

**Cost of tender document Rs.1,000/- to be
Paid in the form of D.D. /Cash in favour of IDSA)**

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010
Advertisement No.IDSA/028/2010

QUOTATION FOR HOUSE KEEPING SERVICES

MEMORANDUM OF WORK IN BRIEF

1	Name of work	House Keeping Services
2.	Earnest Money	Rs. 5,0000/-
3.	Validity period	180 days
4.	Security Deposit	25 % of contract value in form of Cash/DD
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2010
7.	Mode of Sending	a. In sealed cover in original and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly.
8.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder and opening date of Tender. b. Last date of receiving Tender by IDSA.

**Signature of bidder
Name:**

**Assistant Director
IDSA**

Company seal

Date

Tender No. IDSA /A.M.C./06/2010

Sealed quotations in the prescribed format (enclosed as Annexure) are invited from experienced contractors/agencies for providing "House Keeping Services" for IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, New Delhi - 110010 as per details given in format/s.

Sealed quotation addressed to Assistant Director (Admin), Institute for Defence Studies and Analysis may be sent at the Institute's address mentioned above either by Registered Post AD/Speed Post/By hand delivery at the Reception. The quotations should have "**Quotation for House Keeping Services**" written on top of the envelope. It should reach on or before **3.00 PM on 30th Sept 2010**.

The Institute shall not be liable for any postal delay and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

All the tender are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute or alternatively can also be submitted by using the same proforma on your letter head and should be submitted as prescribed in para 2 above.

The quotations would be opened **on 10th October at 15.30 PM**. Party or their authorized representatives, not more than one person, may be present at the time of opening of the quotations, if they so desire.

IDSA reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding on all concerned.

Note: Contractor may inspect the Campus & assess its requirement before quoting the tenders.

Wg. Cdr Hemlata Lohani
Assistant Director

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010

ANNEXURE –‘A’ (TERMS AND CONDITIONS)

1. The rates quoted should include the cost of material, labour and statutory component relating to ESI, EPF, Bonus, Uniform etc. and all taxes and no further amount over and above the rate quoted shall be payable.
2. **The total cost including Man and Material will be taken into consideration before finalizing the contract. However the works listed in Annexure-III will be awarded to the same firm/agency finally selected for the House-keeping.**
3. Quoting less, violation of minimum wages act, Contract Labour act, Govt. of India, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons. No communication will be entertained in this regards.
4. The proposal shall clearly indicate the cost including material and labor, statutory component and your service charges details. Also the brand/s of material would be supplied as per term in tender documents.
5. The labour deployed as House Keepers should be indicated in terms of number and while quoting, 01 supervisors should also be nominated by you to oversee their work and who shall be available to Institute during the working hours. The working timings of each House Keeper/Supervisor shall be consonance with various labour legislation.
6. House Keeper deployed should wear neat and clean uniform. The House Keeper shall ensure proper decorum and discipline commensurate with an office environment and they shall not mix-up or make friendship at any hierarchy level. The selected vendor would be required to indicate the name/s of the House Keeper and Supervisor along with their photographs and addresses for maintaining records with the Institute for security reasons along with the Police verification report.
7. The assignment of House Keeping Services under the scope of this quotation document is **PURELY JOB WORK** in nature and House Keepers deployed by the party shall remain on his pay rolls and he shall be solely responsible for the payment of amounts/wages to them directly on monthly basis as per minimum wages notified by appropriate authority and amount claimed towards various statutory components must be deposited by you with appropriate authorities and also maintain relevant register/records as per statutory requirement. The vendor shall also indemnify and keep at all times indemnified the IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactment/s.

