

**Special Protection Group
(Cabinet Secretariat)
Govt. of India**

E-Tender Notice

Tender No. No. 18/15/23/0/2019/ESTATE-22723/

Dated, the 31 July, 2020


On behalf of the President of India, Director, Special Protection Group, (Cabinet Secretariat), Govt. of India invites e-tenders under two-bid system (Technical & Commercial Bid) from eligible & reputed tenderers for **CONSERVANCY SERVICES IN NON-RESIDENTIAL –CUM- TRAINING COMPLEX OF SPG AT SECTOR-8 DWARKA, NEW DELHI** having minimum pre-qualification criteria set out in the tender document. The complete tender document is available on the website www.spg.nic.in and **CPP Portal** (<https://eprocure.gov.in>), which can be downloaded by the interested firms.

Important Tender Details

1.	Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Rupees two lakh) only
2.	Date from which tender documents can be downloaded	<u>17/08/2020 (1000 hrs)</u>
3.	Date , time and venue for pre – bid conference	<u>31/08/2020 (1600 hrs)</u> Admin Block, SPG Complex, Sector -8, Dwarka, New Delhi - 110077
4.	Last date for downloading of tender documents	<u>21/09/2020 (1400 hrs)</u>
5.	Last date & time for uploading of Bids	<u>21/09/2020 (1600 hrs)</u>
6.	Date & time for opening of online Technical bid	<u>22/09/2020 (1600 hrs)</u>
7.	Address of communication	Asstt. Inspector General (Estate) Special Protection Group, SPG Complex, Sector-8, Dwarka, New Delhi-110077. Tel:011-20894008, Fax: 011-25090682

2. The tender will not be issued manually. Bids will be accepted only online at **e-procurement CPP portal** (<https://eprocure.gov.in>) and manual bids will not be accepted. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website along with class III digital signature certificates issued by CCA under IT Act-2003.

3. For any change in Tender Enquiry, tenderers are requested to visit the SPG website/CPP Portal regularly.


(AYS Kalyan)
Asstt. Inspector General (Estate)

**Special Protection Group
(Cabinet Secretariat)
Govt. of India
E-Tender Notice**

Tender No. No. 18/15/23/0/2019/Estate-22723

Dated, the 31 July , 2020

For providing Conservancy Services in non-residential cum Training complex of SPG Sector-8 Dwarka

E- Tenders are invited by the Director, Special Protection Group, (Cabinet Secretariat), under two-bid systems i.e Part –I : Technical Bid and Part-II : Financial Bid) from reputed, experienced and financially sound service providers for providing **CONSERVANCY SERVICES IN NON-RESIDENTIAL CUM TRAINING COMPLEX of Special Protection Group at Sector-8 Dwarka, New Delhi.** The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative conveniences of SPG on same terms and conditions. The quantum of requirement of workers is as under:

Sl. No.	Type of worker	Total No. of workers	Distribution
1.	Un-skilled workers	54	Road cleaning - 10 Dispensary - 02 Adm. Block - 04 Welfare (for hostels) - 06 Armoury - 02 MT Workshop - 01 Reception(Gates) - 01 CPWD - 01 Horticulture Block - 01 Central Park - 01 Kennel - 01 9 LKM - 07 1 SJL - 05 Prov. Branch - 02 Adm Branch - 01 (Guest suites) GO's Mess - 04 Estate Branch - 05
2.	Semi-skilled workers	17	Training Area (For maintenance of HPC, Training Block, Swimming Pool, Firearms range, stadium, Tennis Court, Badminton Court, Artificial climbing structure area, Multipurpose hall etc).
		03	Estate Branch (Various works of Estate Branch)
3.	Skilled worker (Supervisor)	02	Overall supervision of the work.
Total		76	

(a) The tender documents can be downloaded from the website of (<http://eprocure.gov.in>) and (www.spg.nic.in) from **17/08/2020 to 21/09/2020** (up to 1400 hrs).

(b) The interested service providers may submit the tenders online at (<http://eprocure.gov.in/eprocure/app>) in two bids systems i.e (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal (<http://eprocure.gov.in/eprocure/app>). All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

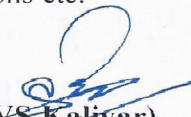
(c) **EMD:- The Earnest Money Deposit (EMD) of Rs. 2,00,000/- Only (Rupees two Lacs) in the form of Account Payee Demand Draft/ Banker's Cheque drawn in favour of "Director of Accounts, Cabinet Secretariat, Special Wing, SPG"** payable at New Delhi has to be submitted to Asstt. Inspector General (Estate), **SPG Complex, Sector- 8, Dwarka, New Delhi** between **17/08/2020 to 21/09/2020 (1600 hrs)**. Bids shall not be considered in case the EMD is not submitted by **21/09/2020 (1600 hrs)**. Late receipt of EMD viz., after closure of online bidding time, will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. Further, Bidders who are registered with Micro, Small and Medium Enterprises (MSME) or start ups recognised by DIPP are exempted from depositing EMD.

(d) The Technical Bids will be opened online on **22/09/2020 at 1600 hrs** by a B.O. in **SPG complex, Sector-8, Dwarka, New Delhi**. At the first instance the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by SPG. At the second stage, the financial bids of only those bidders, who qualify in the Technical Bid will be opened by the committee members. The bid opening committee, after evaluation of the Financial Bids, will give its specific recommendation (s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the Bid opening committee.

(e) **PBG:-** The successful tenderer will have to deposit Performance Security Deposit (PSD) 10% of the annual contract value within thirty (30) days from the date of issue of the Work Award Letter in the form of Demand Draft/Bankers Cheque/Fixed Deposit Receipt/Bank Guarantee from any scheduled commercial bank in India in favour of **"Director of Accounts, Cabinet Secretariat, Special Wing, SPG"** payable at New Delhi covering the entire period of contract. The performance Security Deposit should remain valid for a period of ninety days beyond the stipulated date of completion of the contract for initial one year. In case, the contract is further extended beyond the initial period, the Performance Security Deposit will have to be accordingly renewed by the successful Tenderer.

(f) The Director, SPG reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

(g) The **pre-bid meeting** will be held on **31/08/2020 (1600 hrs)** in Adm Block, Conference Hall, SPG Complex, Sector-8, Dwarka, New Delhi. The prospective bidders are requested to attend the aforesaid meeting for any clarifications etc.


(AVS Kaliyar)
Asstt. Inspector General (Estate)

A. The General terms and conditions for the contract are as under :

(i) The firm/Contractor will be responsible for the conduct and behaviour of the persons deployed by them in Special protection Group (SPG).

(a) The minimum qualification for the workers is mentioned as under:

S.No	Category of workers	Educational qualification	Technical qualification	Experience/ Remarks
1	Un-skilled workers	8 th pass	-	The person should be competent to understand Hindi, young with good health.
2	Semi-skilled workers	10 th pass	-	-do-
3	Skilled worker (Supervisor)	12 th pass	-	Should have minimum 3 years experience of supervision.

