

**National Commission for Women,
4, Deen Dayal Upadhaya Marg,
New Delhi – 110002**

No.2/1(1)/2008-NCW (A)

Dated: 11.10.2011

TENDER NOTICE

1. NCW intends to outsource the work of housekeeping and facility to an outside agency. Sealed tenders are invited for housekeeping and facility management services in National Commission for Women. There is a requirement of one supervisor, one lady receptionist and four unskilled labour for cleaning.
2. Interested agencies may visit/inspect the site on any working day between 10.00 a.m. to 12.30 p.m. and 3.00 p.m. to 4.30 p.m.
3. Seal quotation envelops of technical and financial bid may fill in specified proforma.
4. The quotations may be submitted in two sealed financial bids filled in the specified proforma and addressed to the Under Secretary, National Commission for Women, 4, Deen Dayal Upadhaya Marg, New Delhi-110002 should reach latest by **3.00 p.m. on 24th October, 2011.**
5. The tender may be sent by post to the above mentioned address or dropped in the Tender Box captioned “Tender for providing housekeeping and facility management services” placed at Reception Area of National Commission for Women, New Delhi by the stipulated date and time. Tender, if dropped in any box other than the specific tender box will not be considered for selection.
6. Tender Details/Document may be downloaded from Commission’s Website www.ncw.nic.in
7. The Technical bids shall be opened at **3.30 p.m. on 24th October, 2011** in Conference Room of National Commission for Women, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.
8. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.
9. Bids received after the closing date and time shall not be considered.

**Sd/-
(Sraddha Paul)
Under Secretary**

Proforma

1. Name of the firm:
2. Name of the owner:
3. Year of establishment:
4. Telephone no.:
5. Address of the firm:

6. Turnover during the last 3 years:
7. Nos. of persons employed (indicating designation, qualification and nature of duties. (A separate sheet may be attached):
8. Whether the firm is registered? If so, with whom:
 - 8(a) Registration no.:
 - 8(b) P.F. Number:
 - 8(c) Income Tax no. (PAN):
 - 8(d) Turnover for the last two years:
 - 8(e) Experience (mention no. of year):
9. Whether willing to operate on trial: Basis for six month. I/we certified that the above information is correct to the best of my knowledge. Further, my above firm and I have not been blacklisted/disqualified/debarred from any of the government/semi government department or any other agency.

Signature of the owner
Name of the owner
With the seal of the firm

FORM OF PRICE BID

Break up of total charges quoted per person per month, Worker (MALE/FEMALE) FOR
LEANING & MISCELLANEOUS WORK

Amount is ` (Rs.)

(Per person per month)

1. Basic Pay:
2. EPF (%):
3. ESI (%):
4. Service Charges (%):
5. Total:

6. SUPERVISOR

Amount is ` (Rs.)

(Per supervisor per month)

1. Basic Pay
2. EPF (%)
3. ESI (%)
4. Service Charges (%)
5. Service Tax (%)
6. Total

RECEPTIONIST

Amount in ` (Rs.)

1. Basic Pay
2. Service Charges
3. Total

Document to be submitted with Technical Bid

- A. Covering Letter
- B. Cost of Tender Document - Nil
- C. EMD - ` 15,000/-
- D. Solvency Certificate
- E. PAN, VAT and service tax regulation details
- F. Performance certificate from three organizations as per eligibility criteria
- G. Undertaking regarding Black listing etc.
- H. Document showing turnover during three years
- I. List of employees having experience of 2 years
- J. An undertaking that the vendor/bidder complying all the condition of the contract and technical specification of the bidding document
- K. Authorization letter in the name of official submitting the bid

(Signature of the contractors)

HOUSEKEEPING & CLEANING SERVICE CONTRACT

Terms and Conditions

The following are only the brief terms and conditions would be worked out after the contract is finalized.

1. The contract would be for a period of twelve months starting from the date of the award subject review to after 6 month.
2. The contractor shall manage complete housekeeping service (including supply of material) of the allotted area in NCW under his own arrangements.
3. The contractor would ensure complete washing/scrubbing of the given area
4. The daily cleaning would also include ceiling fans, window glasses, carpet, roofs, walls, railing, sofa chair, curtains etc. of the allotted area
5. The contractor would ensure regular cleaning and inspection of the given area.
6. The contractor would submit the police verification report along with the photograph and detailed particulars of his staff employed in the NCW, immediately within the 15 days after the award of the work.
7. The contractor would ensure proper supervision of the duties of his staff through his own supervisor. The supervisor must have passed 12 standard or possess housekeeping diploma.
8. Lady receptionist to attend the visitor and issue pass. The receptionist must be graduate being fluent in English and Hindi and with knowledge of entry of data of visitors. She will be required to issue visitors passes (computerised) and maintain database of visitors.
9. The Contractor would be responsible to compensate any loss or damage to NCW's property caused due to theft, fraud or negligence by the staff of the contractor.
10. Material for cleaning work shall be supplied by the Contractor.
11. The supervisor and housekeeping staff will put on proper and clean uniform.
12. The payment by the contractor to its personnel will be made in the presence of a representative of the National Commission for Women adhering to all provisions of Minimum Wages Act, Provident Fund ESI etc.
13. The housekeeping firm will be liable for any disciplinary action/penal action for not implementing the labour welfare laws as applicable and are in force.
14. The successful bidder will have to deposit a Performance Security Deposit, which shall be 10% of the value of the contract by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of "Pay & Accounts Officer, National Commission for women , New Delhi" valid for 60 days beyond the expiry of period of one year contract and further renewable, if required.

15. NCW reserves the right to cancel the contract on any account including unsatisfactory services with one week notice.

Important Note

1. While quoting the monthly charges, contractors may carefully note that the payment to their staff, working in the NCW be required to made strictly as per the Minimum Wages Act and in the presence of a representative of the Commission. The bill of the contractor will be cleared only after completion of this requirement.

2. One of the parameters for consideration of the quotation will be the rates quoted for one supervisor, one receptionist and four housekeeping workers for a month.