

**HSCC (India) Ltd  
E-6(A), Sector-1  
Noida (U.P)-201301**

HSCC/HRM/NIT/09

22.06.2009

**Notice Inviting Tender for Providing House Keeping Services**

Sealed tenders are invited from the house-keeping agencies in or around Noida for the providing house keeping services. The last date of submission of tenders is **10/07/2009 02:30 p.m.** For forms and other details please visit our website at [www.hsccltd.co.in](http://www.hsccltd.co.in).

CGM (HRM & Legal)

## INSTRUCTION TO BIDDERS

1. The tender should be sent to HSCC in the prescribed proforma in a sealed cover superscribed “**TENDER FOR HOUSE KEEPING SERVICES**” so as to reach HSCC Corporate Office located at E-6(A), Sector-1, Noida (U.P) but not later than **2-30 P.M.** on **10.07.2009** positively. Tenders, which are found to be not properly sealed, will be summarily rejected. Tenders will also be rejected if no specific amount is mentioned in each blank space provided for mentioning amount in the FORMAT FOR SUBMISSION OF QUOTATION.
2. The tender can be downloaded from HSCC website [www.hsccltd.co.in](http://www.hsccltd.co.in). All pages of the bid should be initialed and stamped
3. The name and mailing address of the applicant should be clearly marked on the envelope.
4. The bidder shall furnish, as part of the bid, EMD for Rs.5000/- (Rupees five thousand only). No deviation shall be permitted from this. The bid security shall be in the form of Demand Draft in favour of **HSCC (India) Ltd**, payable at Delhi/Noida.
5. Any bid not accompanied by EMD shall be summarily rejected as unresponsive.
6. The EMD of unsuccessful bidders will be returned as promptly as possible but not later than 30 days after the award of contract. The EMD of the successful bidder will be retained as security deposit and will be returned to the bidder on the expiry of the contract.
7. No interest will be payable on the EMD/Security Deposit amount.
8. The tenders will be opened at **3.00 P.M.** on **13.07.2009** at HSCC Corporate Office.
9. HSCC is **not** bound to accept the lowest offered price or any tender or to assign any reason for rejection of any or all the tenders and the decision of HSCC in the matter shall be final and binding.

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Date:

**The Chief Gen Mgr (HRM & Legal)**

HSCC (India) Ltd

E-6(A), Sector-1

Noida (U.P)-201301

Dear Sir,

I/We do hereby tender for the execution of the work specified in the under written memorandum within the time specified at the rate specified herein and in accordance with all respects with the specifications, conditions and instructions supplied by you, which I/we have read carefully.

**MEMORANDUM**

a) General Description : Cleaning maintenance and housekeeping services as per Annexure-I, II & III.

1. Name of the Agency :

2. Address

3. Phone number(s)

4. Fax number(s)

5. (a) PF Registration No :

(b) ESI Registration No :

6 Experience

(a) Names of offices where agency is providing house keeping services with number of persons deployed and with dates (please attach details separately, if required)

(b) Names of offices where similar services were provided in past (with dates)

...2/-

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7. Documents to be enclosed along with the tender

- (a) Copy of valid licence under section 12 of Contract Labour (Regulation & Abolition) Act, 1970.
- (b) Copy of PF Registration
- (c) Copy of ESI Registration
- (d) Price bid & EMD in two separate sealed envelope (mark not to be opened)
- (e) Copy of Service Tax Registration
- (f) Acceptance of all terms and conditions of the Tender

I/We do hereby distinctly and expressly declare and acknowledge that before the submission of my/our tender. I/We have carefully followed the general instructions and read the specifications and clearly understood all the conditions of the contract. I/We have also seen the location where the said work is to be done and made such investigations of the work required to enable me/us to complete the work successfully.

Should this tender be accepted, I/We hereby abide by and fulfill all the terms and conditions annexed hereto. If I fail to commence the work specified in the above memorandum, I/We agree to requisite deductions being made from my/our bills in accordance with the conditions of the contract.

I/We agree to keep the offer open for 90(ninety) days from the date of opening of the tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of agency \_\_\_\_\_

Address \_\_\_\_\_

**LIST OF ACTIVITIES FOR OFFICE AREA**

1. Cleaning, sweeping, mopping of entire floor area/corridors/stairs etc on all floors.
2. Cleaning, sweeping, mopping of open area/parking area/terrace.
3. Cleaning, sweeping, mopping of generator room/switch board room/other area/room at basement/cleaning of toilet and provision of material etc. at basement.
4. Carpet shampooing of carpeted floors once in period of three months or on requirement basis.
5. Dry cleaning/shampooing of upholstery of chairs, sofas etc. once in a period of six months or on requirement basis
6. Dusting of entire furniture, almirah /racks /cupboards /cabinets /stairs /grills /equipments/ computers etc.
7. Vacuum cleaning of keyboards/computers/carpeted area on weekly basis or on requirement basis.
8. Disposal of garbage of entire area.
9. Cleaning/washing and mopping of toilets (2 to 3 times daily).
10. Cleaning of glass cabins/all panes/wooden or aluminum partition on daily basis with telescoping devices used for high roof glass panes
11. Scrubbing and polishing of floors once in a fortnight or on requirement basis.
12. Weekly cleaning of entire premises with special care i.e. by opening windows, AC grills/ ventilations, blinds etc.
13. Providing Bombay Dyeing make fresh towels weekly in all toilets.
14. Providing toilet rolls/liquid soap/soap bars/odonils/naphtahelene ball etc
15. Spraying of room freshener for entire building.
16. Spraying of Baygon/Finit in toilets/entire building on requirement basis
17. Ensure maintenance of good look and upkeep on entire office daily before the arrival of staff and continue to maintain it throughout the day.

**LIST OF MATERIALS TO BE USED FOR HOUSEKEEPING WORK**

1. Fresh towels (Bombay Dyeing make) in sufficient quantity on weekly wage basis in all toilets.
2. Provision of toilet rolls in all toilets.
3. Liquid soap/soap cake (Fem/Homocol or Lux International).
4. Glass cleaning liquids.
5. Naphthalence balls/Urinal balls.
6. Odonils
7. Harpic tabs for cisterns/Harpic liquids for cleaning.
8. Acid
9. Surf/Vim
10. Phenyle/Cleano liquids/R-7 liquids of Hindustan Lever.
11. Brasso (if required)
12. Dusters/Pochhas/Moppers Floor ;brushes/Carpet brushes.
13. Room freshener/Finit/Baygon
14. Soft Nariyal brooms
15. Scrubbing machines/carpet shampooing machine vacuum cleaners/external glass panes cleaning devices (telescopic cleaner).
16. Floor cleaning liquids such as R-1, R-7, spiral and any other liquid suitable to floors attached toilets etc.

**TERMS AND CONDITIONS**

- Period of contract : This contract shall be valid initially for a period of one year
- Price : No change on any account except changes in Minimum Wages and Taxes during the contract period.
- Termination of contract : HSCC reserves the right to terminate the contract by giving one month's notice without assigning any reason whatsoever.
- Payment : HSCC shall make the payment monthly within fifteen days from the date of receipt of bill.
- Workmen employed : The service provider shall be responsible for all labour laws and statutory requirement pertaining to his workers.