(b) The brief description of duties of these workers are as follows:-

1	Un-skilled workers	Cleaning of roads, basement parking, training zone, community centre, recreational hall, transit accommodation, hostel block, swimming pool etc.
2	Semi-skilled workers	Supply of water, distribution of water through water tanker, if needed etc.
3	Skilled worker (Supervisor)	Supervision over workers and various works of Estate Branch.

(ii) The firm should have an experience of at least three years in providing the conservancy services in **Govt. organisations/PSUs**. The Firm/Contractor must have a average annual turnover of Rs. 01 Crore during preceding three financial years i.e 2017-18 2018-19 and 2019-20.

(iii) The firm/contractor shall furnish a list of the workers deployed along with their full names, father's/husband's name, date of birth, full residential addresses (present & permanent), contact Tel. No. etc. The Firm/Contractor shall be responsible to get the character and antecedents of the persons verified by the Police before deploying them in SPG. The authenticated copies of Police verification certificate /documents of the persons, who are to be deployed in SPG, shall be submitted by the firm to SPG. SPG reserves the right to conduct the test, as may be deemed fit to adjudge the suitability of the persons provided by the firm/contractor. SPG also reserves the right to get the person's character and antecedents verified by the police, if deemed necessary.

(iv) The firm will also ensure that the persons deployed in SPG are medically fit and will keep record of their medical fitness. The firm shall withdraw such persons, who are not found suitable by SPG for any reasons, immediately on receipt of such request from SPG. The copies of medical fitness certificate of the persons, who are to be deployed in SPG, shall be submitted by the successful bidder to SPG.

(v) There shall be no representation of any kind, implied or otherwise, of any automatic absorption, regularisation, continued engagement or concession or preference in employment or employment security for the persons engaged by the service provider for any engagement, service or employment in any capacity, in any office or establishment of the Govt. A copy of

each of the agreement entered into by the firm with the persons, deployed in SPG is required to be submitted to Asstt. Inspector General (Estate) SPG within a fortnight of deployment.

(vi) The contract does not amount to employment with the Government or confer any right on the contractor/firm or the workers engaged by the firm/contractor, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of security and other personnel of the contractor/firm in any office/ establishment of the Government.

(vii) The firm/contractor shall appoint a coordinator, who would be responsible for immediate interaction with SPG and so that optimal services are available without disruption.

(viii) The workers deployed shall be required to report for duty at 0730 hrs on the working days to Asstt. Inspector General of location/branch and to work until 1430 hrs or more as per instructions of Asstt. Inspector General of location/branch.

(ix) The worker engaged will observe discipline and decorum and shall not misbehave with any SPG officer.

(x) If at any point of time, any person abstains himself/herself, a substitute shall be provided immediately.

(xi) In case, any person is absent on a particular day and substitute is not provided, a daily rate/ pro rate shall be deducted from the bill for the month. In case the firm is asked to provide a substitute and fails in doing so within 3 (three) days, then a penalty equal to 10% of the daily wages of the worker will be imposed on the firm, besides deduction of daily wages.

(xii) The firm/contractor shall be directly responsible for settlement of any dispute or grievance of the 'Worker' relating to his/her deployment in SPG and any other matters that may arise in this regard and SPG, in no way, be responsible for settlement of such issues/ dispute.

(xiii) Any liability regarding payments of wages to the 'workers' arising due to non compliance with any provisions of the Labour Laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the firm/contractor. The successful firm/contractor shall submit, a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t ESI, EPF etc. to SPG. The contractor will submit the copies of the EPF statement/pass Book, ESI Card and Service Tax Challans along with monthly bill, without which the payment to the contracting firm will not be released.

(xiv) The successful bidder will submit an undertaking in form of duly executed affidavit to deposit EPF contribution of the Employer and Employee in the EPF Account of the workers every month.

(xv) The successful bidder will also submit an undertaking in form of duly executed affidavit to the effect that if the contractor does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments.

(xvi) The successful bidders will also submit an undertaking in the form of duly executed affidavit to comply with the instructions relating to payment of EPF in respect of those

employees who are not in excluded category as per instruction issued by the Government on the subject.

(xvii) The employer's share of EPF will not be paid to the contractor for those persons, who are in the excluded category of EPF contribution as per latest guidelines issued by Ministry of Labour & Employment in this regard. The employer's share of EPF will be paid to the Contractor on production of documentary evidence of depositing the share in the individual employee's EPF account opened for the employee in his/her name.

(xviii) The firm/contractor shall undertake to provide the services for the entire duration regularly failing which the Performance Security Deposits and such other amount that may be due from SPG to the firm shall stand forfeited.

(xix) If at any point of time, the services being provided by the firm/contractor are found to be unsatisfactory in any manner, the SPG will have full authority to discontinue the services of the firm/contractor by giving notice of 15 days. The decision of SPG in this regard shall be final and binding on the firm/contractor.

(xx) The working hours of the workers shall be from 0730 hrs to 1430 hrs on the basis of 6 days working in a week. The workers shall have to sign the attendance both at the time of arrival and departure.

(xxi) In emergent situations the services of the persons may be required on Sundays/Holidays also.

(xxii) If any extra services are provided viz additional workers, additional hours of duty, duty on holidays, the contractor may claim the dues in terms of minimum wages prescribed.

(xxiii) If, any workers arrives late or leaves early, a deduction of the daily rate shall be made on half day basis.

(xxiv) **At present total 76 workers are required, as detailed below, which may increase or decrease depending on the requirement:**

S/No	Type of Worker	No of Workers
1.	Unskilled workers	54
2.	Semi skilled workers	19
3.	Skilled worker (Supervisor)	03
	Total	76

(xxv) The deployment will be for a maximum period of one year, which may vary depending upon performance of the service provider and the requirement of the SPG at a particular point of time.

(xxvi) If, at any point of time, the services of any person provided by the firm/contractor are found to be unsatisfactory or not of the expected level in any manner, the firm/contractor shall change the worker immediately.

(xxvii) The workers shall not be entitled for any financial benefit that are admissible to regular employees of SPG. However, the firm/contractor is required to pay wages to the workers engaged strictly as per the Minimum Wages Act modified from time to time including EPF, ESI and other social security schemes of the Government of NCT of Delhi and Ministry of Labour & Employment. The wages to the workers would be dynamic. The weekly rest etc. should also be allowed to workers as per statutory provisions. This is required to be quoted by all bidders at the time of submitting bids, which would be increased

as and when increased by the Government authorities. All the statutory requirements such as obtaining valid Labour Licence on the basis of contract letter and compliance of all the provisions of social security legislations in general and provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (R&A) Rules 1971 in particular are required to be complied with by the contractor. The firm/contractor should quote their Service Charge for providing services of workers for SPG over and above the statutory payments to be made to each worker, so deployed. Except the Administrative Service Charges, quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities have to be submitted to SPG periodically.

