period of **18.08.2020 to 10.09.2020** (till 3:00PM). However, a scanned copy of EMD and Tender Fee is to be uploaded in the Technical bid.

Part –II – Financial Bid

4. The bidder will upload the financial bid in **Annexure-II**. The Financial bids of only successful bidders will be opened on a later date whose bids are considered technically acceptable after evaluation by the Evaluation Committee.
5. Rates are to be quoted online only in the prescribed format devised for submission of Financial Bid i.e. **BoQ (Annexure II)**.

Detailed terms and conditions of the NIT **for award of contract for House Keeping Services in UPSC** **premises**

1. Conditions and requirements for submitting bids .

1.1 Eligibility Conditions:

- 1.1.1 The company, firm or agency must be registered with Registrar of Companies (R.O.C.) /Registrar of Firm/ registered under Shops & Establishment Act/Rule. A copy of registration certificate should be submitted.
- 1.1.2 The firm must have the Registered/Branch office in Delhi/NCR. Documentary proof in support of the same shall be submitted.
- 1.1.3 The Firm/Company should have annual turnover of at least Rs. 50 lacs in each of the past three years. A certificate from Chartered Accountant indicating the annual turn over during the last three Years should be enclosed as supporting documents in this regard should be furnished in the technical bid.
- 1.1.4 A company, firm or agency shall also be registered with Ministry of Labour under Section 12(1) of Contrat Labour (Regulation and Abolition) Act 1970. A copy of such certificate (from a past or running contract) from the concerned authorities must be enclosed alongwith the bid.
- 1.1.5 The firm should furnish a current Bank solvency certificate from a scheduled bank for an amount of not less than Rs. 10 lakhs.
- 1.1.6 The firm should not have been black-listed by any Government organization/PSU etc.
- 1.1.7 The firm must have a valid ISO 9001 and OHSAS 18001 certificate. A copy of the same shall be submitted with the bid.
- 1.1.8 The firm should have minimum 50 employees on its rolls. A copy of current EPF deduction details of each employees on the roll must be furnished along with the bid.

1.1.9 **Experience:**

(a) The Bidder should have successfully completed similar work of providing housekeeping services in the Government Department/Autonomous Body/Public Sector (Central or State) for the last five years. A copy of work order establishing this shall be submitted.

(b) The bidder has to submit the relevant work experience certificates of atleast

01 works of the value of Rs. 1.25 crore during the last five years.

OR

02 works of the value of Rs. 80 lakh each during the last five years.

OR

03 work of the value of Rs. 60 lakh each during the last five years.

A copy of completion certificate shall be submitted as per proforma mentioned below.

(c) **Ongoing Contracts:** In addition to above the firm should also submit a list of ongoing contracts in the field of housekeeping services in Government Department/Autonomous Body/Public Sector (Central or State). The firm should have atleast one or two running contract with the combined value of Rs. 50 Lakhs or above. A copy of work order of such contract should be enclosed alongwith the bid.

COMPLETION CERTIFICATE

It is certified that M/s (bidder) had provided Housekeeping Services to our firm/office for the premises located at _____ having a built up area measuring _____sq. mtr. for the period from _____ (date) to _____. The annual cost of the contract for House Keeping work is Rs. _____ (In words).

**Signature of the client (of the bidder)
With Seal of the client firm of the bidder**

NOTE :- The Technical Evaluation Committee may also accept performance certificate containing the requisite details in other similar proforma and its decision shall be final and binding.

1.2 Bids may be furnished in the prescribed forms, i.e. **Annexure-I for Technical Bid** and **Annexure-II for Financial Bid**, along with other relevant documents/information required to be furnished as per the Terms and Conditions of the Tender.

1.3 If required, a Committee of officers of this office may also visit/inspect the office of the bidder and/or any of the site(s) where the bidders are currently engaged in housekeeping services to see the performance of the firm and to assess the capability/suitability of the firm for award of the contract in this office. However, the office/worksite of only those bidders shall be inspected whose bids will be found valid as per the requirements of the tender. The bids of those firm whose performance is found unsatisfactory by the Committee shall be rejected.

1.4 The financial bid of only those bidders 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.

- 1.5 Every paper of the bid should be signed by the Bidder with seal of Agency/Firm/Company.
- 1.6 The agency submitting the bid would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.
- 1.7 In case any person signing the tender/contract/agreement on behalf of limited Company or Firm, he will produce letter of authority/resolution passed by the Company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm.
- 1.8 All the terms and conditions in these tender documents will be a part and parcel of the agreement/contract to be executed by the contracting agency with the department/government.
- 1.9 **Delivery Schedule:** Once the competent authority accepts the bid, the contracting agency shall be responsible to provide the Housekeeping services within one week from the date of issue of letter of acceptance.
- 1.10 Canvassing in connection with the tender is strictly prohibited which may disqualify the bid. Bid must be unconditional.
- 1.11 Any person who is in Government Service or an employee of the department should not be made a partner to the tender by the bidder directly or indirectly in a manner whatsoever.
- 1.12 Rates quoted should clearly indicate (i) cost of labour (ii) cost of materials /equipments to be used in the cleaning work and (iii) other charges, if any. Taxes, if applicable should be shown separately, otherwise it shall be presumed that rates are inclusive of taxes.

2. Rejection of the Bid

- 2.1 Conditional, ambiguous and incomplete bids will be summarily rejected.
- 2.2 Bids not accompanied by requisite earnest money deposit in the prescribed form will be summarily rejected.
- 2.3 Secretary, UPSC reserves the right to reject any or all the bids without assigning any reason. UPSC at its discretion may call for any supporting documents which would not have any bearing as financial bid, if the same is not enclosed with technical bid.
- 2.4 Bid not conforming to the requirements as per the terms and conditions will be rejected and no correspondence shall be entertained in this regard whatsoever.

3. SCOPE OF WORK (Areas covered under the contract)

- 3.1.1 The total area covered under the contract is divided into **7 units** and deployment of housekeepers in each building is indicated against each. It may be noted that the housekeeper indicated against each unit may vary depending upon the workload on a particular day and the housekeepers may have to be

diverted from one unit to another depending upon specific needs of this office on a particular occasion. However, bidder may note that the minimum deployment indicated is to be strictly provided daily as indicated below:-

Table-I

UNI T NO.	BUILDING	AREAS COVERED	No. of Floors	Covered Area (Sq.mtr.)	Toilets		Housekeepers to be deployed		
					Gents	Ladies	Gents	Ladies	Supervi sors
I	MAIN BUILDING	Entire area including toilets and roof area	2	4693	27 (20 attached+ 6 common + 1 handicape d toilet at GF)	2	8	2	1
II	ANNEXE BUILDING	Entire area of the Building including roof area.	4	3501	6	6	6	2	1
III	AYOG SACHIVALA YA BUILDING	Entire area including Canteen and Toilets, roof & Basement area in New Building	6	15248 (including Basement Area)	31	19	12	3	1
IV	CANTEEN 'A' & 'B' and other areas	A. Entire area of Canteen 'A' & 'B' B. Reception Gate 'C', Dak Counter & Facilitation Centre C. Open space area /all roads within UPSC office complex (except lawns).	1+1 1 1	432 30586	1	Nil	2+2+ +1 +2 = 7	- -	- -
V	JAM NAGAR HOUSE	All rooms occupied by the office of UPSC, outer area and roads attached to it.(Record +Recreation club)	1 1	425 + 200 =625	1	Nil	1	-	-
VI	EXAMINATI ON HALL BUILDING	All the toilets on each of the floors and entire area of Ground Floor Including Museum & its Surroundings	5+1 Basem ent	9840	7 (5 gents and 2 handicaped)	5	8 + 1 =9	1	1

