

TO

Subject: **Providing House Keeping work for 12 hours at inside and outside Vardhman Mahavir Medical College Building within Safdarjung Hospital Campus, New Delhi ( Package-III)**

Sir,

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for 12 hours House Keeping work at the Site of **Vardhman Mahavir Medical College Building within Safdarjung Hospital Campus, New Delhi ( Package-I)** from the reputed House Keeping agencies for Providing this Services at the places as detailed below:

<p><b><u>Location</u></b></p> <p><b>Vardhman Mahavir Medical College buiding within Safdarjung Hospital Campus, New Delhi ( Package-III)</b></p> <p><b><u>Period of contract :</u></b></p> <p>Initially for <b>One Year</b> or may be extended on satisfactory Performance.</p> <p><b><u>Estimated Cost</u></b></p> <p>Rs. 17 lakhs annually</p>	<p><b><u>EMD</u></b></p> <p>Rs. 35000=00 in the form of Demand Draft from any Nationalized/Schedule bank in Favor of HSCC(I) Ltd. Payable at Noida</p> <p><b><u>Retention Money</u></b></p> <p>Retention money @ 5% shall be deducted from each month RA bill subject to maximum amount of 5% of contract price.</p>	<p><b><u>Pre-qualification Criteria</u></b></p> <p>- Average Annual Turn over during last three financial year shall be Rs. 510000/- (Five lakhs ten only) .</p> <p>- The agency must have done <b>one</b> similar works of Rs. 13.6 lakhs or Two similar works of Rs. 8.5 lakhs or three similar works of Rs. 6.8 lakhs each against single tender during the last 7 years in Govt Deptt. / Semi Govt.Deptt. / PSU/ Autonomous bodies/ reputed Private institutions.</p> <p>The Contractor should have following registration:</p> <ol style="list-style-type: none"> <li>1. E.P.F</li> <li>2. E.S.I</li> <li>3. Service Tax</li> </ol>
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Similar work means should have done successfully sweeping, house keeping & cleaning work of any building as mentioned above.

Tender Document will be issued at a cost of Rs.1000/- ( Rs. One thousand only) Non refundable.

Date of issue of Tender Documents is available upto 30<sup>th</sup> March 2007 till 14 :00 hrs. The offer shall be submitted in sealed covers clearly marked on the top of the envelope “ **Tender for Providing House keeping services for 12 hours at Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi. ( Package-III) latest by 30<sup>th</sup> March 2007 upto 16:00 hrs.**

ENVELOPE MARKED NO.1

Shall contain an earnest money of Rs. 35000/- ( Thirty five Thousand) in the form of demand draft/pay order in favor of HSCC (India) Ltd, payable at New Delhi.

ENVELOPE MARKED NO. 2

Shall contain the price bid & Scope of work General conditions of contract duly filled .

There will not be any public opening. The offers should reach to undersigned on or before 30<sup>th</sup> march, 2007 till 16:00 hrs. at the following address:

**Chief General Manager ( PG-II)  
HSCC (India) Ltd.  
Block- E-6(A), Sector-1  
Noida-201301(U.P)**

Offers not complete in all respects and/or received without the earnest money, conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right of acceptance or rejection of any or all quotations without assigning any reason thereof and also take no responsibility for delay loss or non-receipt of quotations sent by post either way.

Kindly note that your offers shall be valid for one year from date of submission of your bid.

Thanking you.

Yours faithfully,

( A.K.Sinha)  
Asst. Manager(C)

Enclosure :               Annexure - A - Scope of work General conditions of contract  
Annexure -B - BOQ  
Annexure-C- List of Material to be used for the work



## Scope of work

### Annexure-A

The Agency will provide “ 12( Twelve) hours” House keeping services by supplying as trained workers as per the direction at **House keeping services for 12 hours at Vardhman Mahavir Medical College building within Safdarjung Hospital Campus, New Delhi. ( Package-III).**

The workers of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/Change will be after proper handing over/ taking over formalities in the register provided for this purpose.

