

F.No.18-8/2014-NMMA  
Archaeological Survey of India  
National Mission on Monuments & Antiquities  
GE Building, Red Fort Complex, Red Fort, Delhi- 110006

Dated: 27th October, 2015

**NOTICE INVITING TENDERS**

National Mission on Monuments & Antiquities invites sealed tenders in two bids system from established, reputed, experienced firms for providing Housekeeping services **for six months** in the premises of National Mission on Monuments and Antiquities GE, Building , Red Fort Complex , Delhi -110006. The sealed tenders in two bids system will be received along with **Earnest Money Rs. 10,000 /- (Rupees ten thousand only)** in the office of undersigned at National Mission on Monuments and Antiquities GE, Building , Red Fort Complex , Delhi -110006 up to **15:00Hrs. on 19.11.2015**. The tenders will be opened by tender opening committee at 15:30 Hrs. on same day in the presence of the Contractors or their authorized representatives, if any.

**Terms & Conditions:-**

- 1. Bidders are advised to study the tender documents carefully & thoroughly with full understanding of its implications. Tender will not be accepted without Earnest Money Deposit(EMD).**
- 2. Incomplete / Conditional/ Optional tender will not be accepted.**
- 3. The Contractor shall have to submit the Earnest Money Deposit of Rs.10,000/- Fees in the Form of Demand Draft or FDR issued in favour of Pay & Accounts Officer, Archeological Survey of India, New Delhi, payable at New Delhi ( failing which the tender shall be rejected summarily) EMD of all unsuccessful bidders would be refunded within 30 days of the bidders being notified as being unsuccessful and the EMD, of successful bidder would be returned upon submission of Performance Security Deposit.**
- 4. The envelopes are to be addressed to the Director, National Mission on Monuments & Antiquities GE Building, Red Fort Complex, Red Fort, Delhi- 110006 and dropped in the tender box placed at the Office of Director, National Mission on Monuments & Antiquities GE Building, Red Fort Complex, Red Fort, Delhi- 110006 . No tender will be accepted in person or otherwise after specified date & time. The response to Technical Proposal and Commercial Proposal should be**

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submitted in separate envelop and price should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal. All sealed envelopes should clearly show in front side, it is for Technical Proposal & Commercial Proposal.

5. The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For the purposes of interpretation of the Proposal, the English translation shall govern.
6. **The rates should be quoted in lump sum in words and figures and should be inclusive of manpower(minimum four persons), material and all taxes. The rates so quoted will be on monthly basis. The bid including rate quoted should be valid for 90 days from the date of opening of tenders.**
7. Selected bidder shall submit a Performance Security Deposit of Rs.20,000/- in the form of Fixed Deposit (FDR) made in the name of the company/Firm/Agency but hypothecated to the Pay & Accounts Officer, Archeological Survey of India, New Delhi payable at New Delhi within 15 days from the Notification of award. **The PSD shall remain valid for a period of nine (6+3) months from the date of commencement of contract and the same will be released only after the completion of work/contract.**
8. **Valid Service Tax Registration Certificate, Last Income Tax Return, ESI and EPF registration certificates, and TIN/PAN Registration shall have to be deposited with the tender documents otherwise Tender will not be accepted.**
9. Bidder should be an established experienced one in providing house keeping service and should submit at least, last two years, Completion Certificates from the Client or Work Order Plus self certificate of completion (certified by Authorized Signatory).

#### **10. Inspection of site & local conditions**

NMMA is housed in G.E. Building, Red Fort Complex, Delhi-110006. The prospective bidders are deemed to have visited the site comes under the contract and ascertained therefore, all site conditions and





information pertaining to the contract. NMMA shall not accept any claim whatsoever arising out of the difficulties at site/local conditions, if any. Accordingly, prospective bidders are encouraged to visit the site on any working day prior to submission of bids, between 3 to 5 PM with prior intimation.

11. The firm must sign and stamp at the bottom of the each page of the tender document to signify & notify acceptance of all the terms & conditions and submit duly signed and stamped copy with the Technical Bid.

### **Scope of Work**

12. The housekeeping job will include cleaning & upkeep of premises occupied by NMMA at G.E. Building, Red Fort Complex, Delhi-110006 including office rooms(23) conference room, store room, corridors, toilets (6), lobby area, road facing G.E. Building, Parking area etc. The selected firm shall be responsible to undertake the activities mentioned above by using the environment friendly bio-degradable material of high standard quality (ISI/BIS Standard).