Total 43 8 4

Table-II

UNIT NO.	BUILDING	AREAS COVERED	No. of Floors	Covered Area (Sq.mtr.)	Toilets		Housekeepers to be deployed		
					Gents	Ladies	Gents	Ladies	Superv isors
VII	ADVISER'S SUITE *	Old Adviser Suite New Adviser Suite	02 06	824	19 29	Nil	2 + 4 =6	-	1

Total 6 - 1

**Grand total (Table I + Table II) = 49 8 5
=62 manpower**

3.1.2 The Adviser's Suite (unit no. VII) of UPSC is being used as a Guest House where advisers/experts are staying for performing official work. The new Adviser's Suite consists of 25 guest rooms and the old Adviser's Suite consists of 18 guest rooms. Each of these rooms has an attached bath room besides common washroom . These areas require special cleaning and sweeping activities and should be maintained very neat and clean.

3.1.3 UPSC is in the process of reviewing its internal processes in Adviser's Suite. As a result, the services in respect of Advisor Suite (Unit No VII) above may or may not be hired at the time of award of contract. If the services in respect of Advisor Suite is awarded then the rate quoted/approved will be paid to the contractor. If the services in respect of Advisor Suite are not awarded or discontinued at a later date, then the material cost for the Guest House and manpower cost calculated on pro-rata basis will not be paid to the contractor. The decision of UPSC for awarding/discontinuing of the services of in respect of Advisor Suite will be final.

3.1.4 If required in future, besides 62 manpower, additional manpower will be provided by the firm. The payment of the additional manpower will be made on pro-rata basis excluding material cost.

3.2 The incidence/periodicity with which the different jobs under the scope of work are required to be carried out is as follows:-

(A) HOURLY/REGULAR BASIS ON ALL WORKING DAYS

- i) Cleaning/wet mopping of toilets and nearby areas and cleaning of Wash- basins, sinks, urinals etc. to be done on regular basis to maintain the cleanliness throughout the working hours.
- ii) Wet mopping of entire Canteen areas in regular intervals to keep the entire area neat & clean throughout the working hours.
- iii) Sweeping of corridors/staircases, waiting hall, Reception area etc. Wet moping of Central Waiting Hall, Reception areas, corridors, stair cases etc.

(B) TWICE DAILY AND ALSO AS AND WHEN REQUIRED

- i) Wet moping Receipt Section, dak counter etc.
- ii) Sweeping of open space/roads etc.

(C) ONCE DAILY AND ALSO AS AND WHEN REQUIRED

- i) **Sweeping and cleaning** of all rooms and handrail of stairs.(with sodium hypochlorite solution)
- ii) **Dusting/cleaning of** Tables, workstations, Chairs, Teapoy, Sofaset, Calendar/Pen Stand Artificial Flowers, Brass Planters, Name Plates, Curtains/Pelmets, Book Cupboards, Spl. Shelves, A.C. Inner Unit, Computer & Computer Furniture, Telephone Apparatus, Ash-Trays, Window panes, Switch Boards, Doors/Door Closures, Wall Hangings etc. Photostat and other machines.
- iii) Sweeping & cleaning of parking area in the basement of New Building.
- iv) Daily detailed dusting/cleaning of tables, chairs, sofaset etc of Adviser Suite so that dust is not accumulated on any furniture items of Adviser Suite.

(D) ONCE A WEEK AND ALSO AS AND WHEN REQUIRED

(Preferably to be done on Saturdays/Sundays or Holidays)

- i) Vacuum cleaning of carpets, curtains, Venetian blinds and related fixtures/computer terminals, library, dak counter and Reception Rooms.
- ii) Dusting of walls, roofs/ false ceiling from top downward.
- iii) Removal of cobwebs.
- iv) Dusting/brushing/cleaning room fixtures, upholstered chairs and sofas etc.
- v) Cleaning of electric switch boards, Fans, Tube Light Fittings etc.
- vi) Cleaning of windows, glass panes (from inside and outside) with cleaning material. Special cleaning of the door handle/area around door handle.
- vii) Hand scrubbing and cleaning/washing of entire floor area with cleaning material.
- viii) Cleaning/washing of sanitary/water supply fixtures, wall tiles, bathroom fitting etc.
- ix) Polishing of brass name plates, planters and brass fittings on doors or as per Requirement.

(E) ONCE IN A MONTH AND ALSO AS AND WHEN REQUIRED

(Preferably to be done on Saturdays/Sundays or Holidays)

- i) Scrubbing and polishing of entire floor area by using appropriate scrubbing/polishing machines.
- ii) Dusting /cleaning of fixture panel, paintings, light and electrical fittings.
- iii) Cleaning/washing of sanitary/water supply fixtures, wall tiles bathroom fitting etc.
- iv) Thorough cleaning of shafts adjoining all bathroom/toilets.
- v) Thorough sweeping cleaning of roof area of all the buildings or as per requirement.

(F) AS AND WHEN REQUIRED

- i) Shifting of official items such as furniture , stationary, electronic equipment etc. for official requirement as and when required

4. Provision and use of cleaning material

4.1.1 All the cleaning material to be used for maintenance of cleanliness of the area specified in the Tender Document has to be provided by the Contractor as per list provided at **Annexure-VI A**. All the cleaning material to be provided/used should be of ISI/standard brand to maintain the building areas spotlessly neat and clean, which can always be test checked by the officers designated by the UPSC.

Important Note: The material list is indicative & in case of more no. of visitors/guest to the UPSC, the requirement of material may increase upto 10% and the same should be provided by the bidder without any additional cost to UPSC.

4.1.2 All the Tools and cleaning equipment to be deployed by the agency per list provided at **Annexure-VI B**.

- 4.2 The contractor will arrange its own vacuum cleaning machine and scrubbing/polishing machine. Scrubbing/washing of floors of corridors and lobbies with appropriate machines shall be done once a week on Saturdays/Sundays. . No additional amount towards maintenance or repair of vacuum cleaning machine or scrubbing machine shall be paid by this office.
- 4.3 The initial work of sweeping /cleaning of rooms toilets including wash basins and sinks and sweeping and mopping of corridors, waiting halls, cleaning of glass panes of Reception and open area including road shall be taken up extensively in the morning and be completed before 9.00am everyday and again after 2.30 pm i.e. after the lunch on all working days.
- 4.4 All toilets shall be provided with “de-odourising” materials of approved brand & specifications, to be selected by UPSC, so as to prevent foul smell emanating out of toilets. Materials such as “Odonil” or any other perfume generating material shall always remain at least in two corners of the toilets.
- 4.5 The Contractor shall make arrangements to refill the sanitary cubes and other consumable like liquid soap etc. for hand wash in all the toilets under the contract on day to day basis.
- 4.6 **Inventory Management:** The contractor will deposit all the sweeping and cleaning material mentioned in Annexure-VIA of NIT with the store of UPSC. These material will be issued by UPSC on weekly basis depending upon the consumption of the material. The material will be issued to the contractor in the presence of Building Supervisor of UPSC who will ensure that the material being issued is properly utilized. The contractor will deposit all the material of the month latest by 25th of preceding month and any delay beyond 25th will attract penalty @ 10% of material cost per day for a maximum period of 5 day and beyond these the contract will be liable for termination.