## RESPONSIBILITIES

Your Responsibilities With Regard To The House Keepers To be Provided Will be:

1. Entire floor, corridor, passage, each rooms, all equipment rooms and every corners of the building to be brooming, wiping and sweeping to be done as per satisfaction to the users for twice in a day or as directed including all materials of good quality as approved by engineer ( List of Material enclosed **at Annexure-C)**
2. To carry out any other work allotted to you with regard to the House keepers as directed.
3. All toilets to be cleaned properly upto the satisfaction of the users including all material like acid, broom, duster, brush etc. are generally required to clean the toilets as approved by engineer ( List of Material enclosed **at Annexure-C)**
4. All doors & windows at any level and in any room to be properly washed and cleaned upto the satisfaction of the users twice in a day.
5. Provision of First Aid treatment should be kept ready in case of necessity.
6. To provide periodical checking by your senior staff at least once in a week or as & when called.
7. To periodically check the performance of your house keepers by your senior staff.

8. To strict work in accordance with the instruction given to you by the management from time to time.
9. To maintain regular contact with the management with regard to performance and requirements of the house keepers and its improvement.
10. Agency must ensure that all the workers should be well dressed and well disciplined as well.
11. You will be responsible for arranging soap/any kind of washable/dusters/uniform/shoes/sleepers/Torch/Battery/Lamps etc. required for providing better House keeping services and as directed by Engineer.
12. Dusting of all office, laboratories, Classrooms, lecture halls, computer telephone and all other installation furnishing etc. to be done.
13. Any kind of glasses of all doors and windows of inside and outside at any level including structure glazing needs to be cleaned properly and as directed.
14. Expert electrician and plumber needs to be posted at site to attend all the electrical problems and all plumbing systems like water supply connections, fixtures and fittings and all sanitary systems. The Person should be well expert to handle all those problems related to electrical and plumbing systems.

## **LIABILITIES**

1. The workers supplied by you will be well trained, young, smart and well mannered with proper uniform.
2. The shift of the workers would be rotated weekly and a roaster would be maintained.
3. The House keepers would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better House keeping arrangement from operational point of view.
4. All liabilities such as wages, ESI, PF, Bonus and other statutory requirements of any House keeping workers involved on duty will be borne by you. You will submit the proof of PF & ESI payments on with every RA bill.
5. Any damage to the glass of any kind, chinaware, water supply connections, sanitary wares, firefighting systems, plumbing, PA & FDA systems or any king of installation shall be done on your risk and cost and the amount shall be recovered from agency's bills.

## TERMS & CONDITIONS :

1. Period of contract : This contract shall be valid for a period of **one year** The period may be extended on mutual agreed or as per satisfactory performance.
2. Price: Your quoted rates shall be valid for a minimum period of one year from the date of submission of the tender.
3. Termination of Contract: HSCC reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
4. Payment: payment shall be made on monthly basis within Ten days from the date of receipt of bill duly certified & recommended by designated officer In charge.
5. Workmen Employed: The Service provider shall be responsible for following all labor laws and statutory requirement, insurances pertaining to his employees. He indemnifies HSCC against any Claim in this account.
6. Delay in Payment : In case of delay in monthly payment the agency should have financially sound to make payments to its manpower & consumable without effecting the work for a minimum period of 04 months.
7. Performance Security : Performance security BG of an amount of Rs. 5% Bank Guarantee of contract price to be submitted form any nationalized/scheduled bank by L1 bidder within week after award of work, which shall covers all thefts, pilferage, damage, encroachment. However If the cost of the equipment/machineries etc. is more than the security deposit the balance amount shall be recovered from the agency from their bills. The format of the BG shall be provided by HSCC.
8. Disputes ; Any disputes and differences related to the performance, workmanship and contract or any thing whatsoever the decision of the engineer shall become final binding to the agency if not the matter may be solve under jurisdiction of Delhi courts only.
9. Labour rates: Any revision of labour rates by local authorities will in

no way affecting the rates quoted by the bidder & the rates will be valid for minimum period of one year & extendable on mutual consent thereafter.

10. Rates covered : Rates per person quoted by the bidder shall cover from 01 numbers to 100 numbers beyond 100 numbers shall be based on mutual agreed rates.
11. Replacement of Staff : Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non-compliance may lead to suitable deduction shall be made on per day basis
12. Restrictions : No staff of yours smoking cigarette, bidi , chewing pan, Gutkha etc. is allowed to enter in the campus. Non-Compliance may lead to suitable penalty/termination of contract.
13. Attendance register : Daily attendance to be verified by the officer designated after award of work.
14. Certification of bills : Every bills to be certified by the officer nominated time to time

You are requested to quote your lowest workable rate for the above work and submit the documents after stamped, signed in a sealed envelope.

