

भारत सरकार
(सूचना एवं प्रसारण मंत्रालय)
भारत के समाचारपत्रों के पंजीयक का कार्यालय
पश्चिम खण्ड- 8, संकघ- 2, रामाकृष्ण पुरम, नई दिल्ली -



GOVERNMENT OF INDIA
(Ministry of Information & Broadcasting)
OFFICE OF REGISTRAR OF NEWSPAPERS FOR INDIA
West Block-8, Wing-2, R.K Puram, New Delhi- 66

Dated : 03.02.2015

To,

09

Tender Notice

Office of Registrar of Newspapers for India under Ministry of Information & Broadcasting , invites 'Sealed Bids' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-I & II. The job specifications and scope of work are given in Tender document. The format for Financial Bid at Annexure-II. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

The bids are to be sent in two parts – one sealed envelope superscripted as 'Technical Bid' giving details in the format as per Annexure-I, and second envelope superscripted as 'Financial Bid' in the format at Annexure-II. The two sealed envelopes as above will be placed in another sealed envelope superscripted as 'BID FOR HOUSEKEEPING SERVICES IN RNI '. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

The Assistant Press Registrar (Admn.)
Office of Registrar of Newspapers for India
West Block-8, Wing -II
R.K. Puram, New Delhi- 110066

Last Date for receiving Quotations:

19/02/2016 by 1500 hrs

Date of Opening of Technical Bids

: 19/02/2016 at 1600 hrs

The quotations will be opened by the purchase committee of this office in the presence of the tenderers' or their representatives who may like to be present

(S.D. SARKAR)
Assistant Press Registrar (Admn.)

Tender Document

No. 10/29/2010- Admn./ Store

HOUSEKEEPING SERVICES FOR THE OFFICE OF R.N.I., New Delhi

TERMS & CONDITIONS

Last Date for receiving Quotations 19/02/2016 by 1500 hrs

Date of Opening of Technical Bids 19/02/2016 at 1600 hrs

1. JOB

- 1.1 Housekeeping / Cleaning, upkeep of the offices of Registrar of Newspapers for India and elsewhere, as specified below and providing general attendant / messenger services.

2. PREMISES

- 2.1 Ground Floor, (including toilets area) West Block-8, Wing-2, R.K. Puram, New Delhi
2.2 First Floor, (including toilets area) West Block-8, Wing-2, R.K. Puram, New Delhi
2.3 Any other place that this office has shifted, hire / rent / lease etc., during the currency of the Contract

3. PERIOD

- 3.1 Contract, once awarded, shall remain valid for a period of one year, unless terminated earlier as per the provisions of Clause 13 hereof. The contract can be extended further with mutual consent

4. ADDITIONAL WORK

- 4.1 In case the offices of Registrar of Newspapers for India requires assistance for any other work, which does not fall in the job contents of this contract or on any day services of their personnel is required, beyond the prescribed duty time, extra payment shall be made on per man hour basis calculated proportionately based on the approved manpower rates. However, for full day duty, the per day rates, as applicable from time to time, shall be paid and per hour rates shall not be applicable

5. PAYMENTS

- 5.1 Payments shall be released on a monthly basis against the pre-receipted bills received from the vendor after ascertaining that the quality of the services rendered by the Contractors were satisfactory and all personnel deployed, were present on all working days during the period covered by the bill;
- 5.2 Payment for manpower shall be made at the rates applicable under Minimum Wages Act, as prescribed from time to time by the Govt. of NCT of Delhi (unskilled workers) plus statutory payments on account of Provident Fund, Gratuity, ESI, leave salary and Bonus.
- 5.3 The contractors shall submit the attendance sheet of its personnel along with their bill for every month;
- 5.4 No increase in the rates during the contract period shall be entertained for whatsoever reasons except that in case of increase in minimum wages by Government of NCT of Delhi, the manpower rates will be revised proportionately.