(xxviii) The administrative Service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.

(xxix) The rates of wages and the consequential revision in the statutory contribution on worker's wages will be revised by SPG from the date of statutory revision in minimum wages of the workers and in case of revision in the rate of contribution on worker's wages (i.e EPF, ESI etc.) by the Delhi Government/Central Government, whatsoever may be the case. However, there will be no increase in the Administrative Service Charges quoted by the firm/contractor.

(xxx) Complementary service by any firm is not acceptable. If any firm quote the Administrative Service Charges as Zero/nil, it shall be treated as a invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies.

(xxxi) The firm should be registered with ESI, PF, Service Tax, Work Contract Tax, Labour Licence & PAN (GST) with the concerned authorities.

(xxxii) The contractor shall comply with all relevant Laws and the Rules made there under viz. Income Tax, ESI Act, PF Act, Factories Act, ID Act and Contract Labour (Regulation & Abolition) Act, Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Model Rules, 2006. Payment shall be conditional on fulfilment of the provisions of these Acts and the rules framed there under.

(xxxiii) The contractor must registered under Contract Labour Act and must have the valid labour licence for at least **150 workers** from the competent Licensing Officer under the provisions of Contract Labour (Regulation & Abolition) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules, 1971.

(xxxiv) The payment of wages to the workers have to be made by the contractor in accordance with the provision of Section 21 of the Contract Labour (Regulation & Abolition) Act, 1970. The provisions of the said section are given as :

Section 21. Responsibility for payment of wages :

(1) A contractor shall be responsible for payment of wages to each person employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.

(2) Every principal employer shall nominate a representative duly authorised by him to be present at the time of disbursement of wages by the contractor and it shall be

the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.

(3) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorised representative of the principal employer.

(4) In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.

(xxxv) The firm/contractor will make payment of wages to the workers provided by 7th of every month.

(xxxvi) In case of failure to make payment of wages to the workers within the prescribed period or making short payment by the firm/contractor, the Performance Security Deposit amount deposited by the firm/contractor with SPG will be forfeited. The firm will also be blacklisted.

(xxxvii) The contract can be renewed at the appropriate time depending upon the requirement of SPG and performance of the contracting firm during the contract period.

(xxxviii) All the relevant/supporting documents may be scanned in PDF format and submitted along with the Technical bid.

(xxxix) Special Protection Group (SPG) reserves the right to reject any or all offers without assigning any reason thereof.

xxxx) 06 Nos Garbage Rickshaw (Trolley) will be arranged by the vendor himself at his own cost. Cleaning material as well as equipment if required will be provided by SPG.

xxxxi) The Firm/ contractor shall be responsible for all commission and omissions on the part of manpower engaged for the purpose. Director SPG shall not be held responsible in any manner whatsoever, in matter of injury/death/health etc. of the contractor's employee performing duties under this contract.

xxxxii) The Firm/ contractor shall not sublet, transfer or assign the contract or any part thereof to other person/firm. In the event of firm contravening this condition, action will be taken as per rules including cancellation of contract, forfeiture of security deposit and blacklisting/debarring etc.

xxxxiii) Bribing is a serious offence in the Republic of India. It is therefore, unambiguously notified to all concerned that any money or favour demanded by anyone in any form in connection with present or future business with SPG, on behalf of the organization or any individual working in the organization or anywhere else, shall be totally unfounded, baseless and illegal. Such suggestion or demand shall be refused forthwith and reported immediately to SPG.

xxxxiv) The description of works and areas is specified in **Annexure –II**. Same should be attached by technical bid duly signed by the tenderer.

xxxxv) The memorandum of understanding (MoU) containing detailed terms & conditions for implementation of the contract on the ground will be signed between SPG and the Firm. Draft MoU is enclosed at **Annexure- III**. Other terms and conditions, if any will be incorporated in the MoU after finalization of the tender.



Asstt. Inspector General (Estate)


B. TECHNICAL BID QUALIFICATION CRETERIA (POCs)

The tendering Agency/Firm must fulfil the following technical specifications in order to be eligible for clearing the technical evaluation of the bid:

- (a) The office of the **service providers should be located either in Delhi/New Delhi**. The proof of address is to be scanned and uploaded with bid documents.
- (b) **In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public**, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be scanned and uploaded with bid documents.
- (c) The firm should have an **experience of at least three years in providing conservancy services in Govt. organisation/PSUs of Government of India or State Government of any reputed companies**. A complete list of clients served during the last 3 years (year-wise) shall be provided along with the value of contracts executed. The said documents are to be scanned and uploaded with bid documents.
- (d) The **Average annual turnover** of the firm for providing conservancy services during the **preceding 3 (three) financial years i.e. 2017-18, 2018-19 and 2019-20 should be Rs.01 Crore (Rupees one crore only)**. Copies of turn over statements duly certified by the Chartered Accountant are to be furnished with the technical bid and copies of Income Tax Returns for the last three years i.e. 2016-17, 2017-18 and 2018-19 should also be submitted. The said documents are to be scanned and uploaded with bid documents.
- (e) The service providers should have their own bank account. **The certified copy of the account maintained for the last one year issued by the Bank shall be scanned** and uploaded with bid documents.
- (f) **The interested firms/bidders should also be registered with ESI, PF, Service Tax, Labour and Income Tax Authorities. Certified copies of the registration shall be scanned and uploaded with the bid documents.**
- (g) Firm should have PAN card dully attested and shall be uploaded with the bid documents.
- (h) **The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/ Departments have not been banned.** The affidavit should be scanned and uploaded with bid documents.
- (i) The organisation must undertake to provide clearance from police authorities in respect of the workers. The undertaking should be scanned and uploaded with bid documents.
- (j) The firm/bidder must undertake to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates , as and when it is revised. The tendering firms/bidders shall have to give notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. The affidavit should be scanned and uploaded with bid documents.

(k) A copy of the **tender document should be duly signed and stamped by the bidder** conveying his acceptance of all the terms and conditions mentioned therein, and submit it with the technical bid document.

(l) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, **the firm shall be blacklisted**, its bids will be ignored and EMD will be forfeited .


(AVS Kaliyar)
Asstt. Inspector General (Estate)

C. PROFORMA FOR TECHNICAL BID

APPLICATION FOR PROVIDING CONSERVAY SERVICES IN NON RESIDENTIAL
CUM TRAINING COMPLEX OF SPECIAL PROTECTION GROUP (SPG)

	<u>Criteria</u>	
1.	Name of the bidder/ firm/ agency.	
2.	Nature of the Agency : (i.e Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organisation)	
3.	Full address of Reg. Office Telephone No. Fax No. E-Mail Address	
4.	Full address of Operating Branch Office in Delhi (i) Telephone No. (ii) Fax No. (iii) E-Mail Address	
5.	Banker of Agency with full address (Attach Bankers certificate of account maintenance for last two years) Telephone Number of Banker	
6.	Registration No. of the Agency/Firm	
7.	PAN of the Firm	
8.	Statutory requirements (a) Whether the firm/company is registered with labour Department of State Government/ UT Administration. (b) Whether the firm/company is registered under the employees State Insurance Act, 1948 (c) Whether the firm/company is registered under the Employees Provident Fund & Miscellaneous Provision Act, 1952.	

