

## **TENDER NOTICE**

Tender are invited for hiring of Safaiwala's for providing conservancy services at National Academy of Medical Sciences (India), Ansari Nagar, New Delhi

Eligibility criteria, Job description, Terms and Condition and Financial Bid proforma are available in NAMS website---[www. nams-india.in](http://www.nams-india.in)

Interested vender may download the above document and submit their tender in a sealed envelope to the NAMS or before 8<sup>th</sup> July 2021

The tender will be opened on 8<sup>th</sup> July 2021 at 2.30 PM

Period of contract	-	1 year
No. of safaiwala's	-	3 daily
Approximate cost	-	6 lacs
Date of receipt	-	8 <sup>th</sup> July 2021 upto 2:00 PM
Date and time of opening	-	8 <sup>th</sup> July 2021 , 2:30 PM

Consultant (Admn/Fin)

Note: Each page of Tender, document  
Is to be signed by the Tender

## **HIRING OF MANPOWER FOR HOUSE KEEPING SERVICES**

**Estimate cost of tender: Rs. 6 lac per annum.**

Sealed tenders are invited from experienced and reputed Manpower Agencies for outsourcing of the services of the following manpower to work in the NAMS Office.

<b>Tentative Requirement</b>	<b>Tentative per day Requirement (Nos)</b>
1. House Keeping (Safaiwala's)	3

Rates quoted:

(Break-up of rates must be enclosed)

(1) House Keeping Rs. \_\_\_\_\_ per month

**Note:**

- (1) The rates quoted should be including all statutory dues, Services Charges, GST etc. it should be shown as net comprehensive rate. No addition of any kind except additional statutory dues levied by competent authorities after the date of submission of tender will be allowed. However, while preparing the comparative chart of tenders received, the basic rates, ESI, PF, GST and service charges will only be counted.
- (ii) The requirement of manpower as mentioned at S1. No. 2 is indicative and the same may increase or decrease at the discretion of MCI.
- (iii) Wages and other statutory requirements should be in conformity with the latest minimum wages notified by Labour Department, Govt. of NCT of Delhi. In case the minimum wages is revised during the tender process the same will apply accordingly and later on also as and when the same is revised/increased by Govt. of NCT of Delhi the same will apply.

**If rates is found to be less than the minimum wages, as prescribed by Delhi Govt, the whole tender will be rejected.**

1. Last date of Submission : 8.7.2021
2. Date and time of opening : 8.7.2021 at 2.30 PM

**Signature of the Tenderer**

**Seal:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **ELIGIBILITY OF CRITERIA**

1. The Agency should be registered as a firm or company registered under the Companies Act 1956.
2. The agency should be registered with Labour Dept. of Government of NCT of Delhi/Central Govt., holding a valid license under the latest contract Labour (Regulation and Abolition) Act for engaging a minimum of 100 employees and should be having valid ESI, EPF Code No., PAN No., GST No., etc. The Tenderer should also be registered under Delhi Shops and Establishments Act. The statutory requirements, as stated above and as applicable should be fulfilled.
3. The Agency should have a minimum annual turn over of Rs. 40 lakh during each of the last three years and should not have made a loss in any of these years. It should have a workforce of atleast thirty or more per shift for one client and should have a minimum experience 10 year in House Keeping Agency business in large Govt. Organization/Multi-National Companies/National Labs/PSUs/Nationalised Banks etc.
4. Only those tenders/contractors who meet all the guidelines and terms and conditions in all respects should submit their tenders (s)
5. The NAMS reserves the right to reject all or any of the tenders or to accept any tender without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
6. All pages of the tender documents must be signed by the authorized signatory and the power of attorney holder, a copy of the document granting power of Attorney, in favour of the authorized signatory should be enclosed. Conditional tenders will be rejected.
7. Only those tenders/contractors who meet all the guidelines and terms and conditions in all respects should submit their tender (s)

### **Job Description**

#### **1. Sweeping and Cleaning of Floors:**

- 1.1. Carpet area and open area (including open Terrace) should be swept and garbage removed daily. The sweeping and cleaning is not limited to one time per day but should be done whenever necessary during daytimes to keep the premises clean and tidy.
- 1.2. Removing of waste papers etc. form dust bins in all sections/units should be done twice daily.

- 1.3. Mopping of floors of the building should be carried out at least once in a week where there is cement/mosaic flooring
- 1.4. In Officers chambers and other sections, switch rooms, computer rooms and in areas where there is PVC/Tiled flooring, mopping should be carried out daily.
- 1.5. Liquid Scented Phenyle of good quality should be used for mopping work.

## **2. Cleaning of Ceilling, Walls and Electrical Fittings:**

- 2.1 Removing of cob-webs on ceiling and walls should be done once in a week.
- 2.2 Internal wooden/plywood partitions should be cleaned once in a fortnight
- 2.3 Doors and glass panes on windows should be cleaned daily and should be cleaned with soap oil etc. once in fortnight.
- 2.4 Electrical fitting like fans, Tube lights, Air Conditioners etc. should be cleaned once in a week

## **3. Scavenging and Cleaning**

- 3.1 Toilets and urinals should be cleaned as frequently as necessary and not less than three times daily, using necessary implements and Liquid Scented Phenyle of good quality.
- 3.2 Cleaning of toilets, wash basins and urinals using acid and stain remover, should be done twice in a week.
- 3.3 Bathrooms should be cleaned daily using soap oil and Liquid Scented Phenyle of good quality.
- 3.4 Napthalene balls and Deodorant/Air freshener materials should be kept regularly in toilets, urinals and bathrooms
- 3.5 Blocks, if any, in the Sewer system, man-holes etc., inside the premises of NAMS should be attended by the Contractor with required equipments at his cost and on urgent basis.