## Annexure-B

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for 12 hours House keeping arrangement inside and outside at the Site of **Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-III)** as mentioned below :

### BILL OF QUANTITY

Sl.No.	Description	Period	Rate (per month, Per person for 8hrs duty )*	Annual Amount Per person(Rs.)
1	House Keeping services to be provided for “ 12 (Twelve hours)” inside and outside at the site of <b>Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-III)</b>			
	<b>A. House Keepers</b>	01(One) Year		
	<b>B. Sweepers</b>	01(One) Year		
	<b>C. Supervisors</b>	01(One) Year		
	<b>D. Electrician</b>	01(One) Year		
	<b>E. Plumber</b>	01(One) Year		

\* Please indicate the break up of rates i.e. minimum wages, PF, ESI, Service Tax, Service Charge etc fulfilling all laws, Rules, requirements and Statutorily obligations required under minimum wages act, workmen's compensation act and other labor laws in force from time to time.

## Annexure-C

**List of Cleaning Material required for Vardhman Mahavir Medical College building within Safdarjung Hospital Campus, New Delhi ( Package-III) as mentioned below : quantity to be used as per actual consumption and as directed ( approval of make will be given by Engineer)**

Sl no.	Description
1.	Acid ( 40 liters.)
2.	Bleaching powder ( 25 kg)
3.	Bucket ( 16 liters)
4.	Colin
5.	Dust control mop
6.	Duster Floor ((Big)
7.	Duster white (Big)
8.	Duster Yellow
9.	Dustpan
10.	Finit ( ( 5liters)
11.	Hand Brush
12.	Hard broom ( 500gm)
13.	Harpic (500ml)
14.	Hockey brush ( Unique)
15.	Jala brush ( Cobweb)
16.	Plastic scrubber
17.	Mug
18.	Naphthalene balls ( Bengal)
19.	Odonil ( 50gm)
20.	Phenyl (5 liters)
21.	Platform brush
22.	Room freshener (Premium)
23.	Soft broom ( 500gm)
24.	Steel wool
25.	Teepol (10 liters)
26.	Thinner ( 5liters)
27.	Urinal Cube ( 400gm) Homocol
28.	Cleaning powder
29.	Wheel detergent
30.	Wiper Mr. Clean ( Big)
31.	L.H.Broom
32.	Mention polish
33.	Floor/carpet brush
34.	Glass Cleaner

Note : Scrubber, Dryer, Vacuum Cleaner, Rickshaw Trolley, Steel Ladder to be kept ready at site by the agency to execute the above works as and when required and as directed.

**SAFDARJUNG HOSPITAL, NEW DELHI**

**TENDER FOR**

**Providing House Keeping Services at Vardhman Mahavir  
Medical college within Safdarjung Hospital Campus, New  
Delhi ( package-III)**

March 2007

**HSCC (INDIA ) LTD.  
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

TO

Subject: **Providing House Keeping work for 12 hours at Inside and outside of Library building of Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-IV)**

Sir,

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for 12 hours House Keeping work at the Site inside and outside of **Library building of Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-III)** from the reputed House Keeping agencies for Providing this Services at the places as detailed below:

<p><b><u>Location</u></b></p> <p><b>Library building of Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-III)</b></p> <p><b><u>Period of contract :</u></b></p> <p>Initially for <b>One Year</b> or may be extended on satisfactory Performance.</p> <p><b><u>Estimated Cost</u></b></p> <p>Rs. 4.5 lakhs annually</p>	<p><b><u>EMD</u></b></p> <p>Rs. 9000=00 in the form of Demand Draft from any Nationalized/Schedule bank in Favor of HSCC(I) Ltd. Payable at Noida</p> <p><b><u>Retention Money</u></b></p> <p>Retention money @ 5% shall be deducted from each month RA bill subject to maximum amount of 5% of contract price.</p>	<p><b><u>Pre-qualification Criteria</u></b></p> <p>- Average Annual Turn over during last three financial year shall be Rs. 1.35 lakhs .</p> <p>- The agency must have done <b>one</b> similar works of Rs. 3.6 lakhs or Two similar works of Rs. 2.25 lakhs or three similar works of Rs. 1.8 lakhs each against single tender during the last 7 years in Govt Deptt. / Semi Govt.Deptt. / PSU/ Autonomous bodies/ reputed Private institutions.</p> <p>The Contractor should have following registration:</p> <ol style="list-style-type: none"> <li>1.E.P.F</li> <li>2. E.S.I</li> <li>3.ServiceTax</li> </ol>
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Similar work means should have done successfully sweeping, house keeping & cleaning work of any building as mentioned above.

