



## **PEC LIMITED**

(A Govt. Of India Enterprise)

**"HANSALAYA", 15-BARAKHAMBA ROAD, NEW DELHI-110 001**

### **TENDER NOTIFICATION FOR HOUSEKEEPING AND ALLIED SERVICES**

LAST DATE FOR RECEIPT OF SEALED TENDER	UPTO 1730 HRS. ON 21.12.2017
DATE OF OPENING OF TECHNICAL BIDS	AT 1100 HRS ON 22.12.2017
DATE OF OPENING OF FINANCIAL BIDS	AT 1200 HRS. ON 22.12.2017
VENUE	13 <sup>TH</sup> FLOOR, PEC LTD, 15- BARAKHAMBA ROAD, NEW DELHI - 01

**TENDER REFERENCE.NO: PEC/P&A/2017/01**

#### **1. SUBMISSION OF TENDER:**

The tender can be downloaded from [http://www.peclimited.com/Current\\_Tenders\\_New.aspx](http://www.peclimited.com/Current_Tenders_New.aspx)

The Tender should be submitted in two parts in original i.e. Part I Technical Bid and Part II Financial Bid. Part I and Part II covers should be sealed separately and both sealed covers shall be kept in outer envelope with name and address of the tenderer and the sealed covers should be (in two covers system) superscribed as "TENDER FOR HOUSEKEEPING AND ALLIED SERVICES" addressed to Joint General Manager (P&A) and to reach this office before 1730 Hrs on 21.12.2017. Tenders received after the due date and time will not be accepted.

Tenders should be sent in the prescribed form duly signed by the tenderer.

#### **NOTE:**

1. The Competent Authority, PEC may be at its discretion, extend this date by a fortnight and such extension shall be binding on Tenders.
2. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day.
3. All communications must be addressed to PEC Ltd. at Barakhamba Road, New Delhi.

### **1.1. EARNEST MONEY DEPOSIT:**

The tenderers should furnish an Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten Thousand only) by means of Demand Draft drawn in favour of "PEC LIMITED" on any one of the Nationalised Bank / Scheduled Bank payable at Delhi along with the tender. Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of unsuccessful tenderers, the Earnest Money Deposit will be returned. As per Govt. of India guidelines, parties registered as MSME under NSIC shall be exempted from payment of EMD.

### **1.2. GENERAL CONDITIONS:**

- i) The party is being permitted to give tenders in consideration of the stipulations on his part that after submitting his/her tenders, he/she will not resale from the offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the Company. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him/her.
- ii) The schedules of the tenders form should be submitted intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tenders. Overwriting/ erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
- iii) The tenders are liable to be rejected if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it a company.
- iv) If a party does not accept the offer, after issue of letter of award by the PEC within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
- v) In case of partnership firms, where no authority has been given to any partner to execute the

contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if an enquiry it appears that the persons so signing had no authority to do so, the institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any should be signed by the tenderer.

- vi) The rates quoted by each party for job/service security contract in the tender be given both in words and figures failing which the same is liable to be reject. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
- vii) An amount 10% of the tender value (as quoted in financial bid) as a security deposit for the contract is to be deposited within fifteen (15) days by the selected agency/successful tenderer only after receiving a communication from PEC. In the event of non-deposition of the same, the earnest money will be forfeited.
- viii) No interest on security deposit and earnest money deposit shall be paid by the Company to the tenderer.
- ix) GST applicable after awarding the contract in respect of this contract shall be payable by contractor and PEC will not entertain any claim whatsoever in this respect.
- x) Competent Authority, PEC reserves the right to reduce or terminate the period of contract or to extent its duration in the interest of the company any justifiable reasons, not mandatory to be communicated to the tenderer.
- xi) Decision of Director, PEC shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, PEC. The decision of the sole Arbitrator so appointed by the Director, PEC. The decision of the sole Arbitrator so appointed shall be final and binding on the parties.
- xii) Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax etc, should be acted upon immediately.

xiii) Successful Tenderer will have to enter into a detailed contact agreement with PEC on non-judicial stamp paper of Rs. 100/- (Rupees one Hundred only) for each work.

xiv) Only those firms will be considered for financial bid who will qualify in the technical bid.

