



Government of India  
Ministry of Statistics & Programme Implementation  
**NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION**  
Plot No. 22, Knowledge Park-II, Greater Noida – 201308, (U.P.)

**PHONE: 0120-2328909**

**FAX: 0120-2328905**

**Tender No. Y-11011/Admn(g)/10/2009-10/NASA**  
**Dated: 13<sup>th</sup> August, 2010**

**TENDER DOCUMENT**

**OUTSOURCING OF**

- (i) SANITATION SERVICES (SWEEPING & CLEANING)**
- (ii) PEON / MESSENGERS**

**FROM MANPOWER AGENCY, AT THE NATIONAL ACADEMY OF  
STATISTICAL ADMINISTRATION (NASA), PLOT NO. 22, KNOWLEDGE  
PARK-II, GREATER NOIDA – 201308, (U.P.)**

**Last date for submission: 15.00 HRS. ON 31<sup>st</sup> August,2010**

**Opening of Technical Bid: 15.30 HRS. ON THE SAME DAY**

**Tender No. Y-11011/Admn(g)/10/2009-10/NASA**  
**Dated: 9th August, 2010**

Sealed tenders are invited under **Two Bid System** i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Manpower Agency to provide manpower for sanitation (Sweeping / cleaning) ‘Safaiwala’ services and peon/messenger services at National Academy of Statistical Administration (hereafter called the Academy), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201308.

**A. SCOPE OF THE WORK**

1. Cleaning the entire premises/complex area which includes Administrative Block (all three floors and the roof top), Gym & Yoga Hall, Campus Road, Garden Area and common area of the residential block. The scope will also include proper collection /disposal of the garbage / waste / dirt material as per the procedures of the local authority. Deployment of cleaning persons would be as per the following:-

Shift – I 8.00 a.m to 4.00 pm	Shift – I 11.00 a.m to 7.00 pm
9 persons including 2 ladies + 1 Supervisors	2 persons

Sl. No.	Description of Work	Periodicity	Remarks
(i).	Sweeping and cleaning of floors in the Academic Block /Gym & Yoga Center and Library	Thrice Daily	Using cleaning powder and wipeout for floors
(ii).	Dusting and cleaning of tables, chairs, filing, cabinets, sofas, curtains and blinds, library book racks	Once Daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
(iii).	Cleaning of all telephone instruments in the Academic Block	Once Daily	Using DETTOL Liquid spray and fine cotton /cloth
(iv).	Cleaning gents and ladies toilets and wash basins with fittings, mirrors etc.	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality liquid daily. Cleanliness of containers should be maintained, good quality air freshner to be added in sufficient no. for urinals and wash basins



(v).	Cleaning choked toilets	As and when required	Conventional way of cleaning.
(vi).	Cleaning of notice board, nameplates, key boxes, etc.;	Daily	Conventional way of cleaning.
(vii).	* Vacuum cleaning of equipments in the Computer Lab in the presence of any representative of Lab Incharge/Officer Incharge;	Alternate days	Using Vacuum Cleaner With cleaning material like Isopropyl Alcohol/Alcohol
(viii).	Cleaning of fans, bulbs, tube lights, windows, doors, glass panes, partitions of cabins, A/C outlets, cobwebs, etc.;	Once in a week	Conventional way of cleaning
(ix).	Cleaning of Auditorium	Once weekly or As and when required.	Using vacuum cleaner
(x).	Collection / Disposal of garbage from dustbins /containers.	Twice daily	Collection through dustbins located at different positions in the campus.
(xi).	Sweeping of Road/Open area early in the morning	Once Daily	
(xii).	Removing Grasses /Weeds from the campus Road	Once Weekly	
(xiii).	Upkeep of the building (including cleaning of terrace / corridor/staircase/ verandas etc.)	As and when required	
(xiv).	Miscellaneous Work	As and when required	

\*Vacuum cleaning Machines will be provided by NASA

Apart from the above, the Academy can assign any type of job in the campus related to sanitation and cleaning etc.

## 2. PEON/ MESSENGER SERVICES:-

- a) All works which are being done by a regular Peon i.e. attending to Senior Officers, Distribution of Daks, providing tea / coffee , attending to miscellaneous work as and when assigned, Dusting of rooms/work stations/Almirahs, Glass Panes of all windows /doors etc.
- b) Misc. work like shifting of goods/office furniture/locking and unlocking the office rooms and halls in the morning/evening and any other official work which arises time to time.



## **B. ELIGIBILITY CRITEREA**

Only those who fulfil the following minimum criteria need submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

- a) The manpower supplying agencies should have its Registered/ Head Office in New Delhi / NCR of Delhi / Greater Noida and have been in existence for a period not less than 5 years.
- b) It should have been registered with the Government authorities concerned and a copy each of the registrations shall be attached with the bid.
- c) It should have PAN, TAN number and Sales Tax/Service Tax Registration (proof in this regard may be attached with the bid).
- d) It should not have been blacklisted by any Government organization.
- e) It should be willing to take up the two Contracts – one for Cleaning and other for Peon/Messenger on the terms and conditions mentioned in the tender document.
- f) The bidders must have successfully completed minimum three contract jobs of providing safaiwalas /messengers under the respective contract for organisations, Institutional campuses or reputed private firms. Preference would be given to those who had contract with institutional campuses having an area of 5 acers and above during last three years.

## **C. INSTRUCTIONS TO TENDERERS**

1. The Tenderers are required to submit one technical and two price Bids (one for Safaiwala and the other for Peon/messengers) as per prescribed proforma in Section –F, G, H .The two Financial Bids should be submitted in two separately sealed envelopes superscribed **“Financial Bid for Safaiwala in NASA, Grater Noida and Financial Bid for Peon /Messenger” services in NASA, Greater Noida.** All the sealed envelopes should be put in a one sealed envelope superscribed **“Tender for providing Safaiwala and Peon/Messenger services in NASA, Greater Noida.**
2. The Tenderer is advised to visit the NASA Campus before submitting his tender bid.
3. The various crucial dates relating to **“Tender for providing Safaiwala and Peon/Messenger services in NASA, Greater Noida.”** are cited as under :
  - (a) Date of issue of Tender Document: 13<sup>th</sup> August,2010
  - (b) Last date and time for submission of Tender Document: 31<sup>st</sup> August, 2010, 3 PM
  - (c) Date and time for opening of  
Technical Bid: 31<sup>st</sup> August, 2010, 31<sup>st</sup> August, 2010, 3.30 PM  
Financial Bid: - At later stage
  - (f) Place of submission of tender: - National Academy of Statistical Administration  
Plot No. 22, Knowledge Park-II,  
Greater Noida – 201308, (U.P.)
  - (g) Place of opening the tender: - National Academy of Statistical Administration  
Plot No. 22, Knowledge Park-II,  
Greater Noida – 201308, (U.P.)



**D. TERMS & CONDITIONS**

1. The persons to be deployed by the service provider as peon/messenger should have education up to at least eight standard from a recognized school and are able to read Hindi and English. The candidates should be in the age group-