



No. D – 28/4/2017–G
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
STAFF SELECTION COMMISSION
Block No. 12, CGO Complex, Lodhi Road, New Delhi - 110003

Dated 14th July, 2017

(TENDER NOTICE FOR SWEEPING AND CLEANING)

To

Dear Sir,

Online bids are invited under two-bid system for award of a comprehensive Annual Contract for Sweeping and Cleaning of premises of Staff Selection Commission from vendors involved in this field **having annual turn-over of Rupees Thirty Lacs and above during each year** of the preceding three financial years. The specific details of the online tender are indicated in **Annexure – A & I** to this document. Manual bids shall not be accepted.

Tender documents may be downloaded from SSC website www.ssc.gov.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Date of Publishing on CPP Portal	14-07-2017
Document Download Start Date	14-07-2017 (1500 hrs.)
Document Download End Date	26-07-2017 (1500 hrs.)
Bid Submission Start Date	17-07-2017 (1500 hrs)
Last Date & Time for Uploading of Online Tender	28-07-2017 (1500 hrs.)
Date & Time for Opening of Technical Bids	31-07-2017 (1530 hrs.)
Earnest Money Deposit (EMD)	Rs. 20,000/- (Rupees twenty Thousand only)
Venue, Date and Time For Opening Of Financial Bid	Will be intimated to Technically Qualified Tenderer

(Neetu Malhotra)
Under Secretary

Annexure-A

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>.) by clicking on the link “Online Bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to other which may lead to misuse.
6. Bidder than logs on to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organisation Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the requirement documents/ tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents; schedule and generally, they can be in PDF/XLS/PAR/DWF/JPG formats. Bid documents may be scanned document. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard document which are required to be submitted as part of every bid, a provision of uploading such standard documents (e.g.PAN card copy, annual reports, auditor certificate etc.) has been provided to the Bidders can use "My space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender documents.
3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instruments.
4. Bidder should prepare the IMD as per the instructions specified in the tender documents. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in their tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has given as a standard BoQ format with the tender documents, then the same is to be downloaded and to be filled by the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it only online, without changing the file name. If the BoQ file found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidder's dash board) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed as the bid No. and the date & time of submission of the bid with all other relevant details.

9. The Bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender inviting Authority for a tender or the relevant contract people indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to CCP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

NIT (TERMS & CONDITIONS OF CONTRACT)

1. Terms of Tender Document:

i) The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work i.e. the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tender is liable to be summarily rejected.

ii) The firm should submit satisfactory performance reports from at least three Government Departments/Offices /PSUs and also income tax clearance certificate. The contractor shall comply with the provisions of the following major Labour Laws, quoted in detail and Lump-sum total rates will not be entertained.

- a) Contract Labour (Regulation & Abolition) Act 1970.
- b) Minimum Wages Act
- c) Workmen's Compensation Act.
- d) Any other rules, regulations and/or Statutes as may be application to them from time to time, also to be complied with.

iii) The Competent Authority reserves the right to reject any/ all quotations or incomplete quotations without assigning any reason.

iv) The quotations are to be submitted along with refundable earnest money of Rs. 20,000/- (Rupees twenty thousand only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "DDO, SSC(HQ)", payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tender received without earnest money will be summarily rejected. The earnest money in respect of unsuccessful bidders will be returned within 30 days after award of the contract and successful contractor will deposit it in the form of Security Deposit Receipt of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory certificate from the users.

v) The tendering Companies /Firms/Agencies are required to upload the scanned copies of the following documents on the website of Central Public Procurement Portal along with the Technical bid, failing which their bids shall be summarily/ out-rightly rejected and will not be considered any further:

- a) Copy of EMD document
- b) Copy of ESI Code Number
- c) Copy of EPF Code Number
- d) Copy of PAN / GIR Card
- d) Copy of Registration Number and Registration Certificate issued by Govt. Agency
- e) Copy of Service Tax registration certificate
- f) Copy of work experience certificates for three years
- h) Proof of annual turnover, which should not be less than 30 Lakh in each year in the last 3 financial years.

vi) The bidder should specifically certify that he is not currently black listed by any Govt. Department/PSU/ Autonomous Bodies.

vii) In case of any difficulty in filling up the tender / doubt about terms and conditions, the Under Secretary (G), Telephone Number 011-24360008 or the Caretaker may be contacted on any working day.

viii) T.D.S as per rules may be deducted from the payment of contractor.

(ix) Alongwith Technical Bids a copy to this Tender Notice is required to be submitted duly signed on each page of the Tender Notice by the contractor.

2. Scope of Work:

Cleaning of premises outdoor and indoor (including rooms, corridors, staircases, toilets (Ladies & Gents), canteen, lifts, facilitation counter, walls, doors, sheds, windows glass frames, Name plates, ventilators, iron gates, Courtyard and rooftop etc.) and other areas in the premises of Ground floor to 8th floor of the building situated at Block 12, CGO Complex, Lodhi Road, New Delhi

A) Operation to be carried out daily (*On all days, except Sunday, National Holidays, Holi & Diwali*):

(i) Sweeping of all areas as specified above.