Santh K

- 5.5 The contractor has to ensure and furnish a Certificate along with the monthly bill that payments to the personnel deployed at the offices of Registrar of Newspapers for India, New Delhi premises have been made in strict compliance of the provisions of the minimum wages act and that necessary payments on account of statutory provisions, for e.g. ESI (4.75%)/PF (13.61%)/ Gratuity, etc., have been deposited with the concerned authorities, failing which the contract shall not only be terminated and security deposits forfeited but any other action, as deemed fit by the offices of Registrar of Newspapers for India, New Delhi shall be taken.
- 5.6 If any of the contractors' employee is found absent, the contractor shall immediately provide replacement at no additional expenses. Any absence without replacement shall entail deduction at the rate of the amount equal to 1-½ times the prevalent per man day charges. If substitute reports for duty after 10.00 A.M., it will be viewed as absence for the half day and payment on that account shall be restricted by the amount equal to half the prevalent per man day rate.
- 5.7 Final bill shall be paid after 30 days from the completion / termination of the contract.

6. MANPOWER

- 6.1 A team of minimum 3 persons shall be deployed at the premises of the offices of Registrar of Newspapers for India, New Delhi This number is, however, subject to change with the provision that the charges for manpower shall be proportionately increased in case of increase in numbers and decreased in case of decrease in numbers. It will be binding on the vendor to provide additional manpower, as and when asked for by this office

7. TIMING

- 7.1 The employees of the contractors deployed at the premises of this office shall report for duty at 8.30 AM and shall remain on duty till 6.30 PM on all working days including Saturdays and shall be eligible for a break of 2.00 hour on a rotational basis in order to ensure that all the employees of the contractor do not leave the office of RNI together thereby disrupting the smooth operations. The offices of Registrar of Newspapers for India, New Delhi shall, however, have the right to detain all or some of the employees of the contractor, beyond the above hours, on need basis and payment of overtime calculated on per man-hour basis on prevailing rates for manpower costs shall be made for the same.

8. SCOPE OF WORK

- 8.1 The scope of work would include providing all housekeeping services including cleaning and general upkeep of the office premises, furniture and office equipment of the offices of Registrar of Newspapers for India, New Delhi The contract shall be extended to any other accommodation that may be owned / hired by this office during the prevalence of the contract and the contractors shall have no objection to the same. The cost of contract shall, however, be increased in proportion to increase in the space occupied and manpower deployed. Cleaning of walls / wooden partitions, Floors, Desks, chairs, other fixtures, dusting of office equipments, window panes / grills and roof up to ceiling height shall be included in the scope of work.
- 8.2 Besides, cleaning/sweeping services, man power deployed at the premises of the offices of Registrar of Newspapers for India, New Delhi by the contractors shall provide general attendance and messenger services to this office employees.

Santosh K

- 8.3 The job shall also include cleaning of toilets, wash basins, W.Cs, Floors along with wall tiles, daily with water and detergent, stains removal in the toilets with cleaning material provided by this office.

9. CLEANING MATERIALS

- 9.1 Necessary Cleaning material will be provided by this office.

10. SERVICES

- 10.1 During the working days i.e. 8.30 AM to 9.30 AM and 5.30 PM to 6.30 PM on all week days, the manpower deployed shall provide housekeeping, dusting and general cleaning services; while during the working hours, the personnel of contractors shall provide general attendance / messenger services for all purposes as may be required by this office. On Saturdays, thorough cleaning of the office premises shall be carried out by the personnel of the contractors.
- 10.2. General Cleaning Services to be provided on daily basis:
- 10.2.1 Cleaning / Dusting of furniture etc., of the entire office before 9.00 AM
- 10.2.2 Removal of waste paper and any other garbage from the entire premises.
- 10.2.3 Dusting of cupboards, telephone equipment first with dry cloth and then if required with detergent spray, such as Colin.
- 10.2.4 Mopping of common areas.
- 10.2.5 Cleaning of Planters if any
- 10.2.6 Air freshener spray in all cabins, toilets and corridors, at least twice in a day.
- 10.2.7 Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time.
- 10.2.8 Cleaning / mopping of sitting area and reception area and passages on a continuous basis.
- 10.2.9 Cleaning and refilling of water jugs in all Sections / Officers' Rooms.
- 10.2.10 Shifting / adjustments of furniture and other items etc., within the premises.
- 10.2.11 harpic cleaning and scrubbing of toilets, washbasins, sanitary fittings, glasses and toilet floors.
- 10.3. Thorough cleanliness Services to be provided on every Saturday and any other days on specific call basis:
- 10.3.1 Cleaning of window glasses, frames and grills with Colin or any other good quality detergent;
- 10.3.2 Cleaning of panels, posters and paintings, wooden cupboards including adjustments where needed;
- 10.3.3 Cleaning of dustbins and buckets with detergent;
- 10.3.4 Brass polishing of name-plates;
- 10.3.5 Cleaning of roof-tops;
- 10.4. General Attendance/Messenger Services
- 10.4.1 To move papers/files, etc. from one destination to another within the offices premises of RNI
- 10.4.2 To serve Water, Tea/Coffee to the employees and visitors of this office, as and when required;
- 10.4.3 To move furniture and other items within this office, as and when required;
- 10.4.4 To help in collection and despatch of various parcels, inventories etc.
- 10.4.5 Any other attendance services required by this office

