



F. No. 28/04/2017-G

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक और प्रशिक्षण विभाग
कार्मिक लोक शिकायत और पेंशन मंत्रालय
ब्लाक नं. १२
केन्द्रीय कार्यालय परिसर, लोधी रोड
नई दिल्ली-110003

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions
Block No.12
C.G.O. COMPLEX, Lodhi Road
New Delhi-110003

30 August,2018

NOTICE INVITING TENDER

Subject: - Tender Notice for Sweeping and Cleaning work at Staff Selection Commission, New Delhi

Online bids are invited under two-bid system for award of a Annual Comprehensive Contract for Sweeping and Cleaning of premises of Staff Selection Commission, Block no. 12, CGO Complex, Lodhi Road, New Delhi as per details given in **Annexure-I**. from vendors involved in the relevant field. The specific details of the online tender are indicated in **Annexure – II**, to this document. Manual bids shall not be accepted.

Tender documents may be downloaded from SSC website www.SSC.nic.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	30-08-2018
Document Download Start Date	31-08-2018 (1600 hrs.)
Document Download End Date	20-09-2018 (1600 hrs.)
Bid Submission Start Date	01-09-2018 (1600 hrs)

Last Date & Time for Uploading of Online Tender	21-09-2018 (1600 hrs.)
Date & Time for Opening of Technical Bids	24-09-2018(1130 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

GENERAL CONDITIONS:

1. The last date for submission of bids is **21-09-2018** at **4:00 PM**. The Technical bids would be opened at **11:30 AM** on **24-09-2018**.
- 2 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer are advised to follow the instructions provided in the ‘Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’.

3 Procedure of Submission of Bids:

Bids should be submitted through **Central Public Procurement Portal (e-procurement)** only.

The tender shall be submitted online in two parts, viz., **Technical Bid** and **Price Bid**.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

(i) TECHNICAL BID

The bidder should submit the following documents duly signed by the authorized signatory along with the **Technical Bid** viz. :-

- a) Signed & scanned copy of PAN/GIR card;
- b) Signed & scanned copy or EPF code number.
- c) Signed & scanned copy or ESI code number.
- d) Signed & scanned copy or Registration Number and Registration Certificate issued by Govt. Agency.
- e) Signed & scanned copy of GST number.
- f) Signed & scanned list of organizations where the firm has executed or is executing similar services along with copies of Work Order for three years.
- g) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs.20,000/-
- h) Signed & scanned copy of annual turnover, which should not be less than 30 lakh in each year in the last 3 financial year (2015-16, 2016-17 & 2017-2018).
- i) The bidder should specifically certify on firm's letter head that firm is not black listed by any Govt. Department/PSU/Autonomous Body etc.

(ii) PRICE BID

Schedule of price bid must be submitted in **Prescribed format** only. The bidder will strictly submit the rate in the proforma prescribed for Price Schedule (BOQ). **Rates should be quoted exclusive of taxes.**

4. The offer shall be valid for a period of minimum of 180 days.
5. The Staff Selection Commission reserves the right to reject the offer/offer without assigning any reason.
6. The rates should be as per BOQ, the Scope of Work and the applicable taxes may also be included in the cost.
7. The contractor shall use his labour, tools and plants required for the execution of work unless specified.

8. 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, roof etc.) and other areas in the premises of Ground floor to 8th floor of the buildings situated at Block 12, CGO Complex, Lodhi Road, New Delhi.

I. Operation to be carried out daily (*On all days, except Sunday, National Holidays*):

- (a)** Sweeping of all areas as specified above.
- (b)** Mopping all areas specified above, where required.
- (c)** Dusting of doors, windows, ventilators and removing of cobwebs.
- (d)** Removal of garbage from the office premises to a location designated by NDMC/MCD.
- (e)** Cleaning of toilets (ladies and gents) thrice in a day to the entire satisfaction of their Officer-in-Charge.
- (f)** Filling of liquid soap in containers daily.

II. Operations to be carried out weekly:

- a)** Scrubbing of floors of corridors by scrubbing machine and staircases manually using brushes with detergent of good quality/liquid soaps, switch boards etc.
- b)** 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.
- c)** 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.
- d)** Putting of sanitary cubes and naphthalene balls in urinal pots/wash basins and air freshener with refill, stick in containers.
- e)** Dusting and cleaning of mirrors, doors, windows and ventilators and removal of cobwebs in the toilets.
- f)** Rubbing and polishing on old marble chips / marble stone flooring with superior quality polish.
- g)** Cleaning & scrubbing of bucket, mugs etc, once a week in toilets.
- h)** Vaccum cleaning will be done on weekends to make files and office dust free.

9. General Requirements:

- i)** The initial sweeping and mopping of all areas should be completed by 09.00 AM subsequently by 02:30 PM.

- ii)** The toilets should be cleaned at least thrice daily by 08:00 AM, 12:00 Noon and 04:00 PM.
- iii)** It will be the responsibility of the contractor to deploy adequate manpower, However the contractor has to deploy atleast 01(One) supervisor and 12 Sweepers (**un-skilled**). Supervisor & at least 01 (one) Sweeper will 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 tiled floors 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 who 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 lead wire, 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 his staff 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 compensation to be paid to the staffs deployed, will be the responsibility of the contractor and no representation will be entertained on the this issue by this office.

- xiii)** The contractor will 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 payment shall get revised keeping the Contractor's Administrative/Service/Contract or any other liability charges unchanged.
- xvi)** The 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 risk, 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 a 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 9 (xiii) above.

10. Other Terms & Conditions :

- i)** The term of contract would initially be for two years, which can further be extended for a further period of one year with mutual consent, if the services are found satisfactory.
- ii)** The SSC reserve this right to terminate the contract, if the service are not found satisfactory, or on breach of any condition of the contract.