(ii) Mopping all areas specified above, where required.

(iii) Dusting of doors, windows, ventilators and removing of cobwebs.

(iv) Removal of garbage from the office premises to a location designated by NDMC/MCD.

(v) Cleaning of toilets (ladies and gents) intermittently to the entire satisfaction of their Officer-in-Charge.

(vi) Filling of liquid soap in containers daily.

B) Operations to be carried out weekly:

i) Scrubbing of switch boards etc., floors of corridors by scrubbing machine and staircases manually using brushes with detergent of good quality/liquid soaps.

ii) Cleaning of glasses of doors, windows and ventilators in the areas specified above by liquid soap/chemical/detergent including handles, knobs, switch boards etc., including removal of cobwebs.

iii) Washing of glazed tiles on wall, urinal pots, WC Pans, sinks, wash basin and all other fitting & fixtures using disinfectant material like Phenyl, vim, detergent powder, acid, liquid soap etc.

iv) Putting of sanitary cubes and naphthalene balls in urinal pots/wash basins and air freshener with refill, stick in containers.

v) Dusting and cleaning of mirrors, doors, windows and ventilators and removal of cobwebs in the toilets.

vi) Rubbing and polishing of old marble chips / marble stone flooring with superior quality polish.

vii) Cleaning & scrubbing of bucket, mugs etc, once a week in toilets.

3. General Requirements:

- i)** The initial sweeping and mopping of all areas should be completed in the morning by 09.00 AM;
- ii)** The toilets should be cleaned at least thrice daily at regular intervals;
- iii)** It will be the responsibility of the contractor to deploy adequate manpower. However, the contractor will have to deploy atleast 01(One) Supervisor and 12 Sweepers(Unskilled). After the normal duty hours, the Supervisor and at least 01 (one) Sweeper will also be required to be present till 6:00 P.M.
- iv)** A penalty @ Rs.550/- per day for each person shall be recovered from the contractor's bill if any sweeper is found missing /absent. Any other penalties as deem fit by the Commission for deficiency of services may also be imposed.
- v)** The contractors will arrange heavy-duty scrubbing machine for mopping and scrubbing floors which should be done on every Saturday and if necessary on working days after office hours.
- vi)** It should be ensured that appropriate type of cleaning material suited for the cleaning of floor tiles and stone surface are used. Any damage caused to the property due to substandard cleaning material or due to negligence on the part of contractor's staff will be liable to be compensated by the contractor.
- vii)** The contractor will be responsible for the conduct/integrity of his workers. The contractor will vouch for their character and integrity.
- viii)** The contractor will supply fresh sets of uniform, badges and shoes to all staffs that shall wear the same while on work and also keep their uniforms clean.
- ix)** The Contractor will 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 leadwire, cable, bucket etc. shall be arranged by the contractor at his cost.
- xi)** Staff Selection Commission premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restrict unnecessary movements/ assembly of their personnel in corridors.
- xii)** Any dispute regarding working hours and regarding compensation to be paid to the staff deployed will be the responsibility of the contractor and no representation in this regard will be entertained by this office.
- xiii)** The contractor shall be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation ACT, Shop and establishment act, minimum wages Act etc., in respect of staff engaged by him for carrying on his business. Necessary proof of the same must be given at the start of contract and regularly thereafter.
- xiv)** Service provider will pay the prescribed wages to the persons deployed in this Department through ECS in their individual bank accounts opened at any nationalized Bank/Post Office.
- xv)** Whenever minimum wage is revised by the Government of NCT of Delhi, the rate in the contract and the consequential statutory payments shall get revised keeping the Contractor's Administrative/Service/Contractor or any other liability charges unchanged.
- xvi)** Commission shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

xvii) The tendering Company/Firm/Agency shall replace immediately any of its personnel who are found unacceptable to the Commission because of security risks, incompetence, conflict of interest, improper conduct etc. on instructions of the Commission.

xviii) This Commission shall not be responsible for any damages, losses, claims, financial loss or injury to any other person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

xix) The decision of the Caretaker or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.

xx) The payment will be released on monthly basis after the satisfactory work. For release of payment, pre-receipted bill may be submitted at the end of every month, alongwith documents as mentioned in para 3 (xiii) above.

xxi) The contract can be extended with mutual consent for a further period of one year, if the services are found satisfactory.

xxii) The SSC reserve the right to terminate the contract, if the service are not found satisfactory, or on breach of any condition of the contract.

(Neetu Malhotra)
Under Secretary

Copy to: Technical Director, NIC with request to immediate upload on SSC's website.

