



**OFFICE OF THE REGISTRAR GENERAL, INDIA**  
(Government of India, Ministry of Home Affairs)  
2/A, Mansingh Road, New Delhi-110011.

**TENDER CALL NOTICE D-31013/04/2008-GS (PT) DATED 01.10.2009**

Sealed Tenders are invited from reputed firms/ contractors having wide work experience in the Central Govt./State Govt. /Other Govt. undertaking for providing conservancy services of rooms/ toilets and open corridors at the following Offices/ sites of the ORGI, New Delhi.

<b>Sl.No.</b>	<b>Office of the ORGI</b>	<b>Carpet Area for Conservancy</b>
1.	ORGI (HQ), 2-A, Man Singh Road, New Delhi	16568 sq. ft. incl. 10 Toilets
2.	DDE Centre, V.S. Division, West Block-I, R.K. Puram, New Delhi.	13,779 sq. ft. incl. 7 Toilets.
3.	D.P. Division, Pushpa Bhawan, Ground Floor & 2 <sup>nd</sup> Floor, E-Wing, New Delhi	10693 Sq. ft. incl. 8 Toilets.

The interested parties may submit their quotation on prescribed format at annexure-II in sealed envelopes along with an 'Earnest Money' of Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft/ Pay Order from any nationalized bank drawn in favour of the Registrar General, India, New Delhi latest by 4 P.M. on 16/10/2009. The quotations shall be opened on the same day at 5 P.M. in presences of the quotationers or their authorised representatives, if any. Quotations received after stipulated date/ time shall not be entertained. The quotations received without earnest money in the form of Demand Draft / Pay order or not fulfil any of the conditions mentioned below shall be summarily rejected without assigning any reason therefor and no tenderer shall have the right to represent against it even if his quotations happens to be the lowest. The earnest money shall be forfeited if the firm declared successful and withdraws from the offer or does not accept the work for any reason, whatsoever. The earnest money of the firm whose quotations are not approved shall be released only after the award of the contract to the successful tenderer.

The other terms & Conditions of this "Tender" are as given below: -

1. Interested firms should quote their rates and other details on prescribed format only as at annexure-II. They should quote their rates for each building separately indicating month wise cost in minimum manpower, prescribed at Para -5(i) and cleaning materials as prescribed at annexure-I.
2. Selected firm should provide conservancy services for a minimum period of one year at the approved rate.
3. The firm should have five years experience in the field. They should have undertaken similar works in at least five Govt. Departments. The firm should also be registered with the concerned authorities in respect of ESI, PF, Service Tax, Labour Licenses and PAN etc. The firm should enclose with quotation the company's profile, ESI and PF code numbers, copy of service tax and income tax clearance certificates etc.

4. The interested parties can inspect the premises at any time between 2 P.M. to 5 P.M. on any working day to assess the job requirement/ quantum of work involved. For this purpose, the interested parties can contact with aforementioned locations building in-charge.
5. Job requirements and additional terms & conditions for conservancy.
  - i. The firm should deploy 4 nos. of Safai Karamacharies in uniform at 2/A, Man singh Road, 3 nos. of Safai Karamacharies at West Block -1, R.K. Puram and 3 nos. of Safai Karamacharies at D.P. Pushpa Bhawan for each location for all working days including Saturday. The timing for each worker shall be suitably decided by the office. The duty hours of each worker shall be 8-hours/ day either in two shifts or without any break.
  - ii. The firm shall be required to store the cleaning materials, as per quality and quantity prescribed at annexure-1, in the respective building in consultation with the building in charge.
  - iii. It will be ensured that branded type of cleaning materials suited for the cleaning of tiles, floors and stone surfaces etc are used. Any damage caused to the office due to unsuitable cleaning material or due to the negligence on the part of the workers employed by the contractor will be liable to be compensated by the contractor.
  - iv. The initial sweeping and mopping of all the areas shall be completed by 9.15 a.m. on all working days failing which, a monetary penalty of Rs.500/- per day shall be imposed to be recovered from the contractor's bill. The corridors/staircases will be swapped on daily basis.
  - v. The toilets shall be cleaned / washed on daily basis.
  - vi. The contractor shall be responsible for the conduct and integrity of persons deployed for cleaning works in the building. He will vouch for their character and integrity.
  - vii. The contractor shall not appoint any sub-contractor for the work under any circumstances.
  - viii. The contractor shall ensure discipline amongst his personnel deployed and restrict their unnecessary movement/ assembly in corridors etc.
  - ix. The manpower's deployed would be dressed up smartly with photo identity card during working hours.
  - x. Operations to be carried on daily basis on all areas are: sweeping, mopping and dusting of doors, windows, ventilators and removing of cobwebs from all roofs and walls of buildings.
  - xi. Operations to be carried out every fortnightly are: scrubbing of floors, corridors main hall and staircases and loggias manually with brushes and detergent.

- xii. The contractor should be liable to implement the labour laws and social legislations in respect of the staff engaged with them for carrying on their business.
  - xiii. The garbage collected should be disposed off daily at disposal area.
  - xiv. The firm shall be required to maintain building –wise logbooks showing the manpower engagement and stock of cleaning materials etc; with respective building–in-charge.
6. In the event of any unsatisfactory services by the firm in any building, double the proportionate amount due for the day(s) in respect of the building shall be deducted from the monthly charges as penalty. Continuous unsatisfactory services by the firm or violation of terms & conditions, contained in this tender call notice by the firm during the contract period shall constitute sufficient ground for termination of contract before expiry and for forfeiture of the performance security deposited by the firm.
7. The office reserves the right to reject any or all the tenders without assigning any reason thereto.

**(A.K. SAMAL)**  
**Joint Director (HQ)**

**Copy to Notice Board**