

Ref. No. 7(8)/Admn./2016-17

Date.....

To,

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Dear Sir,

Sub. :-Conservancy staff contract for our office at SCOPE & Nehru Place.

Sealed and super-scribed tenders in two in two covers are invited from Registered and experienced contractor for conservancy services for our Corporate office at New Delhi as detailed in the tender Documents.

Tender Notice No.	Last date for issue of tender document	Last date for submission of tender documents	Earnest money deposit (EMD) by way of DD/FDR
7(8)/Admn./2016-17			40,000/=

The tender document can be downded from cci's official website No. www.cementcorporation.co.in upto 16.08.2016. Tender are required to be submitted in two parts, one containing copy of tender documents (Annexure I & II) duly signed on each page along with EMD of Rs. 40,000/= by way of DD/ FDR in favour of cement corporation of India Ltd., New Delhi, along with following information with documentary evidence and the other containing rates for service charges only (Annexure-III) :-

1. Experience certificate in the conservancy services contract in Govt. of India undertaking for minimum 5 years.
2. Details of jobs in hand and their address.
3. Performance report where you have already worked/working.
4. Latest income tax clearance certificate/proof of submission of Income tax return.
5. License for conservancy services.
6. Banker Solvency certificate (the bank you deal with).
7. Copy of Pan Card.
8. Copy of service tax registration.
9. Copy pf P.F. regulation as per PF Act.

The tenders should be submitted upto 16.08.2016 (3.00 PM) at CCI, Core-5, SCOPE Complex, 7-Lodhi Road, New Delhi-110003. The tenders shall be opened on 16.08.2016 at 3.30 pm in the presence of interested tenderers or their representative who may like to be present. Tenders received late or without earnest money shall not be entertained.

The Corporation reserve the right to reject any or all tenders without assigning any reason thereof.

Manager(Admn.)

ANNEXURE –I

LOCATION OF WORK

SCOPE Complex, 7-Lodhi Road, New Delhi.

CCI House, 87 Nehru Place, New Delhi.

1. A summary of the services to be rendered by the Contractor is attached herewith- Annexure-II.
2. For the aforesaid job, the following number of personnel has to be deployed. These personnel may be reduced as and when required and no payments will be made for the number of persons reduced with the sole discretion of our Company. The workers so deployed should not be less than 18 years of age and not more than 60 years of age.

S. No.	Description of workers	Nos.
1.	Electrician	2
2.	Plumber	1
3.	House Keepers & attendant	9
4.	Lift operator	1
5.	Total	13

3. The contractor will pay the wages as per the Minimum Wages Act, Delhi & payment of wages act and other applicable fixed/statutory benefits to the Contract Workers. The cleaning material will be supplied by us. Service Tax will be paid as per rule.

PF & ESI will be deducted as per extent provisions of EPF & MP Act, ESI Act. It shall be the responsibility of the contractor to deposit the total amount of PF contribution including employer's share with respective authorities before due date. The PF contribution of the deployed manpower at CCI needs to be deposited in CCI's PF Trust or as the case may be. However ESI contribution of the manpower must be deposited along with employer's share to the ESI authorities on monthly basis as per time line given by ESIC.

The contractor needs to submit ECR/online remittance statement of ESI & PF on monthly basis along with monthly bills.

Any penalty/statutory liability on late deposit the amount of PF & ESI shall be borne by the contractor.

4. The worker will perform their duties at par with the working days of the Cement Corporation of India Ltd. Office.

House Keepers : 7.30 AM to 5.30 PM with lunch break (12.30 PM to 1.00 PM)

Electrician : 8.30 A.M. to 6.00 P.M. with lunch break

Plumber, Attendant : 1.00 PM to 1.30 PM.

& Lift Operator

5..The Contractor will ensure that the worker will be given 30 days paid leave in a year, 50 % of which can be encashed in case not availed. The above leave can be availed only with prior permission of the Contractor and by CCI, otherwise deduction will be made on the rates as per Cl. 11 a & b as per Delhi Minimum wage Act.

6. Uniform :

Uniform will be arranged by CCI . The contractor should ensure that the workers attend duty in uniform only .

7. You will be paid Service Charges on wage bill @ Delhi Govt. Minimum wages bill (including OTA, Conveyance, Lunch subsidy, bonus, ex-gratia, leave encashment, gratuity and others, if payable) only for 13 persons.