11. RESPONSIBILITIES OF THE CONTRACTORS

- 11.1 Strict compliance of the terms and conditions of this document. The staff employed by the contractors shall be subject to inspection by the authorized officers of this office;

Saukh R

- 11.2 The contractors shall make payments to its employees in strict observance of Minimum Wages Act and other statutory requirements with regard to ESI / PF / Gratuity/Paid Leave etc. Any failure on the part of the contractor in this regard will entail termination of the contract and forfeiture of the Security Deposits in addition to other penal action as per law.
- 11.3 The contractors shall maintain a log book under the Supervisor's care in which daily attendance of the staff shall be marked to ensure that required number of persons have been engaged.
- 11.4 The logbook maintained by the Contractors shall be shown daily to SO (Admn.) at 9.30 AM and at any other time on demand.
- 11.5 The contractors shall be responsible for the discipline of its personnel deployed at this office premises. Any failure in this regard will be viewed as breach of contract leading to forfeiture of Security Deposits and other action, as deemed fit by the competent authority of this office.
- 11.6 If any of the contractors' employees is found absent, the contractor shall immediately provide replacement at no additional expenses. Any absence without replacement shall entail deduction at the rate of the amount equal to 1½ times the prevalent per man day charges. If substitute reports for duty after 10.00 A.M., it will be viewed as absence for the half day and payment on that account shall be restricted by the amount equal to half the prevalent per man day rate.
- 11.7 The contractors shall ensure that property of this office is not damaged due to negligence of contractors employee while on duty of this office. In case of any damage, the contractors shall be responsible to make good the losses;
- 11.8 Only adult personnel shall be deployed for duty by the contractors.
- 11.9 The contractors shall deal and settle the matters connected with service matters / conditions of its employees, Union activities etc., and shall make sure that no labour problem is passed on to this office under any circumstances. All precautions shall be taken by the contractors to ensure that no liability on account of its personnel deployed to serve the office of Registrar of Newspapers for India is in any condition passed on to this office.
- 11.10 The contractors shall ensure that the staff employed by them is well mannered, and posses good conduct. Physical and medical fitness of the personnel for the job shall also be ensured.
- 11.11 The contractors shall provide uniform to each of its staff members and ensure that they are properly attired including dress, shoes and also carry nameplates etc.
- 11.12 Office of Registrar of Newspapers for India shall not be responsible for any claim of whatsoever nature against the contractors from third party including claims, if any, from the personnel employed by the contractors and deployed at this office.
- 11.13 The contractors shall submit character verification of the workers deployed at RNI from the Police Authorities within two months of the award of contract.
- 11.14 The contractor should indemnify the RNI at all times against all claims, damages or compensation under provisions of payment Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen compensation Act, 1923; Industrial Disputes Act, 1947; The Maternity Benefit Act, 1961; Delhi Shops and Essential Commodities Act including any amendments to the said acts or any other law relating to such contracts made hereunder from time to time by Central or State Governments or any other Authorities. DOEACC shall not be subjected to own any responsibility under the provisions of any such Act, Law or Rules.

Santosh K

12. **MISCELLANEAOUS TERMS & CONDITIONS**

- 12.1 The decision of the competent authority of this office on any dispute, arising out of or relating to the contract including the interpretation of a part or full of this document, shall be final and binding on the parties.
- 12.2 The competent authority of this office reserves the right to reject the quotation without assigning any reason.
- 12.3 The price quoted should be separately indicated for manpower charges taking into account the provisions of Minimum Wages Act and other statutory requirement (including ESI, EPF, Gratuity, uniform); company service charges and any other charges / levies e.g. service tax etc. The manpower charges must include the provision of overtime, they may be required to pay to their employees as the duty hours being prescribed under the contract are more than normally applicable.
- 12.4 Any overwriting/fluiding/corrections in the offer submitted by the vendor should be authenticated by the signatures of the authority signing the bid. Failure on this account may lead to cancellation of the bid.
- 12.5 Incomplete Quotations shall be summarily rejected. If any column in the Pro forma remains blank or filled with inappropriate/incomplete information, the bid would be treated as incomplete.
- 12.6 A copy of this document with each page signed (by the signatory signing the bid) in token of acceptance of the terms and conditions stipulated herein must be submitted with the offer. The offers not accompanied by a duly signed copy of this document shall be treated as incomplete and shall be rejected.

