

No. 45011/06/2017/DGCD(Store)
Government of India
Minister of Home Affairs
Directorate General Civil Defence

East Block No. VII, Level-7
R.K.Puram, New Delhi-110066

Dated, the 04, July , 2017

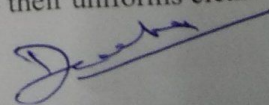
To,
As per list attached

Dear sir,

Sealed Tenders/Quotations are invited for cleaning and scrubbing of the office of Directorate General FS, CD &HG located at East Block -VII, Level-7, R K Puram, New Delhi-110066 for the period of one year by post or through tender box placed in the Directorate General FS, CD & HG, East Block-VII, Level-7, R.K.Puram, New Delhi 110066.

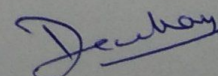
TERMS AND CONDITIONS OF TENDERS: -

- (i) It will be ensured that the entire assigned area for cleaning viz. Corridors, staircases and the toilets in the areas occupied by the DG FS, CD &HG, MHA are in a perfect state of cleanliness and hygiene and at all times to the total satisfaction of DG FS, CD &HG, Ministry of Home Affairs.
- (ii) The initial sweeping and mopping of all the area will be completed by 8:45 A.M on all working days failing which a monetary penalty of Rs.100/- per day shall be recovered from the contractor's bill. The corridors/stairs will be swabbed at least twice a day i.e. 8:45 A.M and 2:30 P.M.
- (iii) The toilets will be cleaned at least 4 times in a day i.e. at 8:45 A.M. 12:00 noon, 2:00 P.M. and 4:00 P.M.
- (iv) The contractor shall depute three sweeper and ensure deployment in such a way that at least one sweeper always available in toilets on all working days including Saturday (except Sunday and National Holidays).The payment towards Sunday and national Holidays will not be given by this office. A penalty @Rs. 100/- per sweeper shall be recovered from the contractor's bill, if any sweeper is found missing/absent from any toilet/corridor as aforesaid.
- (v) The contractor shall arrange heavy duty scrubbing machines with the mopping for scrubbing of floors which will be done on every Saturday and if necessary, on working days after office hours.
- (vi) It will be ensured that appropriate type of cleaning material suited for the cleaning of tiles, floors and stone surfaces and PVC Linoleum surfaces etc are used. Any damage caused to the property of this Ministry due to unsuitable cleaning material or due to the negligence on the part of contractor's men will be liable to be compensated by the contractor.
- (vii) The contractor shall be responsible for any act of omission or commission by his employees on their part; he will vouch for their character and integrity.
- (viii) The contractor must supply fresh sets of uniforms/badges, gumboots and gloves to each sweeper who shall wear the same whole day on work and also keep their uniforms clean.



- (ix) The contractor shall not appoint any sub-contractor for the work under any circumstances.
- (x) Electricity and water will be supplied free of cost but necessary arrangements for lead wires/cables etc., shall be arranged by the contractor at his own cost.
- (xi) DGCD office is a restricted area where movements are restricted. The contractor shall have to apply for pass well in advance for carrying out the work, when required.
- (xii) Any dispute regarding working hour and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by the DGCD, Ministry of Home Affairs.
- (xiii) The decision of the Head of office of this Dte. Or any other authorized officer regarding the satisfactory standard on cleanliness shall be final and contract will be cancelled if not find satisfactory along with attendance of persons deployed during the month.
- (xiv) The payment will be released on monthly basis by ECS after the work for the month has been completed. For release of payment, pre receipted bill may be submitted at the end of the month.
- (xv) The contract will be valid for a period of one year . However, in the event of services rendered being found unsatisfactory, the contract is liable to be terminated at any time. The decision of the DGCD, Ministry of Home Affairs in this regard will be final.
- (xvi) **Tender/Quotations should reach this Directorate on or before 24th July, 2017 till 03.00 p.m. and will be opened by the board of officers in the presence of concerned firms or their representative. If any present on the day of the time of opening of tenders.**
- (xvii) **Tender/Quotations should be marked with the word "Quotation for cleaning & scrubbing of the office of Director General Fire Services Civil & Home Guards to be opened on 24/07/2017 at.05.00 p.m.**
- (xviii) Tenders/Rate Quotations should be on printed pad of the firm indicating full address, GST No. and date. Tenders on plain paper or rubber stamped pad will not be acceptable.
- (xix) Reference of tender notice should be mentioned in the tender/quotation.
- (xx) Validity of tenders/quotations should be clearly mentioned in the tender/quotations.
- (xxi) Tender received after 03.00 P.M. on 24th, July 2017 will not be accepted in any case.
- (xxii) The contract shall be for period of one year from the date of placement of contract.
- (xxiii) The contractor shall ensure to provide the following items for the toilets at all times.
 - (a) Naphthalene/other deodorant in bowls of urinals
 - (b) Availability of liquid soap at the washbasins.
 - (c) Placing of deodorants like Odonil in toilets to eliminate bad odor.
 - (d) Use of acids such a Harpic etc. for cleaning of toilet and urinal bowls to remove all stains.

Your faithfully



(D K SHAMI)

Fire Adviser & H.O.O.