9.	ESI, PF, Service Tax, Labour Registration No. (The relevant documents (duly attested) are to be scanned and uploaded with technical bid documents)	(i) (ii) (iii) (iv)
10.	Service tax paid during financial year <u>2018-19 and 2019-20,</u>	
11.	Financial turnover of the last three financial years and I.T Returns of the Agency for <u>financial years 2017-18, 2018-19 and 2019-20</u>	
12.	Documents supporting the experience of the firm (for last 3 years)	
13.	Certificate of satisfactory performance from the organization to whom the service provided.	
14.	Affidavit by the firms to pay Minimum Rates Wages to the workers engaged as per applicable order of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.	
15.	Undertaking by the firm to provide clearance from police authorities in respect of workers.	
16.	Affidavit by the firm that it is not blacklisted etc.	

Date :
Place :

Signature of Authorised Signatory
Name :
Seal (Firm/Company)

(Note : All the supporting documents should be scanned in PDF format and uploaded with Bid documents).

Declaration

I _____ S/o _____ Proprietor/Director of the Firm/Company, mentioned above, is competent to sign this declaration and execute this tender.

2. I have carefully read and understood all the terms and conditions, as mentioned in the tender documents, and undertake to abide by them.

3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/document would lead to rejection of my/our tender besides liabilities for prosecution under appropriate law.

Full Name & Signature of Authorized Signatory

(Seal of firm/ Company)

Place :

Date :

(All the relevant/supporting documents may be scanned in PDF format and submitted along with the Technical bid)

D. **FINANCIAL BID**

(i) Complementary service by any firm is not acceptable. If any firm quote the Administrative Service Charges as zero/nil, it shall not be treated as a valid quote and shall result in summarily dismissal of the financial bid even though the firm is otherwise technically qualified.

(ii) **The Administrative Service Charges per worker per month quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract.**

(iii) Minimum wages to the workers including EPF, ESI etc. are to be regulated as per rates prescribed by the Govt. of NCT of Delhi as revised from time to time.


(iv) SPG will make payment only on the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948 and the statutory contributions on worker's wages to the bidder even if the bidder quotes higher wages than the minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948.

(v) **The financial bid will be evaluated and L1 will be decided on the basis of the firm's "Administrative Service Charges per worker" quoted by the firm taking into account the total "Administrative Service Charges" for all 76 workers/employees**

(vi) The experience and performance of the bidders for providing Conservancy Services in Non-Residential cum Training complex of SPG and workers in the Central Government Ministries/Departments/PSUs shall be considered, if necessary, at the time evaluation of financial bid.

(vii) **All Price Bids/Financial Bids will be accepted in BOQ (Bill of Quantity) formats (.XLS file) as per Price Schedule. All bidders are allowed to enter the Bidder Name and Values in BOQ and should be uploaded the same online after filling the relevant columns.**

(viii) Bidders should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells 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 online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.


(AVS Kalayan)
Asstt. Inspector General (Estate)

**DESCRIPTION OF WORK AND AREA FOR CONSERVANCY SERVICES IN
NON-RESIDENTIAL AREA INCLUDING TRAINING AREA OF SPG,
NEW DELHI.**

1. Work profile / Work area

The total area of plot occupied by SPG known as SPG Complex, Dwarka, Sector 8 is 44,300 Sq. Meters. The plot includes constructed structures related to Non-residential buildings and training area. Some of the branches/building, where the conservancy services are to be provided, are also located at in other areas of Delhi viz 9 LKM, 1 Safdarjung Lane, P.V. Hostel and JNU Campus. **Interested firms may visit the SPG Complex, Sector-8, Dwarka, New Delhi-77 before bidding for the tender to get an idea of the area to be cleaned/washed in the contract.**

(A) Non- residential area at SPG Complex, Sec-8, Dwarka, New Delhi

The work area will include:-

- All the roads in SPG Complex.
- Common area around dwelling units.
- Dispensary Building (two storey)
- Administrative Block (four storey)
- Four Hostel Blocks (each four storey)
- CPWD Enquiry Building (four storey)
- Armoury Building (two storey)
- Officers' Mess(two storey)
- MT Workshop
- Estate Branch :
 - ❖ Check Posts, Guard Rooms & Reception Area of Gate No.1 & 2.
 - ❖ Water Cell.
 - ❖ Swimming Pool.
- Horticulture Block
- Works Branch Building
- Kennel area.
- Central Park and all children's park in residential area as well as other common areas.
- Accumulation/disposal of waste material at earmarked garbage bins.
- Cleaning/washing of staircases and rooftops of non-residential buildings.

(i) Dispensary Building :

Description of the two storey building of the SPG Dispensary is as under:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor	Rooms	20	Medium	Cleaning/washing
		Wash Room	01	Large	Cleaning
		Lab	01	Large	Cleaning
		Gallery	02	Large	Cleaning
2.	First Floor	Rooms	10	Medium	Cleaning
		Physiotherapy Hall/Dentist Lab	02	Large	Cleaning
		Toilet/ bathroom	05	Small	Cleaning/washing

3.	Surrounding area	Stairs, terrace, parking area and road of surrounding area	--	--	Cleaning
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(ii) Administrative Block :

Description of four storey Administrative Block is as under:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor	Rooms	08	Medium	Cleaning
		Canteen, Dining Hall, Kitchen & Balcony	01	Large	Cleaning
		Gallery	01	Large	Cleaning
		Toilet/ bathroom	04	Small	Cleaning/ washing
2.	First Floor	Rooms	12	Medium	Cleaning
		Toilet/ bathroom	08	Small	Cleaning/ washing
		Gallery/reception	01	Medium	Cleaning/washing
		Conference Hall	01	Large	Cleaning
3.	Second Floor	Rooms	13	Medium	Cleaning
		Toilet/bathroom	04	Small	Cleaning
		Gallery	01	Large	Cleaning
4.	Third Floor	Library Hall	01	Large	Cleaning
		Toilet bathrooms	04	Small	Cleaning/washing
		Gallery	01	Large	Cleaning
		Balcony	02	Medium	Cleaning
5.	Surrounding area	Stairs, terrace, parking area and road of surrounding area	---	---	cleaning

(iii) Hostel Blocks:

Description of four numbers of Hostel Blocks (four storey) is as under:

