

RAJYA SABHA SECRETARIAT
RAJYA SABHA TELEVISION
3rd & 4th FLOOR,
TALKATORA STADIUM ANNEXE BUILDING
New Delhi – 110001

No. RSTV/Admn/64/2015

03 January 2018

TENDER NOTICE FOR HOUSE KEEPING SERVICES FOR RSTV

Sealed tenders are invited for providing 24X7 automated / mechanised housekeeping services at the premises of Rajya Sabha Television on 3rd & 4th floors of Talkatora Stadium Annexe Building and 12A, Gurudwara Rakab Ganj Road, New Delhi for a period of two years from reputed housekeeping agencies, hereinafter referred to as “Agency”, who fulfil the following criteria:

- (a) The Agency should have Permanent Account Number (PAN) under Income Tax Act, 1961. A Copy of the PAN card should be enclosed with technical bid.
- (b) The Agency should have provided similar service to at least two Government Organisations/PSUs/ MNCs/ Embassies of value of Rs.50 lakh or above per annum to each of them during at least two of the financial years 2014-2015, 2015-2016 and 2016-2017. Names and addresses of such organisation should be given with the technical bid.
- (c) Annual turnover of the Agency during two of the financial years 2015-16 and 2016-2017 should not have been less than Rs. 2 crore. Income Tax Returns and Balance Sheets for these years should be attached with the technical bid.
- (d) The Agency should not have been blacklisted by any Government Organisation in the past.
- (e) The Agency should be registered with an appropriate Government Agency for providing house-keeping services and manpower thereof. A copy of the registration certificate should be enclosed with the technical bid.

B. SUBMISSION OF BIDS

2. The Agency should submit bids in two parts one containing the **Technical Bid** and the other containing the **Financial Bid**. The Technical Bid and Financial Bid should be placed in separate sealed covers super scribed accordingly. The sealed covers containing Technical and Financial bids should be placed inside a large sealed cover super scribing “**Tender for House Keeping Services for RSTV**” along with contact details. The tender should be addressed to **Additional Director (Admn), Rajya Sabha Television, 3rd Floor, Talkatora Stadium Annexe Building, New Delhi – 110001**. It may be dropped in the drop-box by 5.00 p.m. on or before 24 January, 2018 at the above mentioned address **or may be sent by courier/registered/speed post so as to reach RSTV by 5.00 p.m. on or before 24 January, 2018**. Any bid received after the prescribed deadline will be rejected.

3. Technical Bid should be accompanied by earnest money of Rs. 5,00,000/- (Rupees five lakhs) only in the form of demand draft drawn in favour of Drawing & Disbursing Officer, Rajya

Sabha Television payable at New Delhi for which no interest will be paid. Earnest money will be forfeited if the Agency refuses to take up the job or fails to furnish performance security on its selection for the job; or if the information given by the Agency is found to be false; or the Agency withdraws the bid during the validity period of bid. Earnest money of successful bidder will be returned only after the bidder deposits performance security.

4. Technical Bid should be given in the proforma attached as **Annexure-I** and Financial Bid in the proforma attached as **Annexure II**. It may be ensured that there is no over-writing or correction or cutting in the bid and each page of the technical bid as well as financial bid is signed by duly authorised representative of the Agency. The rate quoted should be inclusive of all expenses such as chemicals, maintenance of machinery, wages of employees etc. but excluding service tax. Rates so quoted will be valid for 180 days from the date of opening of the financial bids.

5. RSTV occupies 3rd and 4th floors of Talkatora Stadium Annexe Building and whole of bungalow No.12-A, GRG Road, New Delhi. Services are needed for both the places. Layout of the offices located at the two places is given in **Annexure III and Annexure-IV**.

C. PRE-BID MEETING

6. A **pre-bid meeting** will be held on **12 January, 2018** at 4.00 p.m. in the office of RSTV, 3rd & 4th Floor, Talkatora Stadium Annexe Building, New Delhi where the intending bidders may seek any clarification and visit the site to have first-hand information about the requirements of RSTV. The intending bidders are requested to make it convenient to attend the pre-bid meeting and also to visit both the sites so that there be no communication gap and they are aware of the requirements of RSTV.