8. Scope of work..

a) The workers shall be posted to areas as per CCI directions. Their duties will be changed or shuffled as per our requirement. The contractor will be responsible for taking the signature of the floor-wise nominated members in the Maintenance Register with regard to cleaning work being done on daily basis. Contractor will submit the report of the cleaning and other work done as mentioned in the detailed service daily-Annexure –II. Failing which a penalty of Rs.200/= per day will be imposed on contractor beside non-payment of salary of the defaulting worker/workers.

b) If any conservancy staff and supervisors is absent from duty, the contractor will be bound to provide substitute. If substitute is not provided by the contractor, a penalty of Rs.200/= per absentee will be imposed on him, the payment to the substitute will be made at the rate specified in Cl. 11(d). If it is found that the conservancy staff is missing during the duty time, he will be treated as absent.

c) If any conservancy staff is deployed for out side work, actual to & fro bus fare shall be paid. In case of extreme exigency bus fare will be allowed but in case of emergency auto fare may be allowed with the prior approval of executive in-charge Admn. . Such expenditure will also be paid by contractor. Which shall be reimbursed to the contractor by the CCI.

9.Behaviour :

a)..It shall be the responsibility of the contractor to ensure that the contractor's staff shall be polite courteous, well behaved and honest.

b). No member of the staff shall mix up or establish close contacts with our staff members and do any extra undue favour or any private work other than their normal duties. Acceptance of any tips from our staff shall be illegal and shall be treated as an offence.

c) The contractor's staff shall not behave, ill treat or use abusive language while dealing with our staff members, if any such incident is reported, the contractor shall be held fully responsible for it and its consequences. Company shall be free to take action against the erring contractor's staff members.

d) The contractor's staff shall not disturb our employees, make any sort off noise in the premises or rooms unnecessarily. The contractor shall be responsible for any theft, burglary, fire or any other misbehave act done by his staff members and such persons/person will not be taken back on duty.

e) The contractor's staff shall not lend, borrow or enter into financial deal with any member of our staff. The contractor's staff shall not enter into any unlawful activity within the our office premises and shall have good moral. We shall reserve the right to impose cash penalty on the contractor or deduct such

amount from his security deposit if any case the company is put to any nature of financial loss directly or indirectly by any of the contractor's employees.

f) The contractor is liable to discharge his liabilities under various status and rules framed and amended from time to time.

10. GENERAL CONDITIONS OF CONTRACT :-

a) Payment :-

The company shall reimburse to the contractor the total sum noted in item No. 7, Service charges will be firm for one year from the date of Award of Contractor and also during the extension period, if any statutory dues like service tax etc will be paid extra as per rules. .

b) Mode of payment :

The contractor will disburse wages to his workers latest by 7th of each month by remitting the same either in cash or through their bank account, which will be opened by them through his introduction. Thereafter Bill chargeable to the Corporation shall be paid every month after certification and authorization by the Administration In-charge within fifteen days of submission. Payment other than wages will also be paid by the Contractor and Bill raised afterwards for payment by CCI. In case the contractor fails to pay the wages and other benefits on stipulated time the corporation as a principal employer shall discharge wages and other due payment to the worker and same shall be adjusted against the S.D. of the contractor. No commission shall be paid to the contractor in such eventually.

C. Notice of Termination of Contract :-

The Contract can be terminated by us at any time by informing in writing/by giving one month's notice in advance at the sole discretion of us.

11. Special Conditions of the Contract. :-

a. The Contractor will ensure that there will be absolute peace and harmony in the rank and file of the sweeping staff. In case of any disruption in the work and any type of demonstration etc. the Contractor will be liable to pay penalty of

Rs.500/= per day and the amount will be recovered from Contractor's maintenance bill.

b. A penalty of Rs. 100/- per day per floor will imposed for non-compliance of the work daily, mentioned above in conservancy work. Annexure-II, Clause, Clause(I) & and Rs.200/= for weekly and occasional work as mentioned in conservancy work mentioned above Clause 2,3,4,& 5 Annexure –I.

c. The contractor has to visit the office regularly to ensure that cleaning work is being done satisfactorily and his visit will be recorded. In the absence of the Contractor the supervisor nominated by him will seek instruction from the representative of CCI for fulfilling contractual obligations.

d. The Contractor will submit absentee statement of the conservancy staff along with bill and bill for the substitute provided by him. The rate of the substitute will be as per the latest Delhi Administration Wages.