5. **Deployment of the staff by the Contractor**

- 5.1 A complete list of the Housekeeping staff, engaged by the Contractor for deployment in the site, shall be furnished by the Contractor to this office alongwith the complete address and other antecedents of the staff. The Contractor shall deploy only those staff whose character and antecedents have been verified by the Delhi Police Authority and the Contractor should give a certificate to that effect to this office.
- 5.2 **Uniform & ID Card:** Every housekeeping services staff engaged by the Contractor shall wear the prescribed uniform meant for Housekeeping according to season (i.e summer uniform in summer and winter uniform in winter season) and a Firm's ID Card bearing his name and designation while on duty. The said uniform and ID card shall be provided and maintained by the Contractor at its own cost. Non compliance with the clause shall be liable for penalty as per **clause-11**
- 5.3 **Attendance:** - The attendance of the deployed House Keepers will be marked in a attendance Register maintained by the Contractor. It may be countersigned everyday by Sr. EM&MO/EM&MO/Estate Supervisor.
- 5.4 The Contractor shall not employ any person who has not completed eighteen years of age.
- 5.5 The Contractor before execution of the work shall specify the actual number of workers to be engaged for housekeeping job in UPSC and such list of workers should be provided well in advance. The workers should be provided by the contractor in UPSC from this list. The list may be revised by the contractor from

time to time. The Supervisors to be deployed by the Contractor must be able to watch and supervise the work and to test and examine materials to be used. He/She must ensure the maintenance of performance standards and periodicity of cleaning jobs. As and when any extra work is to be carried out, the Contractor shall plan the increase the number of workers without claiming any extra payments from this office.

5.6 The office of UPSC shall not be responsible financially or otherwise for any injury/loss of life to the Housekeeping personnel in the course of performing the Housekeeping function in the office complex.

5.7 **Preventive measures for COVID-19(Corona Virus)-** Ministry Health & Family welfare has issued a comprehensive guidelines for strict compliance. The firm would be follow the following instructions:

- i) All housekeeping staff who will be deployed in the office must use face mask & gloves. These items will be provided by the firm to their housekeeping staff. Beside this the temperature of housekeeping staff will be checked by the firm with their own Temperature Gun during the day in addition to common thermal scanning at UPSC gate in morning.
- ii) Checking may be done on daily basis all worker before deployment in the office that no one has symptoms of fever, sore throat, cough, running nose or breathing difficulty. Supervisor of the firm has to keep a continuous watch on the health of persons deployed in UPSC and inform the status to M&M Section.
- iii) In high contact surfaces such as door handles of rooms, bathrooms, lift bottoms/switches, telephone, printer/scanners, and other office machines should be cleaned twice daily by mopping with linen/absorbable cloth soaked in 1% **sodium hypo- chlorite** solution prepared fresh before using
- iv) Viroff/R-82 or equivalent disinfectant may also be used for disinfection and sanitization of rooms while moping etc.
- v) All the cleaning material/items should be carried out in suitable basket/hand tray devised for this purpose.

NOTE: Apart from above the contractor has to comply any instruction of Government of India/UPSC issued from time to time for proper cleaning/sanitization of the office premises.

6. **Other Conditions of the Contract**

6.1.1 The successful bidder shall not transfer the work/contract to any other person in any manner. The Contractor shall not be permitted to sub-contract the work to any other person/firm/agency.

6.1.2 The bid shall be valid for 180 days from the date of opening. No Firm will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the firm would stand forfeited.

6.1.3 If the bidder withdraw the bid at advance stage of tender i.e. after technical qualification and before the award of contract the EMD will be forfeited and the firm will be blacklisted.

6.2 It shall be the responsibility of the contractor to comply with provisions of various Acts/Statutes regarding payment of Minimum Wages/Provident Fund/Employees State Insurance etc. in respect of laborers detailed for the work and their service conditions, and quote the rates accordingly. Also the successful bidder shall ensure compliance of provisions of EPF & MP Act 1952. The contractor shall indemnify UPSC against payments to be made under & for the observance to the applicable laws. The Housekeeping firm will be liable for any disciplinary action/penal action for not implementing the labour welfare laws as applicable and are in force.

- 6.3 This office reserves the right to withdraw any of the Unit(s) mentioned in the areas to be covered under the contract for sweeping & cleaning for a particular period and the charges for those particular units of area will not be payable for that particular period.
- 6.4 On certain occasions the Contractor shall have to provide any additional personnel for allocating any additional Housekeeping duty as directed by this office or any authorized officer in this office in addition to those duties/personnel covered in this tender and the Contractor shall not claim any extra payment on this account.
- 6.5 The contractor will have to ensure cleanliness of the site by using the requisite quantity and quality of materials to the entire satisfaction of this office. If this office indicates that the cleanliness or Housekeeping services are not adequately satisfactory on account of insufficient tools, material and/or manpower, the contractor will have to remedy/rectify the inadequacy/shortfall/suggestion at the earliest. However, this shall be liable for penalty as per **clause-11**
- 6.6 **Dustbins:** Two dustbins i.e. green for wet & blue for dry will be provided by the contractor at 06 designated place i.e. Entry gate No. 1, Khatta near Kota House boundary, New Canteen, Old Canteen, Museum, in Jam Nagar House (Record Room) . These 12 dustbins should be maintained properly and kept clean. Polythene/ ecofriendly substitute (complying to Govt. Law) would be placed in all the dustbins every day. In addition to these dustbins, the contractor shall also provide polythene/ ecofriendly substitute & cleaning services to the 06 pair of dustbins fixed permanently at various places at the Commission Annexure-VIA
- 6.6.1 **Waste Disposal Management:** The contractor will ensure collection, mechanized screening/ segregation of dry and wet garbage in the earmarked area to the nearest Corporation bin outside the Commission.
- 6.7 **Trolleys & Rickshaw Cart:** Suitable trolleys have to be used by the Contractor to carry the accumulated sweeping waste/garbage from the building to the "KHATTA". The trolleys shall not be allowed inside the building. The arrangement of the trolleys as per Annexure-VIC have to be made by the Contractor himself and the cost of the maintenance of the same should also be borne by the Contractor.
- 6.8 All the workers should be present throughout the working hours i.e. **7.30 a.m. to 4.00 p.m.** from Monday to Saturday at each floor of all the building covered under the agreement with necessary cleaning material to attend to any immediate need for cleaning/sweeping at that floor. Thereafter, during rest office hours i.e. **from 4.00 PM to till office/building is closed 02 nos.** of worker each for Ayog Sachivalya, Main Building & Annexe Building and **01 no.** worker each for Canteen A & B and Examination Hall Building along with **02** supervisor (one gents & one ladies), **total 11 nos. of manpower, including Supervisor**, should be present with necessary cleaning material to attend any immediate need for sweeping cleaning work. On Sunday/Holiday, some sweeping cleaning worker as per requirement alongwith one Supervisor should be provided by contractor on UPSC Exam day or for some other official activity in the Commission.
- 6.9 One sewer man with necessary tools (amongst the sweepers/staff deployed by the Contractor) will also be deployed by the Contractor for opening and cleaning of the blocked sewer, drainage etc.
- 6.10 Wet mopping of all the toilets will be carried out on hourly/regular basis. For this purpose one sweeper for ladies and one sweeper for gents toilets at each floor shall be deployed in all the buildings throughout the day in addition to the requirement of one sweeper at each floor to attend the immediate need for cleaning/sweeping of that floor. Deployment of sweeper shall be as per number indicated in clause-3 under the supervision of supervisor in consultation with Sr. Estate Manager & Meeting Officer, UPSC.