OUTSOURCING OF CLEANING AND SWEEPING JOB**TECHNICAL BIDDING CHECK LIST**

S.No	Parameter	Yes/No
01	Whether the firm is having experience of at least three years of cleaning and sweeping work in Government Department/PSU? If yes, performance certificate from at least 3 such organizations which have contract not less than Rs. 30 lacks per annum may be attached.	
02	Whether EMD of required amount in the form of DD is attached?	
03	Whether a copy of Tender Notice duly signed on each page by the authorized person of the firm submitted along with Technical Bid.	
04	Copy of Pan Card, Income tax return(last three year)	
05	Service Tax Registration Certificate	
06	Copy of ESI code No.	
07	Copy of EPF code No.	
08.	Copy of Registration Number and Registration Certificate issued by Govt. Agency	

Signature of the Contractor

OUTSOURCING OF CLEANING AND SWEEPING JOB**FINANCIAL BID**

S.No	Components of Rate	Rates (in Rupees)
01	Monthly rate per person (in accordance with Minimum Wage Act, 1948)	
02	Employees Provident Fund @ 13.61% of Sl. No (1)	
03	Employees State Insurance @ 4.75 % of Srl. No (1)	
04	Contractors Administrative/Service Charges/Material/Any other Charges (please indicate)	
05	Service Tax Liability @ 15 % of total of Srl No (1+2+3+4), if applicable	
06	Total (Column 1 to 5)	Rs.

- Note:**
1. Service Tax shall be quoted separately
 2. In case of discrepancy between unit price and total price, the Unit price shall prevail.

We agree to provide the above service of manpower and to abide by the terms and conditions contained in the bid document and also agree to enter into the agreement in the format enclosed.

Bid security of Rs. _____ (Rupees _____
_____) is furnished herewith vide Bank Draft No. _____

Dated _____ on _____

Signature _____ (Bidder)

Name _____ Date & Time _____

LIST OF ITEMS/CLEANINESS MATERIAL REQUIRED FOR SAFAI (HOUSE KEEPNG)
ETC.

- | | | | |
|-----|----------------------------|-----|---|
| 1. | PHENYLE (LIQUID) (BRANDED) | 24. | BANDCO JHADOO |
| 2. | CLEANZE SANITIZER | 25. | REHDI FOR COLLECTION OF KUDA |
| 3. | ODONIL | 26. | DUSTBIN WITH LID (LARGE) |
| 4. | LIQUID SOAP (HOMOCOL) | 27. | BUCKETS |
| 5. | SOAP CAKES (LIKE BUOY) | 28. | PLASTIC JUGS |
| 6. | VIM POWER | 29. | PLASTIC MUGS |
| 7. | NIRMA | 30. | COB WEB'S REMOVER |
| 8. | SURF | 31. | SLING BRUSH |
| 9. | HARPIC | 32. | SWEEPING BRUSH |
| 10. | TAT | 33. | COMANDO BRUSH |
| 11. | DUSTER WHITE | 34. | SCRUBBING BRUSHES OF VARIOUS SIZES |
| 12. | FLOOR DUSTER (MOPS) | 35. | MARKIN CLOTH |
| 13. | ROOM FRESHNER | 36. | PLASTIC PVC WATER PIPES WITH
JET/NOZZEL-REQUIRED TO FILL WATER
IN DESERT COOLERS AND FOR
CLEANING SWEEPING WORK ETC. |
| 14. | AIR WICK (MACHINE) | 37. | CLEANING POWER |
| 15. | AIR WICK (REFIL) | 38. | YELLOW DUSTERS |
| 16. | NEP BALLS | 39. | PLASTIC DRUMS |
| 17. | THINNER | 40. | KEROSENE OIL |
| 18. | FINIT | 41. | PIXOL SANITIZER |
| 19. | SCASSO(POLISH) | 42. | TEEPOL |
| 20. | MANSION FLOOR POLISH | 43. | BRASO (NAME PLATE POLISH) |
| 21. | HOMOCOL CAKE | 44. | DUSTBIN WITH LID (SMALL) |
| 22. | HARIYALI JHADOO | 45. | Black polythin (Big) |
| 23. | PHOOL JHADOO | 46. | Black polythin (small) |

ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application . Technical Bid.
2. Attested copy of the registration certificate.
3. Attested copy of PAN/GIR Card.
4. Attested copy the latest IT return filed by the agency.
5. Attested copy of the Service Tax registration letter/certificate, if any.
6. Attested copy of the PF registration letter/certificate, if any
7. Attested copy of the ESI registration letter/certificate, if any.
8. Certified document in support of financial turnover of the agency during the last 3 years.

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF HOUSEKEEPING STAFFS

List of workers short listed by the agency for House Keeping Services in the Department of Personnel & Training containing full details i.e. date of birth, marital status, address etc.

1. Character Certificate from any Group A or Class-I Gazetted Officers of the Central/State Government in respect of each person.
2. Certificate of verification of antecedents of all persons by local police authority.

(Neetu Malhotra)
Under Secretary
Tel: 24360008