Sl. No.	Description with area (in feet)	Hostel Block-1	Hostel Block-2	Hostel Block-3	Hostel Block-4	Total No.
1.	Rooms size 13'x 13'	60	84	84	24	252
2.	Attached toilets size 6'x6'	60	84	--	--	144
3.	Common Toilet size 4'x3'	--	--	32	04	36
4.	Common bathrooms size 5'x4'	--	--	24	03	27
5.	common lavatory size 21'x1'	--	--	08	02	10
6.	Wash Basin	--	--	24	06	30
7.	Urinals	--	--	24	06	30
8.	Staircase size 4'x48'	03	03	03	03	12
9.	Corridor size 156'x6'	04	04	04	01	13
10.	Balcony size 13'x8'	64	64	64	08	200
11.	Common Rooms size 16'x16'	03	03	03	01	10
12.	Reception area size 18'x18'	01	01	01	--	03
13.	Store Rooms size 13'x13'	04	06	06	02	18

14.	Dining Hall size 60'x14'	--	01	01	--	02
15.	Kitchen area size 20'x25'	--	01	01	--	02
16.	General Hall size 60'x14'	03	02	01	--	06
17.	Common toilet size 4'x3'	01	01	01	--	03
18.	Common urinals	02	02	02	--	06
19.	Common Wash basin	01	01	01	--	03
20.	Common lavatory size 13'x8'	01	01	01	--	03

(iv) CPWD Enquiry Building:

Description of four storey CPWD Enquiry Building is as under:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor	Rooms	05	Medium	Cleaning
		Reception area	02	Medium	Cleaning
		Gallery	02	Medium	Cleaning
		Toilet/bathroom	02 set	Small	Cleaning/washing
2.	Surrounding area	Stairs, parking and road of surrounding area	---	---	cleaning

(v) Armoury Building:

Description of single storey Kote Building (Armoury) is as under:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor	Rooms	03	Large	Cleaning
		Reception area	01	Medium	Cleaning
		Kote perimeter (inside)	01	Large	Cleaning
		Hall	01	Large	Cleaning
2.	Surrounding area	Staircase, terrace and road of surrounding area	---	---	cleaning

(vi) Officers' Mess (GO's Mess):

Description of two storey Officers' Mess Building is as under:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor	Entrance Hall, Reception, Gallery	01	Large	Cleaning
		Toilet/bathroom	04	Small	Cleaning/washing
		Dining Hall, Main Lounge, TV Room	01	Large	Cleaning
		Kitchen & Balcony	01	Large	Cleaning/washing
		VIP Suite	02	Large	Cleaning
2.	First Floor	VIP Room & single room	06	Medium	cleaning
		Toilet/bathroom	08	Small	Cleaning/washing
3.	Lawn Tennis Court	Lawn Tennis Court Area	01	Large	Cleaning
4.	Surrounding area	Staircase, terrace and road of surrounding area	--	--	cleaning

(vii) **MT Workshop:**

Description of single storey MT Workshop is as under:

S/N	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor	Rooms	07	Medium	Cleaning
		Repair Hall	01	Large	Cleaning
		Toilet/bathroom	02 set	Small	Cleaning/washing
2.	Surrounding area	Parking area and road of surrounding area	---	---	cleaning

(viii) **Estate Branch :**

a) **Check Posts, Guard Rooms & Reception Area of Gate No.1 & 2:**

Description of Check Posts/Reception area on Gate No.1 & 2 is as under:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground Floor (Gate No.1)	Rooms	02	Medium	Cleaning
		Reception	01	Large	Cleaning
		Rest Room	01	Large	cleaning
		Gallery	01	Large	Cleaning
		Corridor	01	Large	Cleaning
		Toilets/ bathrooms	2 set	small	Cleaning/ Washing
2.	Ground Floor Gate No.2	Rooms	02	Medium	Cleaning
		Reception	01	Large	Cleaning
		Rest Room	01	Large	Cleaning
		Gallery	01	Large	Cleaning
		Corridor	01	Large	Cleaning
		Toilets/ bathrooms	2 set	small	Cleaning/ Washing
3.	Surrounding area	Parking area, roads and surrounding area of gates	--	--	cleaning

b) **Water Cell:** For help in distribution of water through water tankers (presently 04 Nos) in SPG Complex, Dwarka. The manpower may require to be increased during summer season to work in shifts when the water cell is functional till late hours.

c) **Swimming Pool:** Single storey building with pool. Manpower in the swimming pool will require from March to November only. Requirement in Swimming Pool will be extended up to 2130 hrs for 01 worker. Maintenance day in Swimming Pool is Monday.

Sl. No.	Floor	Particulars	No	Size	Remarks
1	Ground floor	Changing room	16	small	Cleaning
		Gallery	01	small	Cleaning
		Area around swimming pool (Open area)	--	-	Cleaning/ washing

(ix) Horticulture blocks:

Sl. No	Floor	Particulars	No.	Size	Remarks
1.	Ground floor	Rooms	03	Medium	Cleaning
		Veranda	01	Medium	Cleaning
		Toilet /bathroom	01 set	small	Cleaning/ washing

(x) Works Branch Building

SL No.	Floor	Particulars	No	Size	Remarks
1.	Ground Floor	Rooms	04	Medium	Cleaning
		Toilet Bathroom	01 set	small	Cleaning/ washing

(xi) Kennel Area:

SL No.	Floor	Particulars	No	Size	Remarks
1.	Ground Floor	Main Kennel Hall	01	Large	Cleaning
		Washing/grooming area	01	Medium	Cleaning/ washing
		Stool area	01	Medium	Cleaning/ washing
2.	Surrounding	Sitting area and surrounding area	--	--	cleaning

(xii) Central Park and all children's park in residential area as well as other common areas:

The area of the Central parks and other small children parks can be seen by the representative of tenderer visiting SPG Complex, Dwarka.

(xiii) Accumulation/disposal of waste material of non-residential buildings at earmarked garbage bins.

(xiv) Cleaning/washing of staircases and roof tops of non-residential buildings.