8. The attention of the bidders is invited to Part-C wherein the rates for services to be provided are to be indicated. While the Part-C gives details of the area available, number of manpower, number of toilets and other covered/open areas with SCOPE OF WORK, the bidders are advised to personally inspect the premises on any working day and contact the designated official for quoting a realistic and comprehensive bid. The rates quoted should be firm though out the year irrespective of any changes, octroi, rules. Under no circumstance wages will be increased though out the contract period.
9. While submitting your proposals, you shall deposit Earnest Money of **Rs. 5,00,00/-** by way of demand draft favoring “**IDSA, New Delhi** ” payable at **New Delhi**. No other mode of remittance shall be accepted. The bidders found without EMD are liable for outright rejection.
10. The EMD of unsuccessful bidders shall be returned within 60 days of opening of the quotations. This shall be refunded without any interest. In case of successful bidder, the Security Deposit would be adjusted and balance shall be deposited by way of demand draft as per details at 8 above within 7 days of issue of the work order and before the work is started. In case the differential amount to arrive at Security Deposit is not done by the selected bidder within 7 days as stipulated, the EMD already deposited shall be forfeited forthwith without any correspondence and the work shall be considered for allotment to other bidders on the panel.
11. **The contractor will deposit Security Deposit 25% of total annual value**, security deposit shall be retained during period of currency of the work order and shall be refunded without any interest, in case no claim is pending from the Institute side. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited in the event of contravention of the terms of the quotation document/work order.
12. The vendors shall ensure timely availability of all cleaning material during the cleaning hours and shall take instructions directly from the designated officials in respect of the operational activities.
13. The vendors shall ensure that the House Keepers are attended to job as per the staggered time schedule indicated in Part-C. The number of House Keepers committed should be fully deployed and any laxity/deviation in this regard shall be viewed very seriously and may result in termination of the work order.
14. The selected vendor shall submit on monthly bill on or before 2nd day of succeeding month. The bill if found in order in all respect, will be processed for release of payment by the 15th day of each month.
15. The selected vendor will not accept any directions and or instructions either verbal or written from any staff member of the Institute unless the same are issued by Assistant Director (Admin) or the authorized official in regard to the work assigned to the selected House Keeping vendor. The House Keeper

deployed shall perform the activities of House Keeping only and under no circumstances they shall under take any other work of the Office.

16. The cleaning/House Keeping Services are to be offered by the vendors on all days except Republic day (26th January) Independence Day (15th August) Gandhi Jayanti (2nd October), and Holi Festival whereas on the working days the usual cleaning activities would be done in staggered timings and on Sundays and holidays full crash cleaning would be done which would include weekly cleaning and dusting of all surfaces of almirah, steel racks and other furniture, removal of cob webs, cleaning of window panes and glasses and also includes Carpet and sofa cleaning. However one day off in rotation will be given in small groups or individually as per labour law.
17. The selected vendor will be fully responsible for the safety and security of his staff deployed for work in the IDSA complex and the IDSA will not be responsible in any way for any accident/injury or any other damage arising out of or occurring during the course of the performance of House Keeping activity of his workers under the terms of this agreement in the premises of the Institute. If required, under any statute, he will take the necessary insurance coverage of his employees in the Institute's complex.
18. The work order can be terminated by either party by giving one month clear notice in writing and during the period of such notice the performance of work order by both the parties shall continue. On termination of the contract for any reason whatsoever, the selected vendor will remove their men and material forthwith from the premises of the Institute.
19. Notwithstanding the provisions of Clause-18, the work order shall be liable to be terminated forthwith at Institute sole discretion in the event of contravention of terms and conditions as stipulated above. The terms "**CONTRAVENTION**" shall include acts of commission as well as omissions.
20. The Institute reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reasons the next agency will be offered the job. However, the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time spent for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the house keeping services. The EMD made by him shall be forfeited and may also be black listed.
21. In case of any dispute, the matter will be referred to sole arbitrator ship of the Director General, IDSA or his nominee and his decision will be final and binding for both the parties.
22. The selected vendor will also be fully responsible for the **Damage, if any caused** to any of the assets, property records of the Institute by their worker while on duty or otherwise in the Institute. The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss/misappropriation by its House Keepers while on duty and failure in

this regard could result in filling of **CIVIL/CRIMINAL** proceedings against the vendor apart from cancellation of the contract.

23. Institute also reserves the absolute right to alter/modify the scope of work, terms and conditions.
24. Disposal of collected garbage: the contractor will arrange collected garbage and segregated in waste and liquid, Bio degradable products etc. The disposing vehicle will be arranged by the contractor at his own cost and disposal will be carried out on daily basis. IDSA holds no responsibility to the place for thrown out the garbage.
25. Contractor has to arrange cleaning of Bee hives/red flies or nests whenever appeared in part of the contract. No additional payment will be made on this account.
26. The quotation document may be obtained during working hours from upto **15th September, 2010 on all working days on payment of Rs. 1,000/-** from office of the Accounts Officer by cash or submitting a demand draft in favour of "**IDSA, New Delhi**". The quotation document can also be down loaded from the website of the Institute (www.idsa.in) for which bidders would be required to enclose a demand draft of **Rs. 1000/-** in addition to the EMD towards the cost of the quotation document in addition to the EMD along with their quotation failing which the quotation shall be out rightly rejected.