12. Conservancy Staff will attend duty as and when required. In case of refusal he will not be taken on duty unless there are valid grounds.

13. Conservancy workers will follow instruction of the contractor and will work as per requirement of us. In case of dis-obedience, misconduct, worker will not be taken on duty.

13 A. The contractor will ensure proper supervision on the work and his workers.

14. Conservancy workers will wear uniform on duty. Frequent defaults will render the worker(s) concerned to forfeit uniform in future.

The staff members of the contractor shall be provided with proper uniforms. Any person not wearing the prescribed uniform may not be allowed to enter the office premises. A minimum standard of the uniform as decided by us shall have to be maintained. The contractor shall be fully responsible regarding cleanliness of the uniforms. The company shall reserve the right no to allow entry to any staff members whose uniform is not upto the mark.

15. The contractor can induct any new worker after verifying his character and antecedents with prior approval of us.

16. The Contractor shall furnish attendants after proper verification of all the staff members employed by him. All the staff members shall be free from infectious diseases and they will be required to go through medical checks by the Company's Doctor from time to time.

17. SECURITY DEPOSIT :

The Contractor shall deposit 10% of the contract value or one month's salary whichever is higher in the form of Demand drafts duly crossed and drawn in favour of Cement Corporation of India Ltd., or Bank Guarantee of equal amount in our provided format within 15 days of Award of Contract.

- 17.1 Failure to furnish Security Deposit in accordance with the conditions of the Tender i.e. within 15 days of the Award of Contract will be considered to be breach of Contract which would give us the right to terminate the Contract and forfeit the EMD amount. For such breach of contract, we will also be entitled to take any other course of action against the successful tenderer as it may deem fit like stoppage of business dealings/debarring from tendering etc.
- 17.2 The Security Deposit may be made either by Bank Draft or Bank Guarantee in favour of us from a schedule bank in the prescribed form valid for a period of 6 months beyond the date of completion of Contract with a further claim period of 3 months. The Earnest Money Deposit in the form of Bank Draft will be adjusted towards portion of Security Deposit, in case of successful bidders.
- 17.3 If work is not started after acceptance of tenderer's offer, EMD/SD will be forfeited.
- 17.4 In the event of any approved upward revision in the value of the Contract the successful tenderer will, on receiving intimation, make further deposit as specified by us towards the increased value of the contract.
- 17.5. The Security Deposit will not bear any interest. We have reserve the right to adjust Security Deposit towards any amount due to it from the successful tenderer against this contract or against any other contract with us and in such an event the successful tenderer on receipt of notice from us shall make further deposit to restore the Security Deposit to the full amount.
- 17.6 The Security Deposit shall be liable to be forfeited wholly or partly at the sole discretion of us, should the successful tenderer either fail to complete the jobs assigned to him/them as per agreed time schedule or to fulfil his / their contractual obligations or to settle the full his/their dues to us.
- 17.7 CCI is empowered to deduct from the Security Deposit or from any other outstanding amount any sum that may be fixed by us as being the amount of loss or losses or damages suffered by it due to delay in performance or non-performance of any of the conditions of the tender/contract. We will , however, no be bound to prove any demonstrable loss of damages suffered.

17.8 CCI will have a lien over all or any money that may be come due and payable to the Contractor under this contract or any other contract or transaction of any other nature either all alone or jointly with other and unless the Contractor pays and clears the claim of us immediately on demand, we will be entitled at all times to deduct the said sum due from the Contractor from any money / security deposit with which may have become payable to the Contractor or may become due at any future date under this Contract or any other Contract or transaction whatsoever between the Contractor and us without prejudice and in addition to the other rights of us to recover the amount of any such claim by other remedies legally available.

17.9 Bank Guarantee as required under this Contract or agreed to against any advance made by us/Contract performance/equipment performance guarantee etc. shall be extended by the Contractor whenever so required by us and without any question for covering the period of completion and finalisation of work, performance tc. Failure to do so shall entitle us to encash the Bank Guarantee against it towards any dues, recoveries L.D. etc.

17.10 CCI have also reserve the right to recover from time to time any cash penalty imposed on the Contractor and not deposited by him for reasons like misappropriation, misconduct, theft, loss of time or any other damage caused to the property of the company during the tenure of this contract.