D. OPENING OF BIDS

7. Technical Bid will be opened at 4.00 p.m. on **25 January, 2018** at RSTV office on 3rd & 4th Floor, Talkatora Stadium Annexe Building, New Delhi in the presence of the bidders or representatives thereof, if any. Financial Bids of only such bidders will be opened who are found eligible in Technical Bid. Financial bids may be opened on the same day or later. If financial bids are opened later, time and date of opening of the financial Bids will be informed to the Agencies which are found eligible in Technical Bid.

E. REJECTION OF BIDS

8. Canvassing by an Agency in any form, unsolicited letters and post tender corrections may invoke summary rejection of the bid with forfeiture of EMD. Rajya Sabha Television reserves the right to reject any or all tenders without giving any notice or assigning any reason.

F. PERFORMANCE SECURITY

9. The Agency whose tender is accepted shall deposit an amount of Rs.10 lakh in the form of Account Payee Demand Draft or Bank Guarantee from Nationalized bank in favour of Drawing & Disbursing Officer, Rajya Sabha Television as Performance Security within 15 days from the date of issue of work order by RSTV. No interest will be paid on the performance security.

Performance security will be retained by RSTV for the period of contract and till sixty days beyond the date of completion of all contractual obligations.

G. GENERAL CONDITIONS

10. All the cleaning material, consumables and equipment required for cleaning like brooms, mop, garbage bag, chemicals, phenyl/naphthalene balls, liquid hand wash, air freshener, and tissues for toilets etc. will be provided by the Agency. The Agency shall ensure that all such material is of **superior quality** and there is adequate supply of all such material. The material used by the Agency shall be test-checked by RSTV and if not found satisfactory, the Agency will replace it.

11. The duty point would be 3rd & 4th Floors of Talkatora Stadium Annexe Building and 12A, GRG Road New Delhi. Services are required round the clock as per shift given below:

- | | | | |
|-------|-----------------------|---|----------------------|
| (i) | 1 st Shift | : | 0600 hrs to 1400 hrs |
| (ii) | 2 nd Shift | : | 1400 hrs to 2200 hrs |
| (iii) | 3 rd Shift | : | 2200 hrs to 0600 hrs |

11.1 The above shifts/ timings are subject to change/ adjustment at the discretion of RSTV.

12. The Agency shall be responsible for fulfilling all the statutory obligations under various relevant Laws and Acts, like the Minimum Wages Act, the EPF Act, the ESI Act, the Bonus Act, the Service Tax Act etc. and any other statutory requirements as applicable to the Government of NCT of Delhi/Government of India and the relevant rules/regulations as amended from time to time. RSTV will have no responsibility and will in no way be liable towards taxes, fees, and penalties, payment of wages to the house keeping workers, maintenance of equipment etc. or any other charges payable except the contract price. Consumables like chemicals and repair of equipment etc. shall be the responsibility of the Agency.

13. The Agency shall provide 24x7 mechanized housekeeping service and ensure sanitation, cleanliness and dust free environment for all the equipment and gadgets including furniture items. The Agency shall clean and mop all outer pathways, corridors, lawns/open areas, reception lounges, staircases, cafeteria, cabins, rooms and other areas etc. and keep it clean all the time. The work would also include cleaning all the internal glass partitions/installations and window panes, sanitizing the toilets and cleaning the floors on regular basis, replenishing the toiletries in the washrooms on regular basis. The Agency shall have to shampoo carpet/vinyl areas and venetian blinds on regular basis, scrub and buff the floor on regular basis, brass polish wherever required on regular basis, height cleaning at least once in a month, polish of wood work/vinyl floor on weekends and maintenance on regular basis, damp and dry mopping of entire area in every shift, disposal of the garbage in each shift at appropriate place outside the Office complex as notified by NDMC at its own cost. The work would also include pest control in Office premises on fortnightly basis. Stacking or dumping even temporarily in and around the building premises will not be allowed. Agency will also provide tissue papers, napkins in the bathrooms and cabins of some officers/professionals.

13.1 The agency will also clean the computers, keyboards and other attachments daily. Adequate equipment like blower/vacuum cleaner will also be used for such cleaning.