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010
Advertisement No.IDSA/028/2010

QUOTATION FOR HOUSE KEEPING SERVICES
ANNEXURE-‘C’ (TECHNICAL BID)

INFORMAION OF TENDERER FOR PROVIDING HOUSE KEEPING SERVICE

1. Brief Bio data with Check list of the Tender (*Please enclosed separately as per Part 1A & 1B*)
 1. NAME/S AND ADDRESS OF THE COMPANY
 2. NEME/S CONTACT PERSON/S
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
 3. INCOME TAX ITCC NO. (With documentary proof)
 4. SALE TAX REGN. NO. (With documentary proof)
 5. EPF REGN. NO (With documentary proof)
 6. ESI REGN. NO. (With documentary proof)
 7. SERVICE TAX NO. (With documentary proof)
 8. NATURE OF OWERNERSHIP-
PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP
(Please provide details with documentary evidence)
 9. DETAILS OF EXPERIENCE TO WHOM THE HOUSE KEEPING SERVICES ARE PROVIDED (Please attach annexure/s in the following format
Organization/s Name with address number of manpower deployed nature of time contact person/s reference Tel. No.
 - 10.ANY OTHER, please specify with documentary evidence
 - 11.DETAILS OF EMD ENCLOSED

(SIGNATURE WITH STAMP)

ANNEXURE 'C' Part – I (TECHNICAL BID)

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

Advertisement No.IDSA/028/2010

TENDER FORM FOR PROVIDING HOUSE KEEPING SERVICES

1. Brief Bio data of the Tender _____

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**

2. Name, Address with Telephone _____
Number of the Firm/agency _____

3. Name, Designation, Address _____
and Telephone number of _____
authorized person of the Firm/ _____
agency. _____

4. Firm Registration Reference _____
(Please enclose the copy) _____

5. Please specify as to whether _____
firm is sole proprietor / _____
partnership firm. a. _____
b. _____
c. _____

6. PAN number & Income Tax _____
Return of current financial _____
Year 2008 – 2009 _____

7. Provident Fund Account Number _____
(Please enclose the copy) _____

8. ESI Registration Number _____
(Please enclose the copy) _____

9. Service Tax Number _____
(Please enclose the copy)
10. License Number under Contract _____
Labour (R&A) Act. _____
(Please enclose the copy)
11. Details of earnest money deposited*
- a) Amount Rs. _____
Rs.(in word) _____
- b) Bank Draft Number _____
of Nationalized
Bank
- c) Date of issue of BD _____
- d) Name of issuing Bank _____
12. Details of experience in the _____
relevant Field. _____
13. Any other information _____
14. Declaration by the Contractor:

This is to certify that I / we have read and fully understood all the terms and conditions herein and undertake myself/ourselves abide by them.

Dated:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone (O):

(R):

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

Advertisement No.IDSA/028/2010

CHECK LIST OF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE TENDER

- | | | |
|----|--|----------|
| 1. | Firm Registration | Yes / No |
| 2. | PAN Number and Income-tax return 2008-09 | Yes / No |
| 3. | Provident Fund Account Number issued by
The competent authority | Yes / No |
| 4. | ESI Registration No. issued by the Competent
Authority | Yes / No |
| 5. | Contract license issued by the labour Commissioner
Under Contract Labour (R.E.A) Act. | Yes / No |
| 6. | Bank Draft for earnest money | Yes / No |
| 7. | Service Tax No. | Yes / No |

Signature of Tenderer

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010
Advertisement No.IDSA/028/2010