### **1.3. QUALIFYING CRITERIA AND DOCUMENTS TO BE SUBMITTED/TECHNICAL BID**

- i) Registration of the firm with Central Govt./State Govt./ Govt. of NCT Delhi (Registration copy to be provided ).
- ii) Minimum turnover of the firm not less than Rs. 25, 00,000/- (Rupees Twenty five lakh only) during the last financial year (FY 2016-17). Balance sheet of the firm for last financial year certified by the CA and copy of PAN is to be provided.
- iii) Proof of last three years continuous experience of the firm in the field of providing such services in Central/ State Govt. establishments/ Autonomous bodies of Govt. of India / Corporations of Govt. of India(Work Order/ Experience certificate ) is to be provided.
- iv) Employ EPF registration certificate issued by local govt. etc. (copy to be attached).
- v) Employee ESI registration certificate issued by local govt. etc. (copy to be attached).
- vi) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act. (copy to be attached)
- vii) Nos. of staff/ supervisors registered under ESI &EPF separately. Minimum 20 nos. (Staff/Supervisors) required with their ESI & EPF contributions. Documentary proof of payment for last one year to be attached along with list of employees.
- viii) Copy of Tax certificate issued by Govt. etc.

### **2. OPENING OF TENDER:**

a) Sealed Tenders received up-to 1730 hrs on 22.12.2017 will be taken-up for opening. .The PART-I i.e technical bid will be opened by Committee authorized and financial bid at 1100 Hrs on 22.12.2017 in the presence of the available tenderer / representatives of the Organisation who choose to be present.

b) The sealed tenders thus received will initially be examined by the Committee and the Committee reserves the right to disqualify any of the tenderer / Tenderers in case the committees do not satisfy with the requisite documents furnished.

c) Part-II cover of the tenderers will be opened only after those tenderers who satisfy the standard criteria laid down by the PEC Limited, in Part-I cover.

**PART-I**  
**TENDERS FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT**  
**THE JOB WORK FOR HOUSEKEEPING AND ALLIED SERVICES AT THE P.E.C.**  
**NEW DELHI - 110001**

Full Name & Address of the Tenderer in addition to Post Box No. if any, should be quoted in all Communications to this office

Telephone No.

E-Mail address

From \_\_\_\_\_  
\_\_\_\_\_

To

**JGM (P&A)**  
**PEC Ltd. , Hansalaya , 15, Barakhamba Road,**  
**New Delhi 110001**

1. I/We have read all the particulars regarding the General information and other terms and conditions of the contract for the job work/service contract for housekeeping and allied services, PEC Ltd, New Delhi - 110001
2. And agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/We agree to hold this offer open till 180 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
3. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
4. The following pages have been added to and form a part of this Tender\_\_\_\_\_. The Schedule-I & II to accompany this Tender are at pages\_\_\_\_\_
5. Every page so attached with this Tender bears my signature and the office seal.

Yours Faithfully

**Signature & Seal of the Authorised Signatory**  
**Telephone No. Office**  
**SCHEDULE-I**

1. Name of the firm/Agency
2. Full Address with Post Box No. And Telephone no. if any
3. Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 ( Please give names of partners) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.

i) If answer to the above is in negative

5. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.

If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its executive would be admitted by affidavit on a properly stamped paper by all partners.

6. Name and full Address of your
7. Your Permanent Income Tax No./Circle/Ward
8. Any other relevant information

#### **PART-II**

9. Earnest Money Deposited : **Yes/No**

#### **PART-III**

10. Name and Address of the firm's representative  
And whether the firm would be representing at the Opening of the Tender
11. Name of the Permanent Representative to be Visiting PEC regarding the contract

Date \_\_\_\_\_

Place \_\_\_\_\_

#### **AUTHORISED SIGNATORY**

Please add supplementary pages to be numbered wherever needed by the Tenderer.