### **13. Inside the building premises excluding toilets:**

- a. The firm shall perform dusting, sweeping and mopping jobs of all areas, including corridors, reception, visitors waiting areas, office rooms, conference room, etc. and so on with the best quality environmentally friendly chemicals once every day, and shall ensure that scrubbing/cleaning/dusting etc. should make the areas free of dirt, stain, odour, mud, sand, and other kinds of solid particles, including paper and napkins, footprints, liquid spills and other debris.
- b. All movable items; chairs, dustbins etc shall be removed to clean underneath in the manner aforesaid.
- c. Daily cleaning of tables, chairs, side racks, cup boards, other furniture and fixtures, wood paneling etc. with detergents and removal of hard stains like inks etc. as and when noticed/ instructed. Trash removal/emptying of dustbins twice daily.
- d. Once a week surface cleaning of all electrical & fire fighting equipments (lights, fans, AC grills, etc.), computer peripheries, keyboard. Drawers, printers, telephone instruments, fax machines, copiers, using the right chemicals & brush.
- e. Daily cleaning of the glass surfaces internal and windows on the

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inside and glass panes inside and outside the office rooms and conference rooms etc.

- f. Removal of cobwebs, fungus etc. from wall/corridor of the building and premises, as and when noticed/instructed.
- g. Twice a month cleaning of paintings/artifacts

#### **14. Toilets**

Continuous scrubbing, cleaning and refreshing of the toilets including disinfectant treatment of toilets seats and bowl, water closets, urinal blocks and wash basins.

Non abrasive chemicals shall be used. Continuous replenishment of the toiletries viz. paper rolls, tissue papers, liquid soap, etc. as per instructions. Cleaning of all mirrors to make them spotless. Scrub clean all the vents and window sills to take out all dirt and marks. Emptying the dustbins in the toilets and disinfecting the dustbins. Cleaning the doors of the toilets. Cleaning of all window glass panes & exhaust fans.

#### **15. Outside the building premises within the periphery of the building.**

Daily picking up the dry leaves, paper waste, plastic waste etc. in the periphery and disposing off the same properly. Daily sweeping of the road & parking in front of the G.E. Building.

16. To carry out the above works, the firm shall depute the sufficient manpower (minimum four persons). Initial cleaning work including cleaning of Rooms, is to be completed by 9.00A.M. and thereafter, all the manpower will remain deployed for cleaning/maintenance of corridor, toilets, roads for carrying out work as per scope of work. However, during 1 to 2 PM when there are maximum footfalls in the toilets, thorough cleaning of toilets will be ensured more frequently.
17. On Saturdays and Gazetted holidays, entire manpower will report in the morning itself and shall carry out work including cleaning of the office rooms which are opened, as per the scope of work.
18. On Sundays and national holidays, services will be closed, however, depending upon requirement, firm may be required to carry out services for which no extra payment will be made.
19. Misc. work like shifting of goods, office furniture will also be carried out to keep the premises free from all encumbrances, any other miscellaneous official work, as required from time to time, as per instructions of the officer –incharge.





20. The firm shall arrange and provide all sanitary consumables and equipments to carryout its services as per scope of the work viz. floor dusters, vacuum cleaners, floor cleaning machines, brooms, brushes, buckets, mugs, wipers, steel wool, etc. as per the instructions of the Officer-incharge and to the satisfaction of NMMA.

**21. Qualifying Requirements**

- a. The firm should have provided similar services in Government/PSU/ State Government Sector for at least two years. The bid shall be accompanied by Completion Certificates from the Client or Work Order Plus self certificate of completion (certified by Authorized Signatory).
- b. Copies of ESI and EPF Registration certificates issued to the company must be attached.
- c. The firm must attach the copies of the TIN/PAN of the company.
- d. The firm shall provide a copy of the last Income Tax Return filed.
- e. The firm shall submit all necessary documentary evidence to establish that the bidder meets the above qualifying requirements.