13. **ELIGIBILITY REQUIREMENTS FOR A PARTY TO PARTICIPATE IN THE TENDER**

- 13.1 The eligibility of the vendor to participate in the Tender shall be as under:
- 13.2 The vendor should have been in the business of providing housekeeping services for more than 5 years
- 13.3 The annual turnover of the vendor for the past 3 years immediately preceding the current financial year should not be less than Rs.20 Lakhs per annum. A copy of the Income Expenditure Statement duly authenticated by a practicing CA / Income Tax returns to prove the vendors' turnover must be submitted with the Technical Bid.
- 13.4 A list of clients served/being served by the party must be provided with the Technical Bid. Certificates from at least three clients (with contract value not less than Rs. 5 lakhs per annum) confirming satisfactory services by the party must also be submitted by the party with the Technical Bid.
- 13.5 The Vendor should have serve at least one client where they have provided services as indicated in article 10 hereof, i.e , providing attendant services during working hours and housekeeping services outside office hours by same personnel. A documentary evidence to this effect must be submitted along with technical bid.
- 13.6 The vendor should have registered under ESI Act (Certified copy to be attached).
- 13.7 The vendor should have registered under Service Tax Registration (Certified copy to be attached).

Sankar K

- 13.8 The vendor should have Provident Fund Account Number allotted by Provident Fund Commissioner.
- 13.9 Earnest Money Deposit (EMD) of Rs.5,000/- by Demand Draft favouring DDO, RNI, New Delhi payable at Delhi must be attached with the offer. While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of the successful bidders would be refunded after a Bank Guarantee towards the Security Deposits, as per Item 14 hereof is received. In case the contractors selected, backs out, the EMD shall be forfeited.
- 13.10 The contractor should submit its offer in two parts separately in the prescribed proforma enclosed (Annexure I and Annexure II).

14 . SECURITY DEPOSITS

- 14.1 Successful bidder will have to provide a Security Deposit of an amount equal to 10% of the annual value of the contract. The security deposit can be submitted in the form of DDO, RNI, New Delhi or FDR in favour of DDO, RNI, New Delhi or a Bank Guarantee valid for a period of twenty-six months from the date of award of the contract. The Security Deposit will be forfeited in case the contractor fails to meet its obligations under this contract. The bank guarantee must provide appropriate provisions for the same.

15. PROCEDURE FOR SUBMISSION OF THE BIDS

- 15.1 The Bid should be submitted in two parts i.e. Technical Bid and Commercial Bid in Proforma given in Annexure 1 and 2, respectively. The two proforma, duly filled in, with all relevant documents attached, should be sealed in separate covers with each cover being superscripted with the title "Technical Bid" or "Commercial Bid", as the case may be. Both these covers should then be sealed in a bigger cover and submitted at RNI office, on or before the prescribed cut-off date. The Bigger envelope containing the envelopes of Technical and Commercial Bids addressed to the Registrar, Office of Registrar of Newspapers for India, West Block-8, Wing-II, R.K. Puram, New Delhi-10066 and superscripted with the statement "Proposal for Housekeeping and General Attendant Services" must reach at the given address at or before the closing time and date indicated on top of this document. The renderers are allowed to depute their representatives (one per Renderer) for Technical Bid Opening on the prescribed date and time.
- 15.2 Commercial bid of only those renderers whose technical bids are found in order and complete in all respects and hence acceptable shall be opened by the duly constituted Committee in this office on notified time, date, place in presence of qualified bidders or their duly nominated representatives, if deputed by them and Commercial Bid of renderers who do not qualify as per conditions of the Technical Bid shall not be opened.
- 15.3 No price should be mentioned in Technical Bid otherwise the bid is liable to be rejected.
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Senthil K

PROFORMA FOR FURNISHING TECHNICAL BID

(Please go through the terms and conditions before filling up this Pro forma)