(B) TRAINING AREA AT SPG COMPLEX, SEC-8, DWARKA, NEW DELHI

The work area will include:

(i) Human Performance Centre : Single Storey

SL No.	Floor	Particulars	No	Size	Remarks
1	Ground floor	Entrance Gallery	01	Medium	Cleaning/ washing
		Rooms	05	Medium	Cleaning/ washing
		Reception	01	large	Cleaning
		Toilet/bathroom	02	Small	Cleaning/ washing
		Hall HPC	01	Extra large	Cleaning/ washing by skilled workers

(ii) **Training Block** : Four Storey

SL No	Floor	Particulars	No	Size	Remarks
1.	Ground floor	Rooms	05	Medium	Cleaning
		Power/Balance/Weight room/store	03	Large Hall	Cleaning
		Canteen hall/ Balcony	02	Large	Cleaning
		Gallery	02	Large	Cleaning
		Toilet	01	Medium	Cleaning/ washing
2.	First Floor	Rooms	11	Medium	Cleaning
		Multimedia/LED Demolition/ briefing hall	04	Large	Cleaning
		Toilet/bathrooms	02 set	Medium	Cleaning/ washing
		Gallery	02	Medium	Cleaning
3.	Second	Rooms	24	Medium	Cleaning
		Store office	01	Large hall	Cleaning
		Toilet bathroom	02 set	small	Cleaning/ washing
		Gallery	02	Medium	Cleaning
4.	Top Floor	Rooms	24	Medium	Cleaning
		Toilets	02 set	small	Cleaning/ washing
		Gallery	01	Medium	Cleaning

(iii) **Firearms Range: Single storey**

SL No.	Floor	Particulars	No	Size	Remarks
1	Firing Range	Range AB	02	Big Hall	Cleaning
		Rooms	02	Medium	Cleaning
		Weapon rooms /cleaning area/ store	02	Large	Cleaning/ washing
		Toilet/bathroom	02	Large	Cleaning/ washing

(iv) **Stadium Building** :

SL No.	Floor	Particulars	No	Size	Remarks
1	Ground floor	Common entrance	01	Medium	Cleaning
		Toilet/bathroom	05	Large	Cleaning/ washing
2.	Hall No. 1	Hall	01	Large	Cleaning
		Rooms	06	Medium	Cleaning
		VIP Hall	01	Large	Cleaning
		Toilet bathrooms	02 set	Small	Cleaning/ washing

3.	Hall No. 2	Rooms	02	Medium	Cleaning
		Gallery	01	Large	Cleaning
		Toilet bathroom	01set	Small	Cleaning/ washing

(v) PUF Gyms (02 Nos.): Single storey building

SL No.	Floor	Particulars	No	Size	Remarks
1.	Blue PUF Gym	Hall	01	Large	Cleaning
		Rooms (Office/store)	02	Medium	Cleaning
		Gallery	01	Medium	cleaning
		Toilet bathrooms (one each for ladies & gents)	02	Small	Cleaning/ washing
2.	Red PUF Gym	Hall	01	Large	Cleaning
		Rooms (Office/store)	02	Medium	Cleaning
		Gallery	01	Medium	cleaning
		Toilet bathrooms (one each for ladies & gents)	02	Small	Cleaning/ washing

(vi) Artificial rock climbing structure area etc.

(vii) Multipurpose/ABC Hall

(viii) Cleaning and washing of staircases and rooftops in Non-residential/ training area.

- (ix)** The work will include washing of linen hand towels and micro-fibre towels with washing machines.
- (x)** Requirement will be extended up to 2000 hrs for 01 worker trained in maintenance of the Human Performance Centre.
- (xi)** Some members of this workforce will have to work in shifts of 08 hours beginning in the early forenoon and other will be required later in the day. However, the requirement may vary as per the needs at the facilities.
- (xii)** Saturday and last working day of the month has working timing of 1000 hrs to 1800hrs on account of maintenance.
- (xiii)** The working hours involved in the training Area will be as per the season:
Summer: April to October : 0500 - 1800 Hrs.
Winter: November to March : 0530 - 1800 Hrs
- (xiv)** The manpower requirement for Human Performance Centre is one person from 0600 to 2030 hrs, 5 days a week from Monday to Friday apart from the general requirement.
- (xv)** The manpower requirement for Firearms Range is one person for 6 days in a month up to 2030 hrs apart from the general requirements. These days would be notified a day before the night training.

- (xvi) The contractor will be required to engage trained and regular workers /labourers keeping in view of the technical nature of the work. He should also provide the name and addresses of the workers and detail of vehicles etc. He should also ensure security vetting of his manpower.

(C) **Control Room at 9 LKM and 1 SJJ, New Delhi**

For upkeep and maintenance of lawn, garden, fish pond etc located at 9 LKM and 1 Safdarjung Lane, New Delhi.

(D) **Maintenance of guest houses at P.V. Hostel and JNU Campus, New Delhi**

For upkeep and maintenance of 2 each of guest suites located at P.V. Hostel and JNU Campus, New Delhi.

2. **Garbage Bins**: Washing of garbage bins and spraying of disinfectant / bleaching powder shall be compulsory after every lift of garbage.
3. **Maintenance of offices**: Cleaning/sweeping/washing/moping and dusting of office furniture/fixture/equipment and removal of cobwebs will be done before 0830 AM (except in training areas where time will be as per the convenience of user branch). The toilets will be cleaned on continuous basis including sinks, wash basins etc. Cleaning of glass doors/window panes is to be done as well. Cleaning of office equipment should be done with the help of gadgets like vacuum cleaner etc.
4. **Uniform**: Contractor will supply uniforms/badges to employees, which they will wear the same on duty and will ensure that they keep themselves neat and tidy.
5. **Cleaning Materials** : Adequate cleaning material essential for cleaning, sweeping, dusting and disinfecting etc. will be provided by SPG.
6. **Permission**: The contractor should obtain necessary permission from the local civic bodies, if any required, under his own arrangement.
7. **Vicinity of Airport**: Since the SPG complex is in the vicinity of Indira Gandhi International Airport, adequate care should be taken in ferrying and dumping the garbage to an earmarked place inside the SPG Complex.
8. **Covered trolley**: Loading and ferrying of the garbage would be done in covered trolley and according to the convenience of the user branch. The timing for the purpose may vary as per the requirement of user branch.
9. **Security clearance of workers**: At all times the contractor will be responsible to ensure that workers engaged by him are security cleared by Police station of workers residing area. Police verification is to be submitted at least 10 days prior to commencement of the contract. The contractor will also ensure that no person employed by him for the service has been/is involved in a criminal, anti-national or any activity against the interest of SPG.

Date :

(Signature of the tenderer)

Name :

Stamp/seal of the firm/agency/company

AGREEMENT

That this agreement is entered into between the President of India, through Director, Special Protection Group (SPG), Cabinet Secretariat, Government of India (hereinafter referred to as **FIRST PARTY**) which expression shall include its successors and assignee of the FIRST PARTY and M/s(Name & address of the service provider company / agency) incorporated and established under existing law/act, (hereinafter referred to as the **SECOND PARTY**).

Whereas, the FIRST PARTY has Non-Residential area at SPG Complex, Sector-8, Dwarka, New Delhi, which includes all the roads in the SPG Complex, Dispensary building (02 Storey), Administrative Block (04 storey), four Hostel Blocks (each 04 storey), Enquiry Building (04 storey), Armory (02 storey), MT Workshop, Check posts/Reception Blocks, Horticulture Block, Works Branch Building, Kennel, Water Cell, Officers Mess, Central Park and all children parks and common areas around the parks, specific technical structures like common area around Training Block, Tennis Court. Besides, training facilities viz Human Performance Centre, Swimming Pool, Firearms Range, PUF Halls, Stadium, Artificial Climbing Structure area etc are also included. Apart from the above, the FIRST PARTY has some branches/offices/buildings located in other areas of Delhi viz Control Room at 9 LKM and 1 Safdarjung Lane, Guest Suites at P.V. Hostel and Old JNU Campus etc.