**22. Terms & Conditions**

- a. The firm shall bear all cost of material, manpower ( minimum four persons) and information required for rendering, running, supervising and maintaining the services and shall procure all items of good quality, so far as practicable bio degradable and fit for the purpose.
- b. The firm will engage staff to render services who are major, and shall furnish full particulars of the workers deployed under the contract including details like Name, Father's Name, Age, Photograph, Permanent & present address, Mob. No. etc., will also ensure verification of Character antecedents of such workers from Police, and also that they possess the experience of rendering the requisite services to the NMMA. The firm will keep NMMA updated of any changes in the staff replacement.
- c. The firm shall get the work done through its employees only and shall not hire any person on behalf of NMMA neither shall act as an authorized agent of NMMA.
- d. The firm shall take all necessary steps to safeguard health, safety and welfare of its staff at work under this contract, and provide all necessary information, training and supervision and will adopt safe working practices.



- e. **In case extra manpower or material is required for reasons of improving the quality and nature of services, the firm shall arrange for the same immediately at its own cost.**
- f. The firm shall promptly provide replacements of its staff if, in the opinion of the NMMA, such person is consistently under-performing or not suitable for the purpose for any reason whatsoever. The firm shall at its own cost, promptly provide replacements of materials if, in the opinion of NMMA, such materials are not as per the standard and quality.
- g. The firm shall not use the name of NMMA in any manner for credit arrangement or otherwise and NMMA shall not in any way be responsible for any debts, liabilities or obligations of the firm or its staff.
- h. The firm shall ensure due compliance with the provisions of the relevant labour laws.
- i. This contract shall not be assigned either fully or in part by the firm to any third party without the consent, in writing, of NMMA.
- j. The workers for providing requisite services to NMMA shall be the employees of the firm and will take their remuneration/wages from the firm. They will have no claim of whatsoever nature including monetary claims or any other claim or benefits from NMMA. During the subsistence of the contract, NMMA shall not undertake any monetary liability. Other liabilities, if any, shall solely rest on the part of the firm.
- k. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the firm by NMMA and if corrective action is not taken immediately or in any case, within one day, penalty of Rs.500/- per day per complaint will be imposed. In case complaint remains un-attended for more than three (3) days, it could be treated as contract failure and for this, firm's Performance Guarantee is liable to be forfeited besides taking any punitive action as deemed fit.
- l. It shall be the sole responsibility of the firm to pay the wages, provident fund, ESI, gratuity, leave benefits, bonus, Medical facilities, uniforms etc., as applicable under relevant Acts/rules to the workers deployed in NMMA for carrying out services.





**23. Term & Termination**

- a. The contract shall be valid for a period of six months from the date of its commencement under normal circumstances unless otherwise renewed/extended by NMMA for a further period on mutually agreed conditions.
- b. If, however, NMMA is of the opinion that the services are not rendered satisfactorily or the firm commits a breach of any term of this contract or the firm fails to correct defects and deficiencies in any services, the NMMA will be entitled to terminate this contract earlier by giving fifteen days notice in writing to the firm.
- c. This contract shall stand terminated on the expiry of the said period of Notice relieving both parties of their respective obligations, save such obligations and/or

liabilities of the Parties that, by their nature, survive the termination of this Contract. No compensation or termination charges or penalties of any nature

whatsoever shall be payable by NMMA to the firm for termination of this contract.

- d. On termination of this agreement by efflux of time or otherwise, the firm shall withdraw promptly all its staff and the material belonging to it, from the premises of NMMA forthwith and shall promptly return and handover, along with the Storage Room, all Fixtures and all other items that NMMA may have provided.

**24. Dispute Resolution**

- a. The dispute or difference, which cannot be settled amicably or mutually between the parties concerned, shall be settled through Arbitration under and in accordance with the provisions of Arbitrator & Conciliation Act, 1996 for the time being in force. The dispute will be referred to a sole common Arbitrator, appointed by NMMA. The place of Arbitration shall be Delhi.
- b. Notwithstanding the commencement or continuance of the arbitration, the parties shall continue performance of their part of the contract with due diligence which is not disputed. NMMA reserves the right to withhold the payments to the firm for the disputed part under this contract during the pendency of the dispute and shall release the other payments which are not disputed.



**25. Corrupt or Fraudulent Practices**

The bidding firms are expected to observe the highest standard of ethics during the tendering process and execution of the contract. NMMA will reject a proposal for award of contract or terminate the contract if it determines that the firm is engaged in corrupt or fraudulent practices in competing for the contract in question or during execution of the contract; and/or may declare at its sole discretion such firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract.