- iii) The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tender is liable to be summarily rejected.
- iv) The firm should submit a satisfactory performance report from at least three Government/PSU and also income tax clearance certificate. The contractor shall comply with the provisions of the following major Labour Laws. Rates may be quoted in details 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.
- v) The Competent Authority reserves the right to reject any/ all quotations or incomplete quotations without assigning any reason.
- vi) 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 the 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 tenderers retract from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of unsuccessful bidders will be returned, after award of the contract to successful bidder, and successful bidder will have to deposit 10% of total value of contract as Performance Security in the form of Demand Draft/Bank Guarantee. No interest shall be payable on the amount of earnest money/security deposit. The Performance Security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory certificate from the users.
- vii) The Tendering Companies/Firms/Agency are **required to upload the scanned copies of the following documents on the website of Central Public Procurement Portal along with the Technical Bids, 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.**

- e) **Copy of Registration number and Registration Certificate issued by Govt. Agency.**
 - f) **Copy of GST number.**
 - g) **Copy of Work experience certificate 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. (2015-16, 2016-17 & 2017-2018)**
 - i) **The bidder should specifically certify on firm's letter head that firm is not black listed by any Govt. Department/PSU/Autonomous Body etc.**
- viii) The Bidder should specifically certify that he is not currently black listed by any Govt. Department/PSU/Autonomous Bodies.
- ix) In case of any difficulty / doubt, the Under Secretary (G), Telephone Number 011-24360008 or the Caretaker may be contacted on any working day.
- x) T.D.S as per rules shall be deducted from the payment of contractor.
- xi) Alongwith Technical Bids a copy to this Tender Notice required to be submitted duly signed on each page of the Tender Notice by the Contractor.

ORDER FOR ARRANGMENT OF DOCUMENTS WITH THE TECHNICAL BID

1. Application- Technical Bid
2. Attested copy of the Registration Certificate
3. Copy of Work experience certificate for three years
4. Attested copy of PAN/GIR card.
5. Attested copy of latest IT return filed by the agency.
6. Attested copy of GST certificate, if any
7. Attested copy of PF registration letter/certificate, if any.
8. Attested copy of ESI registration letter/certificate, if any.
9. Certified document in support of financial turnover of the agency during the last 3 years.
10. Certificate on firm's letter head that the firm is not black listed by any Govt. Department/PSU/Autonomous Body etc.

ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE DEPLOYMENT OF HOUSE KEEPING STAFF.

1. List of workers short listed by the agency for House Keeping Services in the Staff Selection Commission containing full details i.e. date of birth, marital status address etc.
2. Character Certificate from any Group-A"/Class-I Gazetted Officer of the Central/State Government in respect of each person.
3. Certificate of verification of antecedents of all persons by Local Police Authority.

(R.C. Ahuja)

Under Secretary (G)

Annexure-I

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 any other Bidder 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 in 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 filename. 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 dashboard) 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 date 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 openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded Tender Documents become readable only after the Tender opening by the authorized Bid openers.

9. 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 the Bid no. and the date & time of submission of the Bid with all other relevant details.

10. 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 person indicate 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.

OUTSOURCING OF CLEANING AND SWEEPING JOB
TECHNICAL BIDDING CHECK LIST

S.No	Parameter	Yes/No
01	Copy of EMD document uploaded.	
02	Copy of EPF & ESI code number document uploaded.	
03	Copy of Work experience certificate for three years uploaded.	
04	Copy of PAN/GIR Card uploaded.	
05	Copy of Registration number and Registration Certificate issued by Govt. Agency uploaded.	
06	Copy of GST number , document uploaded.	
07	Proof of annual turnover, which should not be less than 30 Lakh in each year in the last 3 financial years. (2015-16, 2016-17 & 2017-2018) uploaded.	
08	The bidder should specifically certify on firm's letter head that firm is not black listed by any Govt. Department/PSU/Autonomous Body etc. copy uploaded.	

Signature of the Contractor

OUTSOURCING OF CLEANING AND SWEEPING JOB

FINANCIAL BIDDING CHECK LIST

BID MAY BE SUBMITTED AS PER BOQ AT CPP PORTAL

OFFLINE BID WILL NOT BE ACCEPTED

S.No	Category	Rates (in Rupees)
01	Monthly rate per person (in accordance with Minimum Wage Act, 1948 and Government of NCT Order No.12 (142)/02/MW/VII/201 dated 04.04.2018)	Rates may be quoted in BOQ at CPP Portal. Offline bid will not be accepted.
02	Employees Provident Fund @ 13.61%	
03	Employees State Insurance @ 4.75%	
04	Contractors Administrative Charges/ Material Charges/Any other charges exclusive of GST	

- Note:**
- Predatory bidding will not be entertained and may be rejected.**
 - In case of discrepancy between unit price and total price, the Unit price shall prevail.

Signature

(Bidder)

Name _____

Date & Time _____

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

- | | | | |
|-----|----------------------------|-----|---|
| 1. | PHENYLE (LIQUID) (BRANDED) | 24. | BANDCO JHADOO |
| 2. | CLENZE SANITIZER | 25. | REHDI FOR COLLECTION OF KUDA |
| 3. | ODNONIL | 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. | ACID | 32. | SWEEPING BRUSH |
| 10. | TAT | 33. | COMANDO BRUSH |
| 11. | DUSTER WHITE | 34. | SCRUBBING BRUSHES OF VARIOUS SIZES |
| 12. | FLOOR DUSTER (MOPS) | 35. | MARKING 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. | KESOSENE 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) |
| | | 47. | Automatic Room Freshener with Refill (at
file locations. |

DOCUMENT END