Whereas, the SECOND PARTY being successful bidder, as decided by the Board of Officers detailed for the purpose, has agreed to provide conservancy services on the rates fixed by the competent authority @ Rs./- (Rupees) only per month including PF, ESI, GST, Agency charges etc with effect from the date of signing of the formal agreement for a period of **one (01) YEARS from commencement of contract** for cleaning/sweeping/washing and collection/disposal of garbage from Non – residential areas and removal and disposal of garbage on daily basis from the designed areas in SPG Complex, Dwarka referred to above on the following terms and conditions :-

1. **Period of contract** : Period of contract will be initially for a period of one year, however, the contract may be extended subsequently on mutual consent, for a period of not more than one year at a time (Upto a maximum for a period of two years) on review of performance depending upon the requirements of SPG).
2. **Manpower**: The SECOND PARTY will provide a total staff strength of **76 workers** to carry out the entire work as described in Para-7 below in detail.
3. **Minimum wages & other statutory payments**: The monthly cost of the contract has been worked out on the basis of the existing rates of minimum daily wages prescribed by the Govt. of NCT of Delhi for 26 working days in a month, however, payment to the SECOND PARTY shall be made for actual number of workers provided and the actual working days in the month as per the rates of minimum daily wages prescribed by the Govt. of NCT of Delhi from time to time and other statutory payments regarding PF, ESI, Service Tax etc as reviewed by the Govt. from time to time. The SECOND PARTY shall be responsible for meeting/complying with all the statutory obligations including payment of contribution under ESI Scheme, EPF in respect of manpower engaged by them and payment of his employee as per the rates of minimum wages prescribed by the Govt. of NCT of Delhi from time to time. Whenever the rates of minimum wages are revised by the Govt., the cost of contract will also be revised automatically and the contractor will be allowed to submit bill as per the revised rates.

4. **Submission of monthly bill and payment to the workers:** The FIRST PARTY will make the payment to the SECOND PARTY on production of wages bills on a monthly basis. The SECOND PARTY will submit Attendance Sheet of the workers to SO (Estate), SPG on the last working day of every month for verification and the monthly bill should be submitted to SPG by 1st day of the succeeding month. The payment will be released to the SECOND PARTY on the basis of certificate to be given by the assignee of FIRST PARTY about the satisfactory performance of the work done by the SECOND PARTY after tax deducting at source wherever applicable. The documentary proof confirming payment of PF/ESI Contribution of the previous month in respect of employees will be submitted by the SECOND PARTY along with the monthly bill for the next month and proof of deposit of Service Tax / GST will be submitted quarterly.
5. **Performance Security Deposit:** The SECOND PARTY will submit a valid Performance Security Deposit/Bank Guarantee within 30 days from award of the work for the amount equal to 10% of the annual contract value calculated at the time of award of contract and the validity of the same will be extended time to time during the period of the contract. No interest will be payable on the Performance Security Deposit. This will be refunded on successful completion of the contract. In case of midway termination of the contract due to insufficient/unsatisfactory services provided by the SECOND PARTY or any other such reason, the security money will be forfeited by the FIRST PARTY.
6. **Access Control:** The FIRST PARTY will allow men and material required for cleaning, sweeping, washing and collection/disposal of garbage from Non-Residential area including training area of SPG Complex, Sector-8, Dwarka and the buildings/offices located at other locations in Delhi, which will be provided by SECOND PARTY for this purpose and allow them required access into the area.
7. **Collecting garbage and cleaning/washing of staircase & rooftop:** The SECOND PARTY will clean/sweep all the roads in SPG Complex, Dispensary building (02 Storey), Administrative Block (04 storey), four Hostel Blocks (each 04 storey), Enquiry Building (04 storey), Armory (02 storey), MT Workshop, Check posts/Reception Blocks, Horticulture Block, Works Branch Building, Kennel, Water Cell, Officers Mess, Central Park and all children parks and common areas around the parks, specific technical structures like common area around Training Block, Tennis Court. Besides, training facilities at SPG Complex, Dwarka viz Human Performance Centre, Swimming Pool, Firearms Range, PUF Halls, Stadium, Artificial Climbing Structure area etc and the branches/offices/buildings located in other areas of Delhi viz Control Room at 9 LKM and 1 Safdarjung Lane, 02 Guest Suites No.A-405 and A-515 at P.V. Hostel and VIP Rooms (JNU-1 & JNU-2) at JNU Campus. Cleaning and washing of staircases and roof tops of non-residential buildings, training area, Stadium etc will also be carried out.
8. **Collection/disposal of garbage:** The SECOND PARTY will undertake cleaning and sweeping of all areas as mentioned in Para-7 above or as indicated by the AIG(Estate), SPG Complex, Dwarka. The SECOND PARTY will also undertake collection of garbage from Non-Residential buildings mentioned in para-7 above. The SECOND PARTY will dispose off such garbage in the earmarked garbage bins.

9. **Standard of work:** The cleaning/sweeping work would be undertaken using international standard chemicals/agents and with the use of new and innovative machines viz single disc scrubbing machine, high pressure water jet cleaner, dry vacuum machine, wet and dry vacuum cleaner, carpet care equipment (injection/extraction machines) and other housekeeping minor equipment (double bucket trolley, single bucket trolley, telescopic pose system, ladders, caddies signage) etc. The work pertaining to training area includes washing of linen hand towel and micro fibre towels with washing machines. The deployment of manpower in Swimming Pool, Human Performance Centre and Water Cell etc may be done keeping in mind the working days/hours of the facilities. The manpower working in training area is required to work in shifts of 08 hours beginning in the early morning to late night hours as per the requirement of Training Branch.
10. **Timing of work:** The SECOND PARTY will carry out cleaning/sweeping/washing/moping and dusting of office furniture/fixture/equipment and removal of cobwebs before 0830 hrs (except in training areas where the time will be fixed as per the convenience of user branch). The toilets will be cleaned on a continuous basis including sinks, wash basins etc. Cleaning of glass doors/window panes is to be done as well.
11. **Trained & regular workers:** The SECOND PARTY should engage trained and regular workers/labourers keeping in view the facts that the training areas in particular will require well trained workers and sophisticated cleaning material.
12. **Details of workers/vehicles :** The details of names/addresses of the workers/employees/labourers of the SECOND PARTY and the vehicles used by them etc will be provided in advance. The SECOND PARTY will at all times ensure that the workers engaged by them are security cleared by the Police Station of the workers residing area. Police verification is to be submitted at least 10 days prior to commencement of the contract. The SECOND PARTY will also ensure that no person employed by them for the service has been/is involved in any criminal, anti-national or an activity against the interest of SPG.
13. **Withdrawal of service:** The SECOND PARTY will not be allowed to withdraw his services up to 45 days from the award of contract. In case the SECOND PARTY does so, it shall entail forfeiture of the security deposit.
14. **Uniform/badges/I.Cards:** The SECOND PARTY will supply uniforms/badges/Identity Cards to the employees for their proper identification. The uniforms/badges/Identity Cards will be used by the employees/workers during duty hours. It will also be ensured by the SECOND PARTY that the workers/employees keep themselves neat and tidy. However, no extra charges on this account shall be payable by the FIRST PARTY.
15. **Transfer of contract:** The SECOND PARTY will not in any case be permitted to appoint a sub-contractor; as the contract is non-transferable.
16. **Cleaning materials:** The FIRST PARTY will provide adequate quantity of all cleaning material of standard company essential for cleaning, sweeping and disinfecting etc. including detergents, toilet cleaner, air freshener (Odonil). Phenyl, bleaching powder etc. The material will be issued daily to the supervisors of the SECOND PARTY as per requirement in the presence of an officer of Estate Branch, SPG.