- 6.11 Supervisors deployed by the Contractor shall invariably report daily to the concerned Sr. EM&MO, EM&MOS or Estates Supervisors or any other officer designated to look after the work of that building to take directions for maintenance of cleanliness & hygiene of the building. The Supervisors, workers of the Contractor should comply to the directions of the designated officers.
- 6.12 This office shall be at liberty to direct and require the contractor to remove from the work, any person employed by the agency, who in the opinion of this office misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulge in unlawful activities or the like and such person shall not be again employed on the work without permission of this office.
- 6.13 The sweeping and cleaning work in some of the sensitive areas like Confidential wing(covered under Unit-III) will be done under the specific supervision/direction of the authorized officers by this office.
- 6.14 This office may retain any/some worker(s) after office hours as and when required without any extra payment to Contractor.
- 6.15.1 The inspection of toilets as well as the sanitary fittings shall have to be undertaken by supervisor-in-charge and minor defects/repair in sanitary fittings, if any noticed, shall have to be brought to the notice of Sr. EM&MO, EM&MO or Estates Supervisor in writing immediately who in turn shall inform CPWD for remedial action. Supervisor will ensure that the periodic inspection sheet of washroom shall be properly filled/signed by the worker assigned the washroom as per Annexure-VII. Failing to do so , a penalty will be imposed as per clause 11.8A
- 6.15.2 **Housekeeping Services Complaint Register**: This register is to be completed on the basis of information received by the Sr. EM&MO/EM&MO through the inspection of the site, material on site, attendance sheet of the staff, weekly report, verbal complaints etc. and necessary action is to be taken.
- 6.16 **Performance Evaluation** :
This office, however reserves the right to review the performance whenever a need arises, and also to terminate the contract at any point of time during the currency of the contract in case of performance and the service rendered by the contract firm is found to be un-satisfactory. The decision of Secretary, UPSC shall be binding on the contractor.
7. **Evaluation of Bids**:
The evaluation of bid will be done by a Tender Evaluation Committee (TEC) constituted for this purpose. The financial bids of only technically qualified bidders recommended by the TEC will be considered. Evaluation of the financial bids for L-1 bidder shall be done on the basis of the lowest rate quoted in the sr.no. 11 of Table I of Annexure-II after excluding GST/Service Tax quoted in the sr.no. 9 of Table I. The evaluation will be made keeping in view the minimum wages, ESI/EPF contribution which is statutory in nature. Financial bids not conforming to the minimum wages and statutory obligations applicable in Delhi shall be treated non-responsive and bid will be rejected. Profit and overheads/ service charge should not be 'NIL'. The offer with 'NIL' Service Charge/Profit and overheads will be considered as unresponsive.
- 7.1 In case two firm have quoted the same lowest rate. The L-1 firm will be decided on the basis of annual turnover. The firm with higher turnover will be selected as L-1 firm.
8. **Payment Terms**
- 8.1 No advance payment will be made. Payment of monthly bills shall be made on post service basis.
- 8.2 Bills shall be submitted at the end of each month (in triplicate) after completion of work for one month.
- 8.3 Bills shall be considered for payment on the basis of satisfactory performance certificates/reports of designated officer(s) who will supervise the work of the Contractor on behalf of the office of UPSC.

- 8.4 Payment of the bills after deduction of penalty, if any, shall be made within 45 days from the date of submission of the bills complete in all respect by the Contractor.
- 8.5 The office of UPSC will deduct Income Tax at Source as applicable from time to time.
- 8.6 Bills shall be considered for payment after submitting separate ECR, alongwith soft copy of ECR and e-challan pertaining to EPF/ESI every month in respect of manpower deployed in Office of UPSC. Further salary/wages register signed by employees indicating P.F. Account number should be submitted. The firm will also submit an affidavit in the absence of separate ECR.
- 8.7 The payment/wages to its personnel shall be paid to them directly by the contractor through bank or ECS or online transfer to their bank account. It shall be the duty of the contractor to ensure the disbursement of wages through bank account of labour/supervisor. The contractor should submit an undertaking/certificate clearly stating the disbursement of salary/wages through bank account of its employees working in the office of UPSC for the respective months before submission of bill.
- 8.8 Service Tax/GST Exemption: The Commission is not exempted from the Service Tax/GST. The Service Tax Amount will be reimbursed on submission of payment proof by the Service Provider.
- 8.9 Prices shall be valid for a period of one year. However, on revision of minimum wages & Taxes, Contractor may request in writing for enhancement of minimum wages & Taxes accordingly to the UPSC, which shall be considered and agreed, if found reasonable by the UPSC.
- 8.10 During the contract period additional Housekeeping services may be availed up to 25% of the contract value.

9. Performance Security Deposit

- 9.1 The successful bidder will have to submit **Performance Security Deposit** in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee, having the validity of fourteen month i.e. 60 days beyond the full contract period from a Commercial Bank in an acceptable form equivalent to **10%** of the total annual value of the contract drawn in favour of Secretary, UPSC **within seven days** from the date of the award of the contract failing which Earnest Money Deposit shall be liable to be forfeited and the contract may also be cancelled. Earnest Money Deposit of the successful bidder will be refunded immediately after receipt of Performance Security Deposit from the successful bidder. The EMD submitted by the Successful Bidder will be adjustable against the Performance Security Deposit in case he opts for payment of the Security Deposit in the form of Bank Draft/Pay Order.

10. Period of the Contract

- 10.1 The contract shall be valid for a period of one year from the date of award of the contract subject to satisfactory performance of the Contractor.
- 10.2 In case services provided by the firm are found satisfactory the Competent Authority may at his discretion extend the contract for a further period upto one year on the same terms and conditions and rates.

11. Damages/Penalties Clauses **(A) Penalty for unsatisfactory service**

- 11.1 In case the services are found deficient on any one particular day in a month, a penalty of 1 %(one percent) of the monthly contract amount for unsatisfactory service.

- 11.2 In case Services are found deficient for 2 to 4 days in a month, a penalty of 2% of the monthly contract amount will be levied for each deficient day. If deficiency found more than 4 day and upto 7 days a penalty of 3% of the monthly contract amount will be levied for each deficient day . If deficiency found more than 7 day and upto 10 days, a penalty of 5% of the monthly contract amount will be levied for each deficient day.
- 11.3 If unsatisfactory performance continues for more than a period of 10 days , the UPSC reserves the right to terminate the contract without any further notice. In such an event the Security Deposit of the Contractor shall be liable to be forfeited.