14. The agency shall deploy adequately trained and well-disciplined housekeeping boys/ladies, supervisors, Creche maids and Pantry boys.
15. The channel requires 4 supervisors, 28 housekeeping boys/ladies, 2 creche maids and 6 Pantry boys including relievers.
16. A complete list of the personnel engaged for deployment in RSTV will be furnished by the agency. The Agency shall deploy only such persons, whose antecedents have been verified by the Police Authorities.
17. The agency shall provide proper uniforms, identity cards and badges to all the housekeeping personnel deployed in RSTV and shall ensure that all of them are in sound health and free from any contagious disease.
18. A senior level official of the Agency shall visit RSTV offices at least once in a fortnight to review the maintenance and housekeeping of RSTV premises.
19. The Agency shall not assign or sublet the work or any part of it to any other person or party.
20. RSTV will reserve its right to ask the agency to remove, at short notice, or replace any or all of the personnel deployed by the agency, if the performance of such housekeeping personnel is found to be unsatisfactory.
21. In case of partnership firms a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or confirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with technical bid.
22. The Agency shall arrange to maintain at the housekeeping desk/booth, the daily shift-wise attendance record of the housekeeping personnel deployed by it showing their arrival and departure time. The agency shall submit to RSTV office an attested photocopy of the attendance record and enclose the same with the monthly bill.
23. No increase in monthly wages will be accepted by RSTV during the currency of the contract period except on revision of minimum wages notified by the Govt. of NCT of Delhi and statutory taxes levied by the Government. The revised wages will be effective only in case when the existing wages being paid to the deployed personnel are lower than the revised wages.

H. TERMS OF PAYMENT

24. Payment to the Agency will be made on monthly basis on receipt of pre-receipted bill(s) along with service satisfaction certificate from competent authority of RSTV. The Agency will submit monthly bills in triplicate at the end of the month. Payment in normal course will be

released within 25 days of submission of the bill. TDS shall be deducted as per the Income Tax Act, 1961.

I. PENALTY

25. In case of absence of any supervisor, housekeeping boy/lady, Creche maid and Pantry boy on any particular day a penalty @Rs.500/- per person(s) per day will be levied for the number of days of absence of a person from duty. In case of any deficiency in service or equipemtn or cleaning material, a penalty of Rs.500/- per day will be levied. This will be over and above the wage of the absentee workers which will be deducted for the day of absence.

J. TERMINATION OF CONTRACT

26. Both the parties to the contract shall have a right to terminate the contract without assigning any reason by giving a notice of 60 days. However, if the performance of the Agency is not found satisfactory at any stage, the contract may be terminated by RSTV without any notice.

K. ARBITRATION

27. All the disputes and differences arising out or any way touching or concerning the services shall be referred to the sole arbitrator appointed by the Secretary General, Rajya Sabha. There will be no objection that the person so appointed is or was in the employment of the Rajya Sabha or during the course of his duties had expressed views on all or any of the matter of difference or dispute. The award of such arbitration shall be final and binding on both the parties. The arbitration proceeding shall be held in Delhi.

**Additional Director (RSTV)
Rajya Sabha Television**

HOUSE KEEPING SERVICES FOR RSTV

TECHNICAL BID

Sl.No.	Description
1.	Name of the Agency
2.	Postal address of the Agency
3.	Details of the contact person (a) Name (b) Telephone No (c) Mobile No (d) Fax No (d) E-mail ID
4.	Is the Agency Registered for providing for housekeeping services (If yes, attached a copy of the document for proof)
5.	Income Tax Permanent Account Number(PAN): (Attach a copy of the PAN Card)
6.	Service Tax Registration Number: (Attach Proof)
7.	If registered with P.F. Commissioner (If yes, attach copy of registration certificate)
8.	If registered with ESI Corporation (If yes, attach copy of registration certificate)
9.	Does the Agency have Licence issued by Ministry of Labour (If yes, attach a copy)

10. Details of the Organizations to which the Agency provided similar services

Sl.No.	Name & Address	Period during which the service was provided	Value of service provided	Remarks, if any
(a)		2014-2015 2015-2016 2016-2017		
(b)		2014-2015 2015-2016 2016-2017		

11. Turn-over of the Agency (Attach the Income Tax Returns and Balance Sheet)

S/ No	Year	Amount
(a)	2015-16	
(b)	2016-17	

12. The Agency is required to supply machines/ equipment of the make as indicated in columns (2) & (3) below. If Agency is ready to supply as per specifications, write 'Yes' otherwise 'No' in column (4) below:-