1. Name, Address and Telephone Number of the Organization.:

2. Date of commencement of Business (Please furnish proof in support of your statement).:

3. Status of the organization (i.e. whether Proprietorship, Partnership, Private Limited / Public Limited Company, Registered under Societies Registration Act, etc.):

4. Registration Number of the Organization. (Please attach Certificate of Registration / Incorporation).:

5. Name of the C.E.O. / Proprietor :

6. Name, designation and address, including phone/mobile number of the Contact Person.:

7. Annual Turnover

(Attach Photostat copies of Income & Expdr statement/ I.T. Returns / C.A.'s Certificate).:

2012-13

2013-14

2014-15

8. Sales Tax / VAT No., if any. :

9. Service Tax No., if any. :

10. P.A.N. Number of the Organization / Owner (in case of proprietorship organization where no P.A.N. has been issued in the name of the organization).:

11. a] Details of three prominent organizations served / being served with similar services (attach a comprehensive list).

b] Details of the Organisation being served with responsibilities similar to the one given under Article 10 of Tender document (attendant and housekeeping services by same personnel)

Saurabh K

: Name & Address Annual cost of Contract

12. Details of E.M.D. (enclosed D.D.) : D.D. No. _____ dated _____ for

Rs.5,000/- drawn on _____

_____ Bank in favour of DDO, RNI, Ministry of I&B,
New Delhi payable at New Delhi.

13. Number of employees on the rolls of the vendor. :

Managerial

Supervisory Janitors

Other(please specify)

...

14. Number of clients being served in and around Delhi on the date of submission bid (please enclose a comprehensive list with address and telephone numbers):

15. Whether registered with Regional Provident Fund Commissioner or any other trust for regulating the Provident Fund for employees:

YES / NO

15.1 PF Registration no. & Date (enclose a copy of the relevant documents).

16. Whether registered with E.S.I.C. :

16.1 Registration no. & Date (kindly enclose documentary evidence).

17. Whether the vendor adheres to the provisions of relevant rules and laws related to payment of minimum wages & social security's including uniform. (Please note adherence to these orders / rules is compulsory)

:
YES / NO

Senthil A

18. Whether you have any point of disagreement with the terms and conditions stipulated in the Tender Document. If yes, please specify and also indicate suggested solution (if space is not sufficient, please attach separate sheet.):

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and Confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of competent authority of office of Registrar of Newspapers for India to accept / reject "the points of disagreements and proposed solution provided by us" would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature: _____

Name: _____

Designation: _____

Seal of the Company: _____

Date: _____

Santh K

Annexure- II

PROFORMA FOR FURNISHING COMMERCIAL BID

1. Name, Address and Telephone
Number of the Organization:

2. Name of the C.E.O. / Proprietor :

3 Rates offered :

Sl. No.	Description	Rates per month (Rs.)
1	Minimum Wages as per Delhi Govt. minimum wages Act.	
2	ESIC @ 4.17%	
3	EPF @ 13.61%	
4	Other Charges if any	
5	Total of (1+2+3+4)	
6	Service Charges @ %	
7	Dress Charges if any	
8	Total of (5+6+7)	
9	Service Tax 14.5%	
10	Grand Total (8+9)	

DECLARATION:

1. We understand that:

- (i) The rates are to be quoted against all columns. If no other tax / levy is applicable, a NIL entry must be made against the relevant column.
- (ii) The payment to the employees will be made as per rates prescribed by Govt. of NCT of Delhi from time to time under Minimum Wages Act and applicable statutory payments on account of Provident Fund, Gratuity, ESI, leave salary and Bonus.
- (iii) DOEACC reserves the right to cancel this Tender in case no satisfactory bid is received. In that case, it can re-tender the requirement.
- (iv) DOEACC can accept or reject any offer without assigning any reason whatsoever.
- (v) The vendor awarded the contract shall not be allowed to withdraw or transfer the contract in the name of some other company or its principal. In case, it withdraws its offer, the E.M.D. will stand forfeited.

2. It is certified that the information furnished above is correct.

Senthil K

3. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the terms and conditions, is enclosed.
4. It is confirmed that the signatory to this document is authorized to sign the contracts on behalf of the applicant organization and the commitments made herein are binding on them.

Signature _____

Name _____

Designation _____

Seal of the Company _____

Place: _____

Date: _____

Sambh A _____