(B) Penalty for shortage of manpower

- 11.4 The contractor should ensure to maintain adequate number of manpower as mentioned in NIT. In case of shortage of manpower, the deduction will be made on pro-rata basis from the total contract amount.
- 11.5 Apart from pro-rata deduction as mentioned above, a penalty @ Rs. 500/- per worker per day will be deducted for the shortage upto 03 occasion/days in a month. If the manpower shortage is more than 03 occasion/days in a month and upto 07 occasion/days a penalty @ Rs. 1000/- per worker per day will deducted. If shortage of manpower is more than 07 occasion/days in a month a penalty @ Rs. 2000 per worker per day will be deducted.

Example: if the Contractor is for providing of 50 manpower at the monthly rate of Rs. 5,00,000/- and their shortage of total 10 manpower on 04 occasion in a month containing 30 days. Then penalty will be as under:
 Pro rata deduction for the shortage of total 10 manpower

$$\frac{500000 \times 10}{30 \times 50} = \text{Rs. } 3333.30/- \text{ (pro rata deduction)}$$

 Penalty = 10 x 1000 = Rs. 10,000/-
 Thus the deduction will be Rs. 3333.30 + Rs. 10,000 = Rs. 13333.30/-

(C) Penalty for Uniform & ID & non reporting of defects & inspection shown

- 11.6 In case the workers wear dirty/shabby uniform, a penalty @ Rs. 50/- per worker per occasion/day will be deducted.
- 11.7 In case the workers do not wear uniform, a penalty @ Rs. 100/- per worker per occasion/day will be deducted. In case the workers not wear ID Card, a penalty @ Rs. 50/- per worker per occasion/day will be deducted.
- 11.8 In case the workers do not wear mask and gloves as per clause 5.7(i), a penalty @ Rs. 100 each for mask and gloves per worker per occasion/day will be deducted.
- 11.8A In case the supervisor fails to do the activities as per clause 6.15.1, a penalty of Rs. 500 will be deducted on per occasion/day.

(D) Penalty for Shortage of Meterials

- 11.9 In case the materials as per list are not provided with quality & quantity, a penalty @ MRP of that particular short supply items will be deducted.
- 11.10 The penalty for unsatisfactory services and penalty of shortage of manpower will be dealt separately and if the Contractor is providing less manpower and there is

unsatisfactory service also, then both the penalty clause may be invoked against the Contractor.

(E) Penalty for shortage of Equipments

- 11.11 In case the Equipments for cleaning as per list are not provided, a penalty @ Rs. 1000/- of that particular equipment will be deducted.
- 11.12 The Contractor shall be fully responsible for any damage caused to the property of the Commissions office by his men during sweeping and cleaning work and this office will deduct suitable amount from the bills payable to him or recover the same from the security deposit.
- 11.13 If it is observed any time during the period of contract that the contractor has demanded bribe from the candidates for enjoining them or any complaint received in this regard, the contract shall be terminated immediately at the cost and risk of the contractor and no earnest money/bank guarantee shall be refunded.

Termination of Contract

- 11.14 UPSC without prejudice to any other remedy, reserves the right to terminate the contract by giving notice in writing in case Firm fails to discharge its obligation as per terms and conditions of this NIT without sufficient grounds or is found guilty of negligence, carelessness or found guilty of inefficiency, fraud, mischief and misappropriation of any other type of misconduct by firm or by its staff or agent. In such scenario, UPSC reserves the right to forfeit EMD, Performance Security and payments due to the Firm.

12. Risk Purchase Clause

If the contractor after submission of tender and due acceptance of the same i.e. after the placement of order fails to abide by the terms and conditions of this tender documents, or fails to supply the material or at any time repudiates the contract, the UPSC will have the right to forfeit the EMD or invoke the Performance Security if deposited by the contractor and procure the items from other agencies at the risk and consequence of the contractor. The cost difference between the alternative arrangement and contractor's tender value will be recovered from the contractor along with other incidental chargers including taxes etc. **In case, UPSC is forced to procure the material/services through alternative sources and if procurement price is lower, no benefit on this account would be passed on to the contractor.**

13. Force Majeure

- (a) UPSC or the bidder, as the case may be, in case of any failure or omission to complete the contractual liability or having delayed the performance of its work on account of natural calamities such as fires, floods, earthquakes, hurricanes etc. And reasons beyond one's control such as civil strikes, lockouts, strikes, riots, civil war etc. Shall not be held responsible for such omission, failure or delay and shall be relieved of their respective obligations to perform provided either party give to the other party a notice within 21 days of the occurrence of such incidence.
- (b) Either party, as and when it gives notice of *force majeure* shall provide confirmation of such events in the form of certificate from the Government Department or agency or Chamber of Commerce. The parties shall be relieved of their respective obligations to perform hereunder for so long as the event of *force majeure* continues and to the extent their performance is affected by such an event of *force majeure* provided notices as above are given and the event of *force majeure* is established as provided herein above. However, UPSC reserves the

right to terminate the contract if the performance against the contract is prevented by the event of strike, lockout etc. for a period exceeding 60 days.

14. Arbitration

Any dispute or difference whatsoever arising between UPSC & the firm out of or relating to the conclusion, meaning and operation or effect of this contract or the breach thereof shall be settled by the Arbitrator to be appointed by UPSC in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the award in pursuance thereof shall be binding on UPSC & the firm. The venue of Arbitration shall be at Delhi.

15. Jurisdiction

Subject to the arbitration herein above provided, any suit or proceedings to enforce the right of either of the parties hereto the contract shall be instituted in and tried only by the courts in Delhi and by no other court, and both the parties hereto hereby expressly agree to submit to the jurisdiction of such court.

16. Liquidated Damages/Penalties

Vendor has to execute the work strictly as per scope of work in accordance with the terms and conditions of the tender failing which UPSC without prejudice to any other right or remedy available may recover any such amount suffered as loss from the vendor as ascertained/assessed by this office as liquidated damages and not by way of penalty to be imposed separately at the rate of 1% per day of delay in supply subject to a maximum of 10% of the total contract value. If any loss or delay has been caused due to any reasons beyond the control of any of the parties (Force Majeure), the Secretary, UPSC shall have the sole discretion to waive off such loss or penalty as he deems fit. The Vendor shall explain in writing the reasons, which caused such delay or loss within 10 days from the date of delay or incurrance of such loss. For any delay beyond ten weeks, the UPSC shall be at liberty to get the work done from any other Agency and also forfeit the Performance Security of the vendor and take other actions as deemed fit by the Secretary, UPSC.

17. Certificate of Near Relatives

The relatives/near relatives of employees of the Client are prohibited from participation of this bid. A certificate in this regard should be enclosed as per annexure-III of NIT

Yours faithfully,

(Anil Kumar)
UNDER SECRETARY (G)

Copy to Web Cell for web based publicity of the Tender

ANNEXURE - I
FORM FOR FURNISHING MORE DETAILS
(TO BE FURNISHED WITH TECHNICAL BID)

1. Name of the bidder firm : _____
(in block letters) : _____
2. Registration No. and year of establishment : _____
Of the Firm/Company/ Agency : _____
3. Address of the Registered Office of : _____
the Bidder : _____
4. Name and Designation of the Bidder : _____
5. Tele. Nos. : Office :- _____
Res. :- _____
Mobile :- _____
6. ESI Code : _____
7. EPF Code No. : _____
8. PAN No. : _____
9. GSTIN : _____
- 10 Total No. of employee on the roll : _____
of the firm.
11. Details of EMD deposited : Amount :- _____
DD/Pay Order No:- _____
Dated :- _____
Drawn on :- _____
12. Details of other particulars, if any. : _____

I/We the undersigned being the bidder as mentioned above, hereby apply to the Government for providing Housekeeping Services in the office of UPSC as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form. Our bid is strictly in accordance with the scope of work specified on the tender documents. It is also certified that this firm have not been black-listed by any Government organization/PSU etc.