Tender Document will be issued at a cost of Rs.1000/- ( Rs. One thousand only) Non refundable.

Date of issue of Tender Documents is available upto 30<sup>th</sup> March 2007 till 14 :00 hrs. The offer shall be submitted in sealed covers clearly marked on the top of the envelope “ **Tender for Providing House keeping services for 12 hours at Library Building of Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi. ( Package-IV) latest by 30<sup>th</sup> March 2007 upto 16:00 hrs.**

ENVELOPE MARKED NO.1

Shall contain an earnest money of Rs. 9000/- ( Nine Thousand) in the form of demand draft/pay order in favor of HSCC (India) Ltd, payable at New Delhi.

ENVELOPE MARKED NO. 2

Shall contain the price bid & Scope of work General conditions of contract duly filled .

There will not be any public opening. The offers should reach to undersigned on or before 30<sup>th</sup> march, 2007 till 16:00 hrs. at the following address:

**Chief General Manager ( PG-II)  
HSCC (India) Ltd.  
Block- E-6(A), Sector-1  
Noida-201301(U.P)**

Offers not complete in all respects and/or received without the earnest money, conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right of acceptance or rejection of any or all quotations without assigning any reason thereof and also take no responsibility for delay loss or non-receipt of quotations sent by post either way.

Kindly note that your offers shall be valid for one year from date of submission of your bid.

Thanking you.

Yours faithfully,

( A.K.Sinha)  
Asst. Manager(C)

Enclosure :           Annexure - A - Scope of work General conditions of contract  
Annexure -B - BOQ  
Annexure-C- List of Material to be used for the work



## Scope of work

### Annexure-A

The Agency will provide “ 12( Twelve) hours” House keeping services by supplying as trained workers as per the direction at **House keeping services for 12 hours at Library Building of Vardhman Mahavir Medical College building within Safdarjung Hospital Campus, New Delhi. ( Package-IV).**

The workers of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/Change will be after proper handing over/ taking over formalities in the register provided for this purpose.

## RESPONSIBILITIES

Your Responsibilities With Regard To The House Keepers To be Provided Will be:

1. Entire floor, corridor, passage, each rooms, all equipment rooms and every corners of the building to be brooming, wiping and sweeping to be done as per satisfaction to the users for twice in a day or as directed including all materials of good quality as approved by engineer ( List of Material enclosed **at Annexure-C)**
2. To carry out any other work allotted to you with regard to the House keepers as directed.
3. All toilets to be cleaned properly upto the satisfaction of the users including all material like acid, broom, duster, brush etc. are generally required to clean the toilets as approved by engineer ( List of Material enclosed **at Annexure-C)**
4. All doors & windows at any level and in any room to be properly washed and cleaned upto the satisfaction of the users twice in a day.
5. Provision of First Aid treatment should be kept ready in case of necessity.
6. To provide periodical checking by your senior staff at least once in a week or as & when called.
7. To periodically check the performance of your house keepers by your senior staff.

8. To strict work in accordance with the instruction given to you by the management from time to time.
9. To maintain regular contact with the management with regard to performance and requirements of the house keepers and its improvement.
10. Agency must ensure that all the workers should be well dressed and well disciplined as well.
11. You will be responsible for arranging soap/any kind of washable/dusters/uniform/shoes/sleepers/Torch/Battery/Lamps etc. required for providing better House keeping services and as directed by Engineer.
12. Dusting of all office, laboratories, Classrooms, lecture halls, computer telephone and all other installation furnishing etc. to be done.
13. Any kind of glasses of all doors and windows of inside and outside at any level including structure glazing needs to be cleaned properly and as directed.
14. Expert electrician and plumber needs to be posted at site to attend all the electrical problems and all plumbing systems like water supply connections, fixtures and fittings and all sanitary systems. The Person should be well expert to handle all those problems related to electrical and plumbing systems.