S/ No	Name of Machine	Make of Machine	Whether the agency is ready to supply the specified machine or not
(1)	(2)	(3)	(4)
(a)	High Pressure Jet	Dulevo/IPC/Taski/Nilfisk	
(b)	Streaming Machine	Dulevo/IPC/Taski/Nilfisk	
(c)	Wet & Dry Vacuum Cleaner	Dulevo/IPC/Taski/Nilfisk	
(d)	Single Disc Scrubbing Machine	Dulevo/IPC/Taski/Nilfisk	
(e)	Walk behind Mini Auto Scrubber	Dulevo/IPC/Taski/Nilfisk	
(f)	Glass Cleaning Complete Kit	Dulevo/IPC/Taski/Nilfisk	
(g)	Winger Trolley	Unger / other good brand	
(h)	Sign Board	Unger/Pathank/Tasky	
(i)	Garbage Basket	Unger/Pathank/Tasky/ Kem	
(j)	Garbage Trolley	Sintex/ Unger/ Odd	

13. The Agency is required to supply Generic Chemicals of the make as indicated in columns (3) & (4) below. If Agency is ready to supply as per specifications, write 'Yes' otherwise 'No' in column (5) below:-

S/No	Cleaning material required as per layout of the offices attached as annexure III & IV	Generic Chemicals	Make	Whether the agency is ready to supply the specified generic chemicals or not
(1)	(2)	(3)	(4)	(5)
(a)	Floor Cleaner/ Wood Cleaner/ Toilet Cleaner	Alkaline base/ Organic Acid	Taski/ Buzil/ Schevron	

14. The Agency is required to supply toiletry and other consumables of the make as indicated in columns (2) & (3) below for 13 Cabins, 15 Washrooms and approximately 450 footfall per day. If Agency is ready to supply as per specifications, write 'Yes' otherwise 'No' in column (4) below:-

S/No	Name	Make	Whether the agency is ready to supply the specified generic chemicals or not
(1)	(2)	(3)	(4)
(a)	C/ Fold Napkins	Padamji/ Daffodil	
(b)	Toilet Rolls	Green Lime Padamji/ Eco/ Daffodil/ Wintex	
(c)	Liquid Soap	Dettol/ Lifebuoy	
(d)	Room Freshener	Godrej/ Airwick/ Premium/ Yardley	
(e)	Garbage Bags (Big)	Any good brand available	
(f)	Garbage Bags (Small)	Any good brand available	
(g)	Tissue Boxes for cabins	Protus/ Wintex/ Premium	
(h)	Aerosol Dispenser	Bectair	
(i)	Lemon Grass Oil Diffuser for toilets	Any good brand available	
(j)	Carpet Shampoo	Any good brand available	

15. Details of Earnest money

(a) Name of the bank:

(b) Demand Draft No:

(c) Value of the Demand Draft:

(d) Demand Draft drawn in favour of:

16. It is certified:

- (a) That I/we have gone through and understood the tender notice.
- (b) That the agency has not been blacklisted by any Government organization/PSU.
- (c) The details furnished by me/us are true and correct.
- (d) That I/we have not concealed any material fact.

Signature of the authorized signatory

**HOUSE KEEPING SERVICES FOR RSTV
FINANCIAL BID**

A. MONTHLY CHARGES FOR MANPOWER

S/ N o	Category of Manpower	Monthly manpower required (including relievers)	Basic wage plus V.D.A. per person per month	Statutory contributions per person per month						Total (sum of column [(4),(6),(8) & (10)])	Service Charges per person per month on column (11)		Amount payable by RSTV per person per month [(sum of column (11) and (13))]	Total amount payable MONTHLY by RSTV for the required manpower [(column (14) multiplied by column (3))]
				EPF+ EDLI		ESI		Bonus			In % age	In Rs.		
				In % age	In Rs.	In % age	In Rs.	In % age	In Rs.					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	Supervisor	04												
2	House Boys/Ladies	28												
3	Pantry Boys	08												
4	Creche maid	02												
	Total=													

Note:

1. Rates quoted should be in conformity with the Minimum Wages Act, 1948 and the latest notifications of Govt of NCT of Delhi.
2. The above quoted rates should be all inclusive but excluding GST.
3. Manpower requirement may vary at the direction of RSTV.