**(Signature of the Bidder and Seal/stamp of the
the firm/Company)**

Place :-

Date :-

NOTE :

- Any correction in the application form should be fully signed by the bidder.
- All pages of the tender application form should be fully signed by the bidder.
- Strikeout items whichever is not applicable.

ANNEXURE - II

FORMAT FOR FURNISHING FINANCIAL BID FOR THE ANNUAL CONTRACT FOR HOUSEKEEPING SERVICES IN UPSC PREMISES.

Bidder are requested to read carefully the Important Note below before the filling the Financial Bid.

IMPORTANT NOTE:

- i) The firm not giving rate in prescribed format will be outrightly rejected.
- ii) It is mandatory to fill all the details in table below. Incomplete & conditional bids will be summarily rejected.
- iii) The rate will be valid for a period of tender/contract from the date of offer of the tender and shall also be valid for the extended period (if any), as per the terms and conditions of the tender. The rate quoted below in Table shall be separate for all items i.e. cost of the cleaning material, cost of labour, equipments and all applicable charges, taxes and in accordance with all the statutory liability/provision/rules/regulations.

1. Name and Address of the firm :

TABLE- I (Detailed Price Breakup)

S.No.	Category	No. of Manpower	Cost of labour	Total rate. (Rs)	EPF		ESI		Total Amount (In Rs.)	
			* Monthly Rate Per Manpower		Rate %	Amount (In Rs.)	Rate %	Amount (In Rs.)		
A	B	C	D	E=C x D	F	G	H	I	J= E+G+I	
1.	Un Skilled	57								
2.	Semi Skilled	05								
Sub Total of Sl. No. 1 & 2 in Rs.										
3.	Monthly Material Charges for the buildings (Unit I – Unit VI) mentioned in para 3.1.1 of NIT. Material list as per Annexure VI-A							Rs.		
4.	Monthly Material Charges for the Adviser Suite (Unit VII) mentioned in para 3.1.1 of NIT. Material list as per Annexure VI-B							Rs.		
5	Total Monthly Material Charges (sum of sl no 3 and 4)							Rs.		
6	Monthly Service Charges for the buildings (Unit I – Unit VI) mentioned in para 3.1.1 of NIT							Rs.		
7	Monthly Service Charges for the Adviser Suite (Unit VII) mentioned in para 3.1.1 of NIT							Rs.		
8	Total Monthly Service Charges ^{^^} (sum of sl no 6 and 7)							Rs.		
9	GST/Service Tax #	Rate % ()						Amount of GST in Rs.		
10.	Any other charges							Rs.		
11.	Grand Total 1+2+5+8+9 +10								Rs.	

<p><i>* The rate quoted should not be less than the minimum wages rate of NCT Delhi in force at the time of the bid submission.</i></p>
<p><i>^^ Service Charges/ Administrative charges are to be mentioned separately in the S.No. 6-8 of Table-I. Bids with Nil Service Charges would be considered as unresponsive as per the clause 7 of NIT.</i></p>
<p><i># Only GST/Service Tax is to be quoted in S.No.9 of Table –I.</i></p>

Note: *GSTService Tax will not be considered for the purpose of L-1 evaluation and comparison of bids*

**SIGNATURE OF THE BIDDER
WITH SEAL OF THE FIRM**

CERTIFICATE

Certificate on Non-Participation of near Relatives in the tender

I _____, S/O _____,
R/O _____ hereby certify that none of
my relative(s) as defined in clause-17 of tender document is/are employed in
UPSC, NEW DELHI as per details given in tender document. In case at any stage,
it is found that the information given by me is false/ incorrect, UPSC office shall
have the absolute right to take any action including termination of the Contract as
deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder

Name _____

Position _____

Date _____

CERTIFICATE

We the (firm name) _____

Address _____ hereby

certify that we have not been blacklisted at any time in the past by any of the Govt.

Organisation/Undertakings/PSU anywhere in the Country

Signature of proprietor _____

Or for and on behalf of the Bidder

Name _____

Position _____

Date _____

CHECK LIST PROFORMA

Name of the firm :-

SN	Documents required	Remarks		Page No. in the Technical bid
1.	The company, firm or agency must be registered with Registrar of Companies (R.O.C.) /Registrar of Firm/ registered under Shops & Establishment Act/Rule. A copy of registration certificate should be submitted as per clause 1.1.1			
2.	The firm must have the Registered/Branch office Delhi/NCR. Documentary proof in support the same shall be submitted as per clause 1.1.2.			
3.	The Firm/Company should have annual turnover of at least Rs. 50 lacs in each of the past three years. A certificate from Chartered Accountant indicating the annual turnover during the last three Years should be enclosed as supporting documents in this regard should be furnished in the technical bid as per clause 1.1.3.	Year	Turnover	
		2016-17		
		2017-18		
		2018-19		
4.	A company, firm or agency shall also be registered with Ministry of Labour under Section 12(1) of Contrat Labour (Regulation and Abolition) Act 1970. A copy of such certificate (from a past or running contract) from the concerned authorities must be enclosed alongwith the bid as per clause 1.1.4			
5.	The firm should furnish a current Bank solvency certificate from a scheduled bank for any amount of not less than Rs. 10 lakhs as per clause 1.1.5			
6.	Self-certificate of firm that they have not been black listed by any Government organization/PSU etc. as per clause 1.1.6			
7.	The firm must have a valid ISO, OHSAS 18001 and 8000 certificate. A copy of the same shall be submit with the bid as per clause 1.1.7			
8.	The firm should have minimum 50 employees on rolls. A copy of current EPF deduction details of ea employees on the roll must be furnished alongwith bid as per clause 1.1.8			
9.	The Bidder should have successfully completed similar work of providing housekeeping services in the Government Department/Autonomous Body/Public Sector (Central or State) for the last five years. A copy of work order shall be submitted as per clause 1.1.9(a)			

10.	The bidder has to submit the relevant work experience certificates of atleast of 01 works of the value of Rs. 1.25 crore or above OR 02 works of the value of Rs. 80 lakh each or above OR 03 work of the value of Rs. 60 lakh each or above in last 5 years. A copy of completion certificate shall be submitted as per clause 1.1.9(b)		
11.	Ongoing Contracts: In addition to above the firm should also submit a list of ongoing contracts in the field of housekeeping services in Government Department/Autonomous Body/Public Sector (Central or State). The firm should have atleast one or two running contract with the total value of Rs. 50 Lakhs or above. A copy of work order of such contract should be enclosed alongwith the bid per clause 1.1.9(c)		
12.	Copy of PAN certificate		
13.	The bidder has to submit the a self-scanned copy of Income Tax Return for the last three year		
14.	Copy of GSTIN Registration Certificate		
15.	Registration Number of the Co.:- ESI code / EPF code:-		
14.	Has Annexure-I, III & IV of Tender Document been furnished		
15.	Whether EMD enclosed or not.		
16.	If the firm is exempted from submission of EMD/Tender Fee, a copy of documentary evidence is required to be submitted..		
17	Letter of Authorization, if applicable as per clause 1.7		

Note:- Information as indicated above should be strictly in accordance with the bid document any deviation in information from that of bid document would not be entertained. Only above mentioned documents should be enclosed, unnecessary/unwanted documents should not enclosed in technical bid.