18. ENFORCEMENT VALIDITY :

The Contract shall be valid initially for one year, however, it can be further extended for another one year on the same rate, terms and conditions by us subject to satisfactory performance.

19. The Contractor will ensure license/permission from the concerned authorities wherever applicable.

20. In the event of failure and/or neglecting to perform any duty according to the satisfaction of us, we will have the right to have such duties and obligations performed and discharged by such other party/parties at the risk & cost of the contractor.

21. No other person except the Contractor's staff shall be allowed to enter the premises and the Contractor will not entertain outsiders. The Contractor's visitors, guests or unnecessary telephones shall not be permitted.

22. The Contractor will indemnify us against all losses or damages or liability arising out of or during the course of his employing persons or out of his relations with his own employees or in fulfilling contractual obligation.

23. The contractor shall be directly responsible for any/all disputes arising between him and his employees and keep us indemnified against all losses, damages and claims arising thereof.
24. All members of staff employed by him will be subject to security check by our Security Staff while leaving the premises.
25. The Contractor will be solely responsible for compliance of statutory provisions as amended from time to time or orders of the Government. We will in no way be liable to pay to the Contractor any claims whatsoever other than the monthly bills for the services rendered.
26. Dispute under this contract and Arbitration :-
- 26.1 In the event of any question/dispute breach of or difference arising in respect of the meaning and scope of terms & conditions herein or in connection with any matter under this agreement(except for those matters which are to be decided as per provisions made in these terms & conditions) the same shall be referred to CMD of CCI Ltd. for appointment of a sole Arbitrator. There will be no objection and whether he had at any time in discharge of his duties as an employee had expressed views on all or any of the matter in dispute or difference or dealt with matter in substance. The Arbitrator shall give award with reasons in respect of each claim, dispute or difference referred to him in the even the value of the dispute(s) exceeds Rs. 50,000/-. The award of the Arbitrator shall be final and binding on the parties to this contract.
- 26.2 Subject to aforesaid, the Arbitration and Conciliation Act, 1996, the Rule made there under any statutory modifications thereof for the time being in force shall apply to the arbitration Proceedings under the Clause.
- 26.3 The work under this contract shall be continued uninterrupted during the pendency of the Arbitration Proceedings and no payment due from one to the other parties therein shall be withheld on accounts of pendency of such proceeding unless such payment related to the matters under Arbitration.
- 26.4 The venue of the Arbitration shall be New Delhi or such other place as the Arbitral Tribunal at his discretion made determined.
- 26.5 All matter connected with this shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the jurisdiction of the Indian Courts at Delhi.

27. **JURISDICTION** :

The court of Delhi will have jurisdiction over all legal disputes.

ANNEXURE-II

HOUSE KEEPING WORKS AT CCI OFFICE PREMISES AT CORE-5, SCOPE COMPLEX, NEW DELHI AND CCI HOUSE, 87, NEHRU PLACE, NEW DELHI

SCOPE OF WORK

1.0 CCI desires to have the services from any Agency having expertise and experience in housekeeping and allied jobs for keeping CCI premises at Core-5, SCOPE Complex, 7 , Lodhi Road, New Delhi-110003 and CCI House, 87, Nehru Place, New Delhi-110019. The services are intended for providing and hygienic conditions congenial environment in the premises.

Broad details of work covered under the scope of enumerated as follows :-

- a) Cleaning, sweeping, moping and wiping of floors, staircase of different types on daily basis as required by Officer-Incharge. Carpet surface to be thoroughly cleaned with soft brush daily and vacuum cleaner as and when required as per directions of Officer-Incharge. The daily cleaning jobs should be over by 9.00 AM in the morning.
- b) Continuous moping to be done at reception floor and other floors during office hours (7.30 AM to 5.30 PM).
- c) Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
- d) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows Venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth and duster.
- e) Lifting, carrying and disposing the dead birds animals, rats, insects tc. If found in and around the office building.
- f) Cleaning of any chokages in the drainages, manholes etc.
- g) Removal of beehives and cobwebs/honeywebs from the office building and its premises.
- h) Cleaning and sweeping of open area including balconies and roof tops with brooms.
- i) In order provide house keeping service, the firm has to deploy the following work force daily except Sunday / G. Holidays during the month.