17. **Safety and Security:** The SECOND PARTY will have to undertake that no inflammable/prohibited article is brought in the SPG Complex and that the garbage is not put on fire within the Complex or elsewhere by the workers. In case of such occurrence, a minimum fine of Rs. 1,000/- (Rupees one thousand) only or as per the assessment of damage to the property of the FIRST PARTY due to negligence of the workers, whichever is more, shall be charged to the SECOND PARTY and will be deducted from the monthly bill.
18. **Failure:** On failure of the SECOND PARTY to clean the area as mentioned in Para-7 and to collect, remove or dispose off the garbage within the specified time, the FIRST PARTY will get the garbage collected, removed or disposed of under their own arrangements without any written notice to the SECOND PARTY and any expenditure incurred thereon by the FIRST PARTY shall be deductible from the bill of the SECOND PARTY.
19. **Compensation for damages:**The SECOND PARTY shall be liable to pay compensation for any damage wilfully or negligently done by them or their workers to any trees, plants, buildings, gardens, other built up areas or any movable/immovable property of SPG. The extent and the amount of damage will be determined solely by the FIRST PARTY and the decision in this regard shall be binding on the SECOND PARTY who shall be liable to pay such damages within 10 days on receipt of a written notice from or on behalf of the FIRST PARTY.
20. **Garbage bins:** The SECOND PARTY will be responsible for washing of garbage bins and spraying of disinfectant/bleaching powder after every removal of garbage from the earmarked place in the SPG Complex.
21. **Violation of terms & conditions:** In case of violation of any of the terms and condition herein and/or unsatisfactory services by the SECOND PARTY, the FIRST PARTY shall terminate the agreement before the expiry of the agreement and the SECOND PARTY shall not be paid for any compensation whatsoever. AIG(Estate), SPG the designated representative by the FIRST PARTY shall in such event give THIRTY (30) DAYS' notice in writing to the SECOND PARTY regarding such termination and the SECOND PARTY on receipt of such notice shall discontinue the work accordingly.
22. **Settlement of Dispute:** Settlement of disputes will be as per Indian Arbitration and Conciliation Act 1996 and jurisdiction will be Delhi.
23. **Representative of the First Party:** The AIG (Estate), SPG being the representative of the FIRST PARTY will assess the level of performance of the SECOND PARTY and discrepancies, if any, shall be pointed out to the SECOND PARTY in writing. The SECOND PARTY shall abide by instructions, whatsoever, issued by AIG (Estate), SPG with regard to the performance of the workers, security of campus and code and conduct of the SPG Complex.
24. **Period of notice for termination of the contract:** Either of the PARTY shall have to give THIRTY DAYS' notice to the other PARTY for termination of contract during the validity of the contract.

25. **Vicinity of Airport:** Since the SPG Complex is in the vicinity of Indira Gandhi International Airport, adequate care will have to be taken by the SECOND PARTY in ferrying and dumping the garbage to an earmarked place inside the SPG Complex.
26. **Ferrying of garbage:** The SECOND PARTY will ensure that loading and ferrying of the garbage would be done in covered trolleys and according to the convenience of the user branches. The timing for the purpose may vary as per the requirement of the user branch.
27. **Employment with SPG:** The manpower deployed by the SECOND PARTY under this contract shall be the employees of the SECOND PARTY and under no circumstances shall ever have any claim of employment with the FIRST PARTY. The SECOND PARTY shall be responsible for all commission and omission on the part of manpower engaged for the purpose. The FIRST PARTY shall not be responsible in any manner whatsoever, in matters of injury/death/health etc of employees of the SECOND PARTY, while performing duties under this contract.
28. **Accepting/Rejecting the contract:** The FIRST PARTY reserves the right to accept or reject any contract without any reason. No correspondence in this regard will be entertained. The first PARTY also has the right to terminate the contract at any stage without assigning any reason whatsoever with THIRTY (30) DAYS' notice.
29. **Penalties:** The SECOND PARTY will be liable for penalties for non-compliance of the terms and conditions of the contract as under:-
- a) First Instance : Written Warning
 - b) Second Instance : Deduction of amount @ Rs. 1,000/- per complaint subject to a maximum of Rs. 15,000/- per month
 - c) Third Instance : Issue of show cause notice and termination of contract on the risk and cost of the SECOND PARTY.

This agreement is executed on thisday of2020

For Director,

SPECIAL PROTECTION GROUP

Government of India

For and on behalf of President of India

(FIRST PARTY)

WITNESSES

1).....

2).....

For

(Secondary Party)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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 enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enrol”. Enrolment on the CPP Portal is free of cost.
- 2) As part of the enrolment process, the bidders will require to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid e-mail 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 require to register their valid Digital Signature Certificate (Class II or Class III Certificates 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 DSCs to others which may lead to misuse.
- 6) Bidder then logs in 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, organization 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 required 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 on 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 document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 DPI with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" 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 he/she 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 document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) **Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the**

details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) The serve time (which is displayed on the bidders' 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.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) 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 meeting.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800- 233-7315.



Validate

Print

Help

Item Rate BoQ

Tender Inviting Authority: AIG(Estate), Special Protection Group, Sector-8, Dwarka, New Delhi-110077

Name of Work: Conservancy Services in Non-residential area including training area of SPG at Sector 8 Dwarka New Delhi

Contract No: 18/15/23/0/2019/ESTATE/22723

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Firm's Administrative Service Charges per person per month in figure e.g. Rs. 10 or Rs. 12 or Rs. 15 etc excluding GST. Note:- Minimum wages to workers including EPF, ESI etc. are to be regulated as per rates prescribed by the Govt. of NCT of Delhi from time to time.					
1.01	Un-skilled workers	54.000	Nos		0.00	INR Zero Only
1.02	Semi-skilled workers	20.000	Nos		0.00	INR Zero Only
1.03	Skilled workers (Supervisor)	2.000	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				