2. It is firmly stated that information as mentioned above is true to the best of my knowledge and incase at any stage if the information is found to be incorrect then the Commission has the right to disqualify the bid.

(Signature of the Bidder and Seal/Stamp of the Firm/Company)

IMPORTANT NOTE:- Please see note at the end of this table before quoting the rate

List of Sweeping & Cleaning material, their quantities and periodicity of supply (For the Unit I to VI)				
Sl.No.	Description	Approx Qty.	Periodicity of Supply	Remarks
1	Liquid Floor cleaner (2 Ltr) Lizol or equivalent	30X 2 Ltr.=60 Ltr.	Monthly	
2	Liquid Floor cleaner (2ltr)Teepol or equivalent	30X 2 Ltr.=60 Ltr.	Monthly	
3	Phenyl White floor Cleaner (5 Ltr.) Cleanzo or equivalent	50 x5 Ltr =250 Ltr.	Monthly	
4	Liquid Hand Soap (5 Ltr) Dettol, Savlon or equivalent	55 X 5 Ltr.=275 Ltr	Monthly	
5	Liquid Soap(200 ml) Bottle Dettol ,Savlon or equivalent	100 No.	One time	These are to be supplied in one go, in the starting of the first month of the contract.
6	Liquid Soap(800 ml) Pouch Dettol ,Savlon or equivalent	50 No pouch + 05 No. Bottle	Monthly	These are to be supplied for the next 11 months.
7	Cleaning powder (1k.g.) Vim, Nip, or equivalent	60 X 1 kg =60 k.g.	Monthly	
8	Washing powder (1kg.) Fena, Rin or equivalent	55 X 1 kg = 55 Kg	Monthly	
9	Nepthalene Balls (500 gm) Packet Bengal Chemical/ Trishul or equivalent	20 Pkt.X500 gm = 10 kg	Monthly	
10	Urinal & Sanitary cubes (400 gm) Admire, Sumo or equivalent	60 Packets	Monthly	
11	Room Freshener Spray (Rose, Lemon & Lavender, Jasmine etc) 250 ml Air wick, Air roma,Godrej , odonil or equivalent	60 No.	Monthly	The Break-up of quantities of each of the individual fragrances i.e. Rose, Lemon, Lavender, Jasmine etc to be supplied for in a month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.

12	Automatic Air Freshener (freshmatic) Machine with (Rose, Lemon & Lavender refill of 250 ml and batteries. Air wick, Air roma,Godrej , odonil or equivalent	50 No. Of Machines alongwith 50 No. Of Refill	Onetime	These Machines are to be supplied in one go, in the starting of the first month of the contract. The quantities of each type of fragrance i.e. Rose, Lemon, Lavender etc to be supplied per month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.
13	Refill (200ml) for the Automatic Air Freshener (freshmatic) machines against item No. 12 above. (Rose, Lemon & Lavender refill of 250 ml and batteries. Air wick, Air roma,Godrej , odonil or equivalent	20 No.	Monthly	The quantities of each of the individual fragrances i.e. Rose, Lemon, Lavender etc to be supplied for next 11 month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.
14	Alkaline Batteries for Automatic Air Freshner Machine (item No. 12 above) make- Panasonic or equivalent reputed brand.	20	Monthly	
15	Air Freshener Tablets 50 gm Air wick,Godraj, Odonil, or equivalent	200 No	Monthly	The quantities of type of fragrances i.e. Rose, Lemon, Lavender, Jasmine etc to be supplied for a month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.
16	Air freshener Pocket 10 gm Godrej-Aer, Air Wick or equivalent	25 No.	Monthly	The quantities of type of fragrances to be supplied for a month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.
17	Toilet cleaner (1Ltr.) Harpic, Domex or equivalent	60 Ltr.	Monthly	
18	Insect Spray for Cockroach 200 ml Mortein, Hit or equivalent	30 No.	Monthly	
19	Insect Spray for Flies/ Mosquitos 200 ml Mortein, Hit or equivalent	30 No.	Monthly	
20	Cotton Fabric duster for floor mopping (24"X24")	10 Dozen = 120 Pcs.	Monthly	Out of the monthly qty of 80, 40 dusters with Green green lining (for use in rooms/ corridor)and 60 dusters with red lining (for use in washroom only) are to be supplied.

21	Cotton fabric duster for hand dusting (20"X20")	9 Dozen = 108 Pcs	Monthly	
22	Yellow Soft duster for wiping Electronic and Electrical appliances. (42cm X 37cm)	50 Pcs.	Monthly	
23	Lime powder for marking (40kg)	40 K.g.	Quarterly	
24	Bleaching Powder	10 k.g.	Monthly	
25	Phool Jharu (26 inch)	35 No.	Monthly	
26	Metal polish (250 ml) Brasso or equivalent	15 No.	Monthly	
27	Wooden floor Wax polish (1 kg)	2 X 1Kg =2 K.g.	Monthly	
28	Nylon Utensil/Dish Scrubber (Round)	50 Pcs	Monthly	
30	Toilet paper Rolls (2 Ply) Daffodil, Paseo or equivalent	100 Pcs	Monthly	
31	Napkins Box (Box of 100 Pulls, 200 sheets) Daffodil-Gold or equivalent	80 Pkt.	Monthly	
32	Spray Pump for finit/ Bagon Spray liquid	20	One time	These are to be supplied in one go, in the starting of the first month of the contract.
33	Insect Spray liquid (5 Ltr) Finit/ Bagon or equivalent	2 X 5ltr=10 Ltr.	Quarterly	
34	Liquid Glass cleaner (500 ml) Colin or equivalent	500ml X 20 Bottle =10 Ltr.	Quarterly	40 no. Of fresh bottles/ spray are to be supplied in the first month of each quarter of the contract. For the remaining 8 months, refill pouch of 1000ml at the rate of 20 refill pouches per month is to be supplied
35	Liquid Glass cleaner Refill for item no 34 Colin or equivalent	1000ml X 10 Pouch =10 Ltr.	Monthly	These are to be supplied for the rest of the 8 months.
36	Garbage bag Big (43cmX48 cm)	70 k.g.	Monthly	
37	Garbage bag Medium (20cmX26cm)	70 kg.	Monthly	
38	Garbage bag Small (17cmX23cm)	60 k.g.	Monthly	