## **LIABILITIES**

1. The workers supplied by you will be well trained, young, smart and well mannered with proper uniform.
2. The shift of the workers would be rotated weekly and a roaster would be maintained.
3. The House keepers would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better House keeping arrangement from operational point of view.
4. All liabilities such as wages, ESI, PF, Bonus and other statutory requirements of any House keeping workers involved on duty will be borne by you. You will submit the proof of PF & ESI payments on with every RA bill.
5. Any damage to the glass of any kind, chinaware, water supply connections, sanitary wares, firefighting systems, plumbing, PA & FDA systems or any king of installation shall be done on your risk and cost and the amount shall be recovered from agency's bills.

## TERMS & CONDITIONS :

1. Period of contract : This contract shall be valid for a period of **one year** The period may be extended on mutual agreed or as per satisfactory performance.
2. Price: Your quoted rates shall be valid for a minimum period of one year from the date of submission of the tender.
3. Termination of Contract: HSCC reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
4. Payment: payment shall be made on monthly basis within Ten days from the date of receipt of bill duly certified & recommended by designated officer In charge.
5. Workmen Employed: The Service provider shall be responsible for following all labor laws and statutory requirement, insurances pertaining to his employees. He indemnifies HSCC against any Claim in this account.
6. Delay in Payment : In case of delay in monthly payment the agency should have financially sound to make payments to its manpower & consumable without effecting the work for a minimum period of 04 months.
7. Performance Security : Performance security BG of an amount of Rs. 5% Bank Guarantee of contract price to be submitted form any nationalized/scheduled bank by L1 bidder within week after award of work, which shall covers all thefts, pilferage, damage, encroachment. However If the cost of the equipment/machineries etc. is more than the security deposit the balance amount shall be recovered from the agency from their bills. The format of the BG shall be provided by HSCC.
8. Disputes ; Any disputes and differences related to the performance, workmanship and contract or any thing whatsoever the decision of the engineer shall become final binding to the agency if not the matter may be solve under jurisdiction of Delhi courts only.
9. Labour rates: Any revision of labour rates by local authorities will in

no way affecting the rates quoted by the bidder & the rates will be valid for minimum period of one year & extendable on mutual consent thereafter.

10. Rates covered : Rates per person quoted by the bidder shall cover from 01 numbers to 100 numbers beyond 100 numbers shall be based on mutual agreed rates.
11. Replacement of Staff : Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non-compliance may lead to suitable deduction shall be made on per day basis
12. Restrictions : No staff of yours smoking cigarette, bidi , chewing pan, Gutkha etc. is allowed to enter in the campus. Non-Compliance may lead to suitable penalty/termination of contract.
13. Attendance register : Daily attendance to be verified by the officer designated after award of work.
14. Certification of bills : Every bills to be certified by the officer nominated time to time

You are requested to quote your lowest workable rate for the above work and submit the documents after stamped, signed in a sealed envelope.

## Annexure-B

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for 12 hours House keeping arrangement inside and outside at the Site of **Library Building of Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-IV)** as mentioned below :

### BILL OF QUANTITY

Sl.No.	Description	Period	Rate (per month, Per person for 8hrs duty )*	Annual Amount Per person(Rs.)
1	House Keeping services to be provided for “ 12 (Twelve hours)” inside and outside at the site of <b>Library building of Vardhman Mahavir Medical College within Safdarjung Hospital Campus, New Delhi ( Package-III)</b>			
	<b>A. House Keepers</b>	01(One) Year		
	<b>B. Sweepers</b>	01(One) Year		
	<b>C. Supervisors</b>	01(One) Year		
	<b>D. Electrician</b>	01(One) Year		
	<b>E. Plumber</b>	01(One) Year		

\* Please indicate the break up of rates I.e. minimum wages, PF, ESI, Service Tax, Service Charge etc fulfilling all laws, Rules, requirements and Statutorily obligations required under minimum wages act, workmen's compensation act and other labor laws in force from time to time.