## **SCHEDULE-II**

### **GENERAL INFORMATION & OTHER TERMS & CONDITIONS OF THE CONTRACT FOR Housekeeping (Sweeping and cleaning) at the PEC, New Delhi 12**

#### **Scope of work**

#### **Area for sweeping and cleaning at PEC Limited, New Delhi 110001**

- I. 9<sup>th</sup> Floor
- II. 13<sup>th</sup> Floor
- III. 14<sup>th</sup> Floor

Total estimated Area: 14000 sq. ft. (approx.)

Note: PEC is planning to shift its new office premises at NBCC Complex, Kidwai Nagar, New Delhi in future. The Terms & conditions and rate per sq. ft. as mentioned in financial bid shall remain same on the basis of actual carpet area in the office premises also.

#### **Terms and conditions specific to the work:**

1. Dusting, moping and cleaning of the entire area as mentioned above under the head 'Scope of work' during working hours on all working days.
2. Cleaning of curtain falls, hinges of doors for any foreign material once in a week or as when required.
3. Disinfecting, cleaning and sparkle washing of toilets including the floor. The job has to be done thrice daily and toilet paper, toilet soap, deodorant, etc. have to be replenished daily.
4. A daily log of activities has to be maintained under the supervision of In-charge declared for this purpose by PEC.
5. The main doorsteps and reception area have to be mopped and cleaned between 8-9 AM every day on all six working days and to be kept in immaculate clean condition throughout the working hours.
6. Routine garbage has to be disposed off properly daily as per civic standards from each room.
7. All cleaning material shall be arranged by the party/agency.
8. Adequate no. of female staff essentially to be deployed on all working days for cleaning and maintenance of ladies toilets.

## **TERMS & CONDITIONS:**

1. The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Changing of staff/supervisor should be intimated to Admin. PEC Ltd.
3. The Complete Authority reserves the right to reject any or all quotations in whole or in part without assigning any reason thereof. The decision of Complete Authority shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The staff deputed by the contractor should also maintain secrecy and discipline in the premises of Institute.
5. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of PEC for the purpose. All complaints should be immediately attended to by the Agency.
6. Uniform with color specifications and pattern approved by PEC should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc., are in proper uniform while on duty.
7. The agreement is terminable with one month notice from our side and three months notice from contractor side. Also, PEC reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.
8. The contractor shall not sublet the work without prior written permission of the PEC.
9. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. The selected agency shall provide the necessary Personnel & Admin. for PEC as per labour acts prevalent in NCT of Delhi. The agency shall employ good and reliable persons with robust health of the age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the PEC, the PEC shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
11. The persons so provided by the agency under this contract will not be the employee of the PEC and there will be no employer-employee relationship between the PEC and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract will be made monthly upon submission of pre-receipted bill.
13. After physical inspection of the site, a very detailed assessment/requirements of personnel for providing allied services at the PEC shall have to be furnished along with the Tender, However, the Tenders should indicate only the-lump-sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted within one year.
14. The rates to be quoted should include cost of each and every item including cleaning item transportation cost, manpower cost and taxes etc. the PEC shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, OTA etc.
15. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of



law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the PEC from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Complete Authority shall be final and binding on the contractor.

16. Income Tax will be deducted from the payments due for the work done as per rule.
17. The workers deployed by the contractor for the execution of the above job should not leave their points unless and until the reliever comes for assigned duties, supervisor will maintain all the registers, which are kept at concerned section.
18. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

#### **LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs. 500/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark in any Section, it will be brought to the notice of the supervisory staff of the firm by PEC and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person (s) will have to be replaced immediately.
3. The PEC reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of PEC shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

**(AUTHORISED SIGNATORY)**