**26. Technical Bid**

The firm will have to submit the following documents alongwith the Earnest Money as per the check list under Annexure – I.

- A. Photocopies of two years House Keeping services contracts executed.
- B. Photocopies of registration of ESI/EPF
- C. Photocopies of PAN/TIN/Service Tax
- D. Photocopy of last Income Tax Return
- E. Declaration by the Bidder as per Annexure-III

**27. Financial Bid**

- a. The firm shall quote the monthly rates for entire service including cost of manpower (minimum four persons), consumables, equipments required for carrying out services, include all taxes and duties payable to Central/State Government as also to local municipal bodies.

The financial bid will be opened/evaluated of only those firms who qualify in the Technical Bid.

**28. Terms of Payment**

The firm will submit the pre-receipted bill in triplicate on monthly basis for release of payment after obtaining satisfactory work completion.

- 29. The Director General, ASI, reserves the right to reject any tender or all tenders without assigning any reason thereof and all disputes are subject to the jurisdiction of the Courts in the NCT of Delhi.

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30. The tender will be rejected straightway without assigning any reason if the firm/agency involves itself in any criminal case, declared black listed by any Govt./Semi Govt. Department/ Agencies etc.
  
31. Technical Bid as per Annexure - I
  
32. Price Bid/ Commercial Bid shall be submitted as per Annexure – II
  
33. Bidder's Declaration – Annexure - III

*M. Meena Gautam*

(Dr. Meena Gautam)

Director

E-mail: [dirnmm.asi@gmail.com](mailto:dirnmm.asi@gmail.com)

Tel.No.23252603

**PROFORMA FOR TECHNICAL BID**

S. No.	Items	Information/ Inputs to be filled by the bidder (If required columns may be expended to capture full information)
1.	Name and Address of the firm/ agency telephone number, fax, mobile number, email address	
2.	Type of organization (whether proprietorship, partnership, private limited, limited company)	
3.	Name and Address of the directors proprietor/ partners	
4.	Details of registration	
5.	Contact number in case of emergency	
6.	Last Income tax return (attach copy)	
7.	Details of registration with statutory authorities like PF and ESIC, etc (attach copies)	
8.	(a) Service tax number/ Certificate (b) PAN number	
9.	Details of organizations served during the last two years with contact number of concerned officer	
10.	Details of Earnest Money	DD No. Date
11.	Any other Information	
12.	Undertaking as per Annexure III	Enclosed YES/NO

Copies of relevant documents are to be enclosed in support of above information.

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Undertaking

I hereby certify that all the information's furnished above are true to my knowledge. I have no objection to NMMA Verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency Official seal/  
stamp

Date:

Place:

DECLARATION

I ( \_\_\_\_\_ ) hereby declare that the documents submitted/encloses are true and correct. IN case any document at any staged found fake/incorrect, my EMD may be forfeited & action as deemed fit by the NMMA may be taken against me.

Place:

Date:

Signature with Stamp  
Authorized Signature\* of the contractor / Firm

\*In case of authorized signatory, document for the authorization may be furnished.

Note Please use the above format and fill the information by expanding the space provided in the format so as to capture complete information.

Bidder Seal & Signature

(Signature and Seal of Bidder)  
Dated \_\_\_\_\_



Name of the Firm \_\_\_\_\_

PROFORMA FOR PRICE BID/COMMERCIAL BID

(All figures in Rupees)

Monthly rates for providing entire housekeeping service including cost of manpower (minimum four persons), consumables, equipments required for carrying out services, including all taxes and duties payable to Central/State Government as also to local municipal bodies.	
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(The housekeeping job will include cleaning & upkeep of premises occupied by NMMA at G.E. Building, Red Fort Complex, Delhi-110006 including office rooms(23) conference room, store room, corridors, toilets (6), lobby area, road facing G.E. Building, Parking area etc. )

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**BIDDER'S DECLARATION**  
( to be enclosed with technical bid)

1. I,

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son / Daughter / Wife of Shri

\_\_\_\_\_

Proprietor / Director / Partner / authorized signatory of the agency (\*) / Firm, mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

\*In case of authorized signatory, document for the authorization may be furnished.

Signature of the authorized signatory of agency Official seal /  
stamp

Date:

Place:

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