## **TERMS AND CONDITION**

- (1) The contract is awarded initially for 12 months. The term of the contract may be extendable on satisfactory performance.
- (2) The persons deployed by the agency should not have any adverse Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identify like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Academy.
- (3) The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The contractor shall provide sufficient sets of uniform at his cost to its employees and ensure that they wear them all times and maintain them clean.
- (4) The service provider shall withdraw such employees who are not found suitable by the academy for any reasons immediately on receipt of such a request from the Academy.
- (5) The service provider shall engage necessary persons as required by this Council from time to time. The said persons engaged by the service provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary per month. The Company/Firm/Agency will provide proof of receipt of wages by the workers before the end of each month. There is no Master and Servant relationship between the employees of the service provider and this Acadmey and further that the said persons of the service provider shall not claim any absorption in the Academy on any ground whatsoever.
- (6) The service provider's personnel's shall not claim any benefit/compensaiotn/absortion/regularization of services form/in this Council under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation and Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to the Council.
- (7) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.

- (8) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Academy. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by the Agency.
- (9) Any employee of the contractor proceedings on leave shall immediately be replaced by the contractor at no additional expenses to the employer.
- (10) This award of work contract will not confer any right for regular appointment in NAMS.
- (11) It is purely a work contract based on the principals of "Laws of Contracts". The Secretary reserves the Right to reduce or extend the periodicity of the contract without assigning any reasons thereof and the decision of the Secretary will be final.
- (12) The payment for performing executing stipulated contractual work be made on monthly basis on submission of bill in duplicate by the Contract with advance stamped receipt.
- (13) Payment will be made either by crossed cheque in the name of company/firm or through RTGS.
- (14) Income tax at prescribed rate, will be deducted at source, from the monthly payment of the bills unless tax exemption certificate from income tax authorities are produced.
- (15) The cleaning material either will be supplied by the Academy or may be procured by the Contractor from reputed supplier on competitive rates and the material bill will be reimbursed by the Academy.
- (16) That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including minimum wages Act., Employees Provident Fund Act, ESI Act, etc. and the Council shall not incur any liability of the service provider for nay expenditure whatsoever on the persons employed by the agency on account of nay such statutory obligation. The agency will have to provide particulars of EPF, ESI of its employees engaged in the Council, on monthly basis along with bill submitted by them.
- (17) Rate quoted is applicable for the whole months including holydays/Sundays.
- (18) The Security Deposit amounting to Rs.50,000/- will have to deposited by the firm/company before taking the house keeping contract. This amount will not earn any interest thereon.

- (19) The Security Deposit shall be returned to the contractor on the expiry of the contract period on furnishing the usual clearances/no demand certificate.
- (20) The contractor if refuses to continue the work at any stage before the expiry of contract period, will result to forfeiture his security deposit.
- (21) In case the services are not found satisfactory, the contract may be terminated by Academy at any time during the contract period without any prior notice and without assigning any reasons whatsoever.
- (22) However, the agreement can be terminated by either party by giving one months notice in advance. If the agency fails to give one months' notice in writing for termination of the Agreement then one month's wages etc and any account due to the agency from the Council shall be forfeited by the Council.
- (23) In case failure to execute the work to the fullest satisfaction of the penalty of 1% per day on the amount of monthly bill, will be leived as penalty.
- (24) In case, if the work not all carried out, disallowance at the rate of 4% per day the amount of the monthly bill (limited to 100%) will be levied as penalty.
- (25) The agency shall disburse the salary of the workers before 7<sup>th</sup> of the succeeding months.
- (26) In case, if the work is not all carried out, disallowance at the rate of 4 % per day the amount of the monthly bill (limited to 100 %) will be levied as penalty.
- (27) The agency shall disburse the salary of the workers before 7<sup>th</sup> of the succeeding months.

S.No.	Particulars	To be filled in by the Tender
1	Name of the Agency	
2.	Date of establishment of the agency	
3.	Office address of the agency with office telephone number, fax number and mobile number and name of the contract	
4.	Whether registered with all concerned Government Authorities (copies of all certificates of registration to be enclosed)	
5.	PAN (copy to be enclosed)	
6.	GST registration number (copy to be enclosed)	
7.	Registration/licence no. under contract labor (regulation and abolition) Act 1970	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (if no, an undertaking to this effect is to attached n this regard)	
9.	Length of experience in the field	
10.	Experience in dealing with Govt. departments (Indicate the namesof the departments and years of dealing with those department and attach copies of contracts orders placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I) duly signed in token of acceptance of the same is attached.	
12.	Whether agency profile is attached?	



13.	List of other clients	
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(Signature)  
With date

**FINANCIAL BID**

**For providing manpower to the Medical Council of India**

Name of Tendering Company/ Firm/Agency \_\_\_\_\_

EMD: Rs. \_\_\_\_\_ D.D./P.O. No. \_\_\_\_\_ Dated: \_\_\_\_\_

Name of Bank /Branch : \_\_\_\_\_

S.No.	Skilled/ Unskilled	Daily wage rates as prescribed by Govt. of NCT of Delhi (Basic minimum wage)	EPF	ESI	GST	Any other statutory liability	Contractors (Admn./Service charges)	Over time (OTA)	Total

**NOTES:**

1. Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act., 1948 as applicable in the NCT of Delhi

2. If the rates of any post quoted are less than the minimum wages as prescribed by Govt. of NCT of Delhi, entire tender will be rejected
3. Contractors Administration/Service charges cannot be "NIL" or "ZERO". If the Admin/Service charges found to be NIL or Zero, the tender will be rejected.
4. If any of the statutory liability not included above, the tender will be rejected.