B. MONTHLY CHARGES FOR MACHINES/ EQUIPMENT

S/No	Type of machines	Make	Required quantity	Monthly rates per item	Total monthly amount to be paid by RSTV [(column (4) multiplied by column (5))]
(1)	(2)	(3)	(4)	(5)	(6)
1.	High Pressure Jet	Dulevo/IPC/Taski/Nilfisk	1		
2	Streaming Machine	Dulevo/IPC/Taski/Nilfisk	2		
3.	Wet & Dry Vacuum Cleaner	Dulevo/IPC/Taski/Nilfisk	2		
4.	Single Disc Scrubbing Machine	Dulevo/IPC/Taski/Nilfisk	1		
5.	Walk behind Mini Auto Scrubber	Dulevo/IPC/Taski/Nilfisk	1		
6.	Glass Cleaning Complete Kit	Dulevo/IPC/Taski/Nilfisk	2		
7.	Garbage Basket	Unger/Pathank/Tasky/ Kem	As per requirement of wash rooms		
8..	Garbage Trolley	Sintex/ Unger/ Odd	3		
Total =					

C. MONTHLY CHARGES FOR CLEANING MATERIAL

S/ No	Cleaning material required as per office layout attached as annexure III & IV	Generic Chemicals	Make	Total monthly amount to be paid by RSTV
(1)	(2)	(3)	(4)	(5)
1.	Floor/ Wood/ Toilet Cleaner	Alkaline base/ Organic Acid base	Taski/ Buzil/ Chevron	
Total =				

D. MONTHLY CHARGES FOR TOILETRIES/ AND OTHER CONSUMABLES

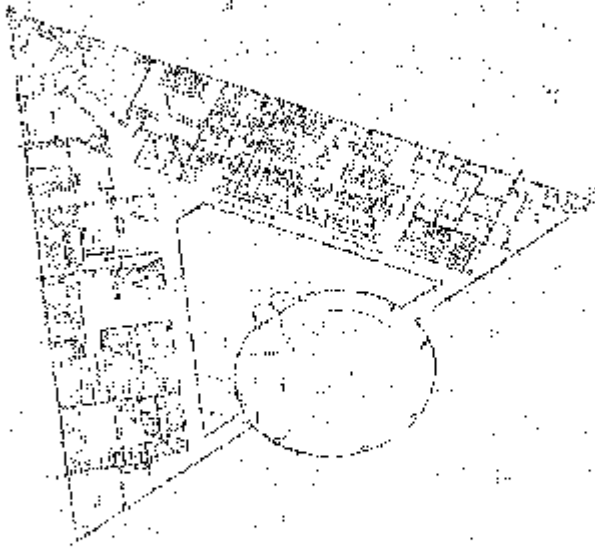
S/ No	Toiletries and other consumable required for 13 Cabins, 15 Washrooms and approximately 450 footfall per day	Brand	Total monthly amount to be paid by RSTV
(1)	(2)	(3)	(4)
1.	C/ Fold Napkins	Padamji/ Daffodil	
2	Toilet Rolls	Green Lime Padamji/ Eco/ Daffodil/ Wintex	
3	Liquid Soap	Dettol/ Lifebuoy	
4	Room Freshener	Godrej/ Airwick/ Premium/ Yardley	
5	Garbage Bags (Big)	Any good brand available	
6	Garbage Bags (Small)	Any good brand available	
7	Tissue Boxes for cabins	Protus/ Wintex/ Premium	
8	Aerosol Dispenser	Bectair	
9	Lemon Grass Oil Diffuser for toilets	Any good brand available	
10	Carpet Shampoo	Any good brand available	
Total =			

E. SUMMARY OF MONTHLY CHARGES FOR MANPOWER, MACHINES/ EQUIPMENT, CLEANING MATERIAL AND TOILETRIES/ OTHER CONSUMABLES

S/ NO	DESCRIPTION	AMOUNT
1.	MANPOWER	
2.	MACHINES/ EQUIPMENT	
3.	CLEANING MATERIAL	
4.	TOILETRIES AND OTHER CONSUMABLES	
Total =		

Signature of the authorized signatory

Layout Plan of Office of BPT/Alcub (Sector) Talwara Station, Amritsar
Block No. New Delhi - 110001



Total surface area to be covered
(i) 3rd floor - 22572.9 Sq. Ft.
(ii) 2nd floor - 22572.04 Sq. Ft.

Surface area of 12-A 61TG

Annexure-IV