39	Mosquito Repellant Machine for Liquid. Good Knight/ Mortein/ All Out or equivalent along with the initial Refill	70 Pcs	One time	These are to be supplied in one go, in the starting of the first month of the contract.
40	Mosquito Repellant Liquid Refill (35 ml) Good Knight, Mortein, All out or equivalent	300	As and when required	The liquid refill shall be of reputed brand and compatible with the Machines provided. Otherwise requisite machines will have to be provided at no additional cost.
41	In Cistern Toilet Cleaner (flusmatic) 50g Harpic or equivalent	30	Monthly	Flusmate twin pine
42	Blocked Drain Cleaner 50g Kiwi Drainex or equivalent	5	Monthly	
43	Brush Toilet Cleaning	40 Pcs	Quarterly	
44	Tile Brush	50 Pcs	Quarterly	
45	Cob Web Brush	12 Pcs	Quarterly	
46	Feather Brush dusting	20 No.	Quarterly	
47	Dust Controller (Base 24 inch)	10 No.	Monthly	
48	Broom Stick Bambo (17.24 inch)	60 Pcs	quaterly	
49	Plastic Dustbin big (60, Ltr.) Blue and green Cello, Nelkamal or equivalent	62 No	One time	50 Pcs.(single) for in-door use and 12 Pcs. (blue and green) for out-door use.
50	Dustbin big (60 Ltr.) With Lid And Strong Wheels	4	One time	For Advisor Suite and Canteen
51	In-door/Room use Plastic Dustbin small (05 Ltr) Cello, Neelkamal or equivalent	400 Pcs.	One time	
52	Plastic bucket (20 Ltr.) Vijay Plastic or equivalent	36 Pcs.	Half yearly	17 Floor X 2 +2 (Rec. Room+ Rec. Club) = 36 Pcs.
53	Plastic dust pan Polyset, Cello or equivalent	35 Pcs.	Half Yearly	
54	Plastic mug (1 ltr.)	50 Pcs.	quaterly	Only for Indian Style Toilets.
55	Hand Gloves	20 Pcs.	monthly	
56	Taski R-9 Bathroom Cleaning chemical	04 Bottle (5 Ltr.)	monthly	For Bathroom of Advisers Suites & H. Chairman & Members Rooms
57	Urinal green bacteria pad	60	monthly	For Urinal Pot
58	Suma inox D-7 (stainless stee) -5 liters or equivalent.	1 Bottle	Yearly	
59	Sodium Hypo-chlorite 10% v/V solution	50 liter	Monthly	
60	Viroff/R-82 or equivalent disinfectant	10 liter	Monthly	
61	Spray Bottle of good quality	50	One time	
62	Tissue for Auto Dispenser			

ANNEXURE -VI B

List of Sweeping & Cleaning material, their quantities and periodicity of supply (For the Unit VII)				
Sl.No.	Description	Approx Qty.	Periodicity of Supply	Remarks
1	Liquid Floor cleaner (2 Ltr) Lizol or equivalent	6 X 2 Ltr.= 12 Ltr.	Monthly	
2	Liquid Floor cleaner (2ltr)Teepol or equivalent	3 X 2 Ltr.= 6 Ltr.	Monthly	
3	Phenyl White floor Cleaner (5 Ltr.) Cleanzo or equivalent	5 x6 Ltr =30 Ltr.	Monthly	
6	Liquid Soap(800 ml) Pouch Dettol ,Savlon or equivalent	75 pouch	Monthly	These are to be supplied for the next 11 months.
8	Washing powder (1kg.) Fena, Rin or equivalent	4 X 1 kg = 4 Kg	Monthly	
9	Nepthalene Balls (500 gm) Packet Bengal Chemical/ Trishul or equivalent	1 pkt	Monthly	
11	Room Freshener Spray (Rose, Lemon & Lavender, Jasmine etc) 250 ml Air wick, Air roma,Godrej , odonil or equivalent	2 No.	Monthly	The Break-up of quantities of each of the individual fragrances i.e. Rose, Lemon, Lavender, Jasmine etc to be supplied for in a month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.
15	Air Freshener Tablets 50 gm Air wick,Godraj, Odonil, or equivalent	96 No	Monthly	The quantities of type of fragrances i.e. Rose, Lemon, Lavender, Jasmine etc to be supplied for a month will be as decided by the Sr. EM& MO/ EM& Mo of UPSC.
17	Toilet cleaner (1Ltr.) Harpic, Domex or equivalent	15 Ltr.	Monthly	
18	Insect Spray for Cockroach 200 ml Mortein, Hit or equivalent	6 No.	Monthly	
19	Insect Spray for Flies/ Mosquitos 200 ml Mortein, Hit or equivalent	6 No.	Monthly	
20	Cotton Fabric duster for floor mopping (24"X24")	30 Pcs.	Monthly	Out of the monthly qty of 120, 60 dusters with Green green lining (for use in rooms/ corridor)and 60 dusters with red lining (for use in washroom only) are to be supplied.

21	Cotton fabric duster for hand dusting (20"X20")	18 Pcs	Monthly	
25	Phool Jharu (26 inch)	5 No.	Monthly	
28	Nylon Utensil/Dish Scrubber (Round)	3 Pcs	Monthly	
29	Small Soap (Cake) (15 gm) Medimix or equivalent.	150 Pcs	Monthly	For Use in Guest House
30	Toilet paper Rolls (2 Ply) Daffodil, Paseo or equivalent	60 Pcs	Monthly	
31	Napkins Box (Box of 100 Pulls, 200 sheets) Daffodil-Gold or equivalent	50 Pkt.	Monthly	
34	Liquid Glass cleaner (500 ml) Colin or equivalent	500ml X 16 Bottle = 8 Ltr.	Quarterly	40 no. Of fresh bottles/ spray are to be supplied in the first month of each quarter of the contract. For the remaining 8 months, refill pouch of 1000ml at the rate of 20 refill pouches per month is to be supplied
35	Liquid Glass cleaner Refill for item no 34 Colin or equivalent	1000ml X 5 Pouch = 5 Ltr.	Monthly	These are to be supplied for the rest of the 8 months.

Important Note: The above is an indicative list & in case of more no. of visitors/guest to the UPSC, the requirement of above may increase upto 10% and the same should be provided by the bidder without any additional cost to UPSC.

ANNEXURE -VIC

List of Tools and sweeping /cleaning Equipment to be deployed by the agency in the UPSC			
S.N.	Name of Equipment	Qty.	Remarks
1	Garbage Cart (3 Wheel Rickshaw)	4	One for Each Building
2	Industrial vacuum cleaners (wet & dry)	4	One for Each Building
3	Heavy duty scrubbing machine	4	One for Each Building
4	Heavy duty polishing machine with pads	1	
5	Telescopic rod with glass cleaning kit	5	One for Each building + spare
6	water squeeze	5	One for Each building + spare
7	Big size ladder (2 Leged foldable)	2	Aluminum make
8	Wringer Trolley Double Bucket – 20-25 ltr	4	One for each building
9	Wet floor caution board	8	Two for each building
10	Cleaining schedule performa		As per direction
11	Agriculture Spade	4	
12	Feather brush for dusting	20	
13	Automatic Scrubber cleaner and dryer Machine	1	
14.	High Pressure Water Jet Machine	1	
15	Spraying Machine for Sodium Hypochlorite	2	
16.	Hand held shopping basket (Plastic) 4 Kg.	5	One for each building
17.	Cleaning caddy tote tray (hand held) also as cleaner's carry tray basket	15	One for each floor

Note:- The consumables and upkeep of the machines shall be the responsibility of the bidder.

WASHROOM CLEANING SCHEDULE

Date & day	Name & Sign	9 AM	10 AM	11 AM	12 Noon	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	Plumbing Ok/not Ok If not Ok give details
		Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												