1. House Keepers 09 man/daily
2. Plumber 01 -do-
3. Electrician 02 -do-
4. Lift Operator 01 -do-

2.0 Work to be carried out daily :

- (i) Cleaning of general toilets at least twice a day (at 8.30 AM to 2.30 PM) with phenol and detergent etc. and maintaining the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, Urinals, WC are to be cleared with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day.
- (ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day.
- (iii) Cleaning of corridors stairs cases and common area with phenol in the morning and with plain water thereafter.
- (iv) Cleaning & moping of pantries and electrical room once in a day during office hours.
- (v) Cleaning of office working areas, removing dust from floors, window, doors, furniture, fixtures, telephones, ashtray, cupboard, air conditions, filling almirahs, cabinets, glass pans computers etc. with dry/wet duster and or with suitable cleaning agent, Moping of floors with phenol.
- (vi) Collection of waste papers from rooms, waste papers, baskets lobbies and putting in bags at the specified location.
- (vii) Cleaning of carpets by soft brush.
- (viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- (ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.

- (x) Cleaning gulley trap and manholes within Core-5, SCOPE Complex, Lodhi Road, New Delhi-110002 and CCI House, 87, Nehru place, New Delhi premises as and when required.
- (xi) Cleaning of duct and shaft spaces, garbage, removal and putting them in dustbin kept outside the building.
- (xii) Cleaning/removal of any type of stains of ink etc. from the building premises and stair cases
- (xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- (xiv) Cleaning of carpets in rooms by vacuum cleaners
- (xv) Cleaning of lift walls and silver/brass liquid cleaner.

3.0 JOBS TO BE CARRIED OUT WEEKLY :-

- (i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol.
- (ii) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/cleaning agent of approved quality.
- (iii) Cleaning of brass letters by brasso (polish).

4.0 JOBS TO BE CARRIED OUT FORTNIGHTLY :-

- (i) Polishing of brass items with approved brass cleaning material.
- (ii) Cleaning of carpet in rooms by vacuum cleaners without damaging the carpet.
- (iii) Dusting of false ceiling etc., with soft broom and cloth.
- (iv) Cleaning of sofa sets with soap water/vacuum cleaners.
- (v) Washing and cleaning of driveways, parking areas and roads within the office premises.

- (vi) Lift lobby and all toilets floors and other areas, as may be directed by Officer-In-charge.

5.0 JOBS TO BE CARRIED OUT ON MONTHLY BASIS:-

- (i) All floors in common area floors including staircases shall be cleaned thoroughly with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly polished with wax polish.
- (ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-Incharge.

6.0 PROCEDURE FOR EXECUTION OF WORK :-

- (i) All the stains on walls as well as floor of toilets, corridors, rooms including glass panes, stair cases, lift lobby passage/walkway etc. shall be removed by scrubbing with brush and by suitable acid/chemical wherever required by Officer-Incharge.
- (ii) Carpet shall be cleaned with soft brush and with vacuum cleaners as mentioned herein above.
- (iii) Schedule of content of each part of the jobs to be carried out daily has been given as per Schedule-1. Brass items shall be cleaned with dry cloth before polishing of items. Approved quality cleaning material(Brasso) shall be applied and rubbed, till surface shines and the spots are removed effectively.
- (iv) First dirt shall be removed from the floor then the floor shall be cleaned with plain water. After that soap water solution of proper strength shall be spread on the floor and rubbed by Mechanical scrubbers wherever it is not possible to rub with mechanical scrubbers hand brush shall be used to clean the floor. After sufficient scrubbing the floor shall be properly washed with plain water and dried with cloth.
- (v) Carpet shall be cleaned with proper vacuum cleaner to the satisfaction of Officer-Incharge without damaging the texture/surface body of the carpet.
- (vi) Schedule of content of each part of the jobs to be carried out weekly has been given as per Schedule-II.
- (vii) All the rooms having no carpet shall also be cleaned thoroughly with soap and water.
- (viii) All projections/balconies shall also be cleaned thoroughly. Also the opening of choked drains wherever required shall be taken up.

QUOTED RATES FOR SERVICE CHARGES

(To be submitted in a separate sealed cover super scribing “QUOTED RATES FOR SERVICE CHARGES FOR CONSERVANCY” CONTRACT)

You are requested to offer your service charges in percentage on wages bill as described in our tender documents for 13 listed persons.

Present total wages : Rs. _____(As per Delhi Admn. (NCG) minimum rates.

Service Charges % offered

Signature

Address

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