## Annexure-C

**List of Cleaning Material required for Library building of Vardhman Mahavir Medical College building within Safdarjung Hospital Campus, New Delhi ( Package-IV) as mentioned below : quantity to be used as per actual consumption and as directed ( approval of make will be given by Engineer)**

Sl no. Description

1. Acid ( 40 liters.)
2. Bleaching powder ( 25 kg)
3. Bucket ( 16 liters)
4. Colin
5. Dust control mop
6. Duster Floor ((Big)
7. Duster white (Big)
8. Duster Yellow
9. Dustpan
10. Finit ( ( 5liters)
11. Hand Brush
12. Hard broom ( 500gm)
13. Harpic (500ml)
14. Hockey brush ( Unique)
15. Jala brush ( Cobweb)
16. Plastic scrubber
17. Mug
18. Naphthalene balls ( Bengal)
19. Odonil ( 50gm)
20. Phenyl (5 liters)
21. Platform brush
22. Room freshener (Premium)
23. Soft broom ( 500gm)
24. Steel wool
25. Teepol (10 liters)
26. Thinner ( 5liters)
27. Urinal Cube ( 400gm) Homocol
28. Cleaning powder
29. Wheel detergent
30. Wiper Mr. Clean ( Big)
31. L.H.Broom
32. Mention polish
33. Floor/carpet brush
34. Glass Cleaner

Note : Scrubber, Dryer, Vacuum Cleaner, Rickshaw Trolley, Steel Ladder to be kept ready at site by the agency to execute the above works as and when required and as directed.

**SAFDARJUNG HOSPITAL, NEW DELHI**

**TENDER FOR**

**Providing House Keeping Services at Library Building of  
Vardhman Mahavir Medical college within Safdarjung  
Hospital Campus, New Delhi ( package-IV)**

March 2007

**HSCC (INDIA ) LTD.  
(CONSULTANTS & ENGINEERS FOR MEGA HOSPITALS & LABORATORIES)  
E-6(A), sector-1, NOIDA(U.P) 201301 (India)**

Phone : 0120-2542436-40

Fax : 0120-2542447

TO

Subject: **Providing House Keeping work for 12 hours at Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V)**

Sir,

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for 12 hours House Keeping work at the Site of **Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V)** from the reputed House Keeping agencies for Providing this Services at the places as detailed below:

<p><b><u>Location</u></b></p> <p><b>Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V)</b></p> <p><b><u>Period of contract :</u></b></p> <p>Initially for <b>One Year</b> or may be extended on satisfactory Performance.</p> <p><b><u>Estimated Cost</u></b></p> <p>Rs. 6 ( six) lakhs annually</p>	<p><b><u>EMD</u></b></p> <p>Rs. 12000=00 in the form of Demand Draft from any Nationalized/Schedule bank in Favor of HSCC(I) Ltd. Payable at Noida</p> <p><b><u>Retention Money</u></b></p> <p>Retention money @ 5% shall be deducted from each month RA bill subject to maximum amount of 5% of contract price.</p>	<p><b><u>Pre-qualification Criteria</u></b></p> <p>- Average Annual Turn over during last three financial year shall be Rs. 180000/- (One Lakh eighty thousand only) .</p> <p>- The agency must have done <b>one</b> similar works of Rs. 4.8 lakhs or Two similar works of Rs. 3.00 lakhs or three similar works of Rs. 2.4 lakhs each against single tender during the last 7 years in Govt Deptt. / Semi Govt.Deptt. / PSU/ Autonomous bodies/ reputed Private institutions. The Contractor should have following registration:</p> <ol style="list-style-type: none"> <li>1.E.P.F</li> <li>2. E.S.I</li> <li>3. Service Tax</li> </ol>
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Similar work means should have done successfully sweeping, house keeping & cleaning work of any building as mentioned above.

Tender Document will be issued at a cost of Rs.1000/- ( Rs. One thousand only) Non refundable.

Date of issue of Tender Documents is available upto 30<sup>th</sup> March 2007 till 14 :00 hrs. The offer shall be submitted in sealed covers clearly marked on the top of the envelope “ **Tender for Providing House keeping services for 12 hours at Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V) latest by 30<sup>th</sup> March 2007 upto 16:00 hrs.**

ENVELOPE MARKED NO.1

Shall contain an earnest money of Rs. 12000/- ( Twelve Thousand) in the form of demand draft/pay order in favor of HSCC (India) Ltd, payable at New Delhi.

ENVELOPE MARKED NO. 2

Shall contain the price bid & Scope of work General conditions of contract duly filled .

There will not be any public opening. The offers should reach to undersigned on or before 30<sup>th</sup> March, 2007 till 16:00 hrs. at the following address:

**Chief General Manager ( PG-II)  
HSCC (India) Ltd.  
Block- E-6(A), Sector-1  
Noida-201301(U.P)**

Offers not complete in all respects and/or received without the earnest money, conditional or not in accordance with our terms and conditions, will be summarily rejected. The decision of HSCC shall be final and binding in this regard. HSCC reserves the right of acceptance or rejection of any or all quotations without assigning any reason thereof and also take no responsibility for delay loss or non-receipt of quotations sent by post either way.