**QUOTATION FOR HOUSE KEEPING SERVICES
ANNEXURE 'C' (SCOPE OF WORKS)**

- A. TOILETS (GENTS + LADIES) - 32 Nos.
- B. TOTAL STRENGTH OF OFFICIAL WORKING: 125 Approx.
- C. Total area of the premises : 6.5 Acre.
- D. **SCOPE OF WORK:**
- The toilets are to be cleaned four times in a day i.e. morning around 8.00 AM 11 AM & around 14.00 Hrs & 16.00 Hrs and on need basis. Flush clean is to be put in cistern on weekly/need basis 5 Nos. of Naphthalene Balls in each Wash Basin to be kept. One No. each of Odonil to be hanged at Wash Basin and WC area in each toilet. Cleaning of WC and Homacol Liquid Soap to be put in each container on daily/need basis.
 - GENERAL CLEANING/SWEEPING, Brooming, Cleaning and Sweeping of all the floors including portico, open area, entrance, parking area, front and back side of the building including staircases are to be done by soap cleaning with cleanzo/phenyl once a day of following areas :-
 - a. Block No. A to B of the Institutional Area (office Area)
 - b. Main gate area
 - c. Guest House.-2 Nos
 - d. Auditorium
 - e. Seminar Halls
 - f. Executive Dining Hall
 - g. Basement
 - h. Utility and Engineering Sections
 - i. Library
 - j. General area of Housing complex
 - k. Roads and Drainage including two Water Harvesting tanks
 - l. For various functions etc. on as and when required basis.
 - m. Any other work such as cleaning of garbage dumps, etc.
 - n. Any special job as indicated in agreemen.
- E. **MANPOWER TO BE DEPLOYED/TIMES OF HOUSE KEEPERS:**
- 17 Nos. of House Keepers and 01 Supervisors + 10% extra manpower for leave/Holidays/Guest house/ other Contingency /functions etc.**

ANNEXURE-'D' - FINANCIAL BID (Quotation Tender Form)

To be filled in properly, legibly and submit in a separate sealed envelop marked as financial bid. Quotation/Rates (Minimum wages & other statutory requirements to be kept in mind)

Annexure-XI

PRICE BID For House Keeping services

S. No	Description	Monthly Amount	Yearly Amount
1.	Annual House keeping Services with 1 Supervisor and 17 Housekeepers as per terms and conditions alongwith Garbage disposal (Labour only)		
2.	Material supplied as per list attached ANNEXURE-'D (PART-II)		
	Total Amount		

Total Amount Quoted in words in figure

(The Amount Quoted should be inclusive of all taxes. Conditional Tenders will be liable to be rejected)

Signature of the Bidder

Name and Telephone No

Name of the Agency

Seal:

ANNEXURE-'D (PART-II)**LIST OF CLEANING MATERIAL REQUIRED TO BE USED FOR HOUSE KEEPING**

Material to be used for house keeping as per list below. We may require certain items which are not even listed below, for which actual charges will be paid. Contractor has to submit list of material for first week of each month to the Assistant Care Taker. Any lapse will be invite penalty or deduction of amount as per market rate.

S. No	Description of items	Quantity	Rate	Amount	Remarks
1.	Phenyle/Clenzo (Bengal Chemicals/Trishul Brand)	20 ltrs			
2.	Floor Duster (2'X 1/2	36 Nos			
3.	Liquid Soap (Fem/Dettol/Homacol)	20 ltrs			
4.	Sanitary Cubes SUMO	3 KG			
5.	Odonil	300 Nos			
6.	Premium Room Freshner (Rose)	8 Nos			
7.	Cleaning Powder (Surf/Vim)	5 Kg			
8.	Dust control Mop (Blue)4-5 ' long	5 Nos			
9.	Yellow Dusters	12 Nos			
10.	Soap Cakes (Small) Lux/Hamam	10 Nos			
11.	Napthelene Balls	3 Kg			
12.	Harpic/Lizol	10 btls			
13.	Soft Broom (Phool Jharoo) 3' Long	25 Nos			
14.	Hard Broom (Til Jharoo) 3' long	10 Nos			
15.	Yard Broom with 5' long handle (Road Sweeping)	6 Nos			
16.	Carpet Cleaning Brush	04 Nos			
17.	Glass Cleaner (Colin)	10 btls			
18.	Floor Stain Remover (R7)	20 ltrs			
19.	Wiper (Large & Small Size)	15 each			
20.	Dust Pane	15 Nos			
21.	T POL	20 ltrs			
22.	Plastic Bucket 60 Ltr (Brite/Cello)	10 Nos			
23.	Plastic Bucket 15 ltrs with Mug (Brite/Cello)	10 Nos			
24.	Toilet Brush	15 Nos			
25.	Toilet Roll	100 rolls			
26.	Pressure Pump	5 Nos			
27.	Acid	20 ltrs			
28.	Floor Cleaning Brush	10 Nos			
29.	Jala Brush(Large /Medium sizes)	5 each size			
30.	Junna (Nylon)	5 Nos			
31.	Face Tissue (Mosque)	180 packets			
	TOTAL				