Kindly note that your offers shall be valid for four months from date of submission of your bid.

Thanking you.

Yours faithfully,

( A.K.Sinha)  
Asst. Manager(C)

Enclosure :           Annexure - A - Scope of work General conditions of contract  
Annexure -B - BOQ  
Annexure-C- List of material to be used for the work



## Scope of work

### Annexure-A

The Agency will provide “ 12( Twelve) hours” House keeping services by supplying as trained workers as per the direction at **House keeping services for 12 hours at Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V).**

The workers of particular shift will be off from the duty only after the guards of the next shift report for duty. The shift/Change will be after proper handing over/ taking over formalities in the register provided for this purpose.

## RESPONSIBILITIES

Your Responsibilities With Regard To The House Keepers To be Provided Will be:

1. Entire floor, corridor, passage, each rooms, all equipment rooms and every corners of the building to be brooming, wiping and sweeping to be done as per satisfaction to the users for twice in a day or as directed including all materials of good quality as approved by engineer ( List of Material enclosed **at Annexure-C)**
2. To carry out any other work allotted to you with regard to the House keepers as directed.
3. All toilets to be cleaned properly upto the satisfaction of the users including all material like acid, broom, duster, brush etc. are generally required to clean the toilets as approved by engineer ( List of Material enclosed **at Annexure-C)**
4. All doors & windows at any level and in any room to be properly washed and cleaned upto the satisfaction of the users twice in a day.
5. Provision of First Aid treatment should be kept ready in case of necessity.
6. To provide periodical checking by your senior staff at least once in a week or as & when called.
7. To periodically check the performance of your house keepers by your senior staff.

8. To strict work in accordance with the instruction given to you by the management from time to time.
9. To maintain regular contact with the management with regard to performance and requirements of the house keepers and its improvement.
10. Agency must ensure that all the workers should be well dressed and well disciplined as well.
11. You will be responsible for arranging soap/any kind of washable/dusters/uniform/shoes/sleepers/Torch/Battery/Lamps etc. required for providing better House keeping services and as directed by Engineer.
12. Dusting of all office, laboratories, Classrooms, lecture halls, computer telephone and all other installation furnishing etc. to be done.
13. Any kind of glasses of all doors and windows of inside and outside at any level including structure glazing needs to be cleaned properly and as directed.
14. Expert electrician and plumber needs to be posted at site to attend all the electrical problems and all plumbing systems like water supply connections, fixtures and fittings and all sanitary systems. The Person should be well expert to handle all those problems related to electrical and plumbing systems.

## **LIABILITIES**

1. The workers supplied by you will be well trained, young, smart and well mannered with proper uniform.
2. The shift of the workers would be rotated weekly and a roaster would be maintained.
3. The House keepers would be changed with proper handing & taking over every month to avoid possible contacts/collusion for better House keeping arrangement from operational point of view.
4. All liabilities such as wages, ESI, PF, Bonus and other statutory requirements of any House keeping workers involved on duty will be borne by you. You will submit the proof of PF & ESI payments on with every RA bill.
5. Any damage to the glass of any kind, chinaware, water supply connections, sanitary wares, firefighting systems, plumbing, PA & FDA systems or any kind of installation shall be done on your risk and cost and the amount shall be recovered from agency's bills.

## TERMS & CONDITIONS :

1. Period of contract : This contract shall be valid for a period of **one year** The period may be extended on mutual agreed or as per satisfactory performance.
2. Price: Your quoted rates shall be valid for a minimum period of one year from the date of submission of the tender.
3. Termination of Contract: HSCC reserves the rights to terminate the contract by giving one month's notice without assigning any reason whatsoever.
4. Payment: payment shall be made on monthly basis within Ten days from the date of receipt of bill duly certified & recommended by designated officer In charge.
5. Workmen Employed: The Service provider shall be responsible for following all labor laws and statutory requirement, insurances pertaining to his employees. He indemnifies HSCC against any Claim in this account.
6. Delay in Payment : In case of delay in monthly payment the agency should have financially sound to make payments to its manpower & consumable without effecting the work for a minimum period of 04 months.
7. Performance Security : Performance security BG of an amount of Rs. 5% Bank Guarantee of contract price to be submitted form any nationalized/scheduled bank by L1 bidder within week after award of work, which shall covers all thefts, pilferage, damage, encroachment. However If the cost of the equipment/machineries etc. is more than the security deposit the balance amount shall be recovered from the agency from their bills. The format of the BG shall be provided by HSCC.
8. Disputes ; Any disputes and differences related to the performance, workmanship and contract or any thing whatsoever the decision of the engineer shall become final binding to the agency if not the matter may be solve under jurisdiction of Delhi courts only.
9. Labour rates: Any revision of labour rates by local authorities will in no way affecting the rates quoted by the bidder & the

rates will be valid for minimum period of one year & extendable on mutual consent thereafter.

10. Rates covered : Rates per person quoted by the bidder shall cover from 01 numbers to 100 numbers beyond 100 numbers shall be based on mutual agreed rates.
11. Replacement of Staff : Any staff may be asked to be replaced immediately from site without assigning any reason whatsoever. Non-compliance may lead to suitable deduction shall be made on per day basis
12. Restrictions : No staff of yours smoking cigarette, bidi , chewing pan, Gutkha etc. is allowed to enter in the campus. Non-Compliance may lead to suitable penalty/termination of contract.
13. Attendance register : Daily attendance to be verified by the officer designated after award of work.
14. Certification of bills : Every bills to be certified by the officer nominated time to time

You are requested to quote your lowest workable rate for the above work and submit the documents after stamped, signed in a sealed envelope.

## Annexure-B

On behalf of Safdarjung Hospital, New Delhi, HSCC(India),Ltd. intends to invite sealed Tender for 12 hours House keeping arrangement inside and outside at the Site of **Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V)** as mentioned below :

### BILL OF QUANTITY

Sl.No.	Description	Period	Rate (per month, Per person for 8hrs duty )*	Annual Amount Per person(Rs.)
1	House Keeping services to be provided for “ 12 (Twelve hours)” inside and outside at the site of <b>Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V)</b>			
	<b>A. House Keepers</b>	01(One) Year		
	<b>B. Sweepers</b>	01(One) Year		
	<b>C. Supervisors</b>	01(One) Year		
	<b>D. Electrician</b>	01(One) Year		
	<b>E. Plumber</b>	01(One) Year		

\* Please indicate the break up of rates I.e. minimum wages, PF, ESI, Service Tax, Service Charge etc fulfilling all laws, Rules, requirements and Statutorily obligations required under minimum wages act, workmen's compensation act and other labor laws in force from time to time.

## Annexure-C

**List of Cleaning Material required for Hostel Block within Safdarjung Hospital Campus, New Delhi ( Package-V)** as mentioned below : quantity to be used as per actual consumption and as directed ( approval of make will be given by Engineer)

Sl no. Description

1. Acid ( 40 liters.)
2. Bleaching powder ( 25 kg)
3. Bucket ( 16 liters)
4. Colin
5. Dust control mop
6. Duster Floor ((Big)
7. Duster white (Big)
8. Duster Yellow
9. Dustpan
10. Finit ( ( 5liters)
11. Hand Brush
12. Hard broom ( 500gm)
13. Harpic (500ml)
14. Hockey brush ( Unique)
15. Jala brush ( Cobweb)
16. Plastic scrubber
17. Mug
18. Naphthalene balls ( Bengal)
19. Odonil ( 50gm)
20. Phenyl (5 liters)
21. Platform brush
22. Room freshener (Premium)
23. Soft broom ( 500gm)
24. Steel wool
25. Teepol (10 liters)
26. Thinner ( 5liters)
27. Urinal Cube ( 400gm) Homocol
28. Cleaning powder
29. Wheel detergent
30. Wiper Mr. Clean ( Big)
31. L.H.Broom
32. Mention polish
33. Floor/carpet brush
34. Glass Cleaner

Note : Scrubber, Dryer, Vacuum Cleaner, Rickshaw Trolley, Steel Ladder to be kept ready at site by the agency to execute the above works as and when required and as directed.

**SAFDARJUNG HOSPITAL, NEW DELHI**

**TENDER FOR**

**Providing House Keeping Services at Hostel Block within  
Safdarjung Hospital Campus, New Delhi ( package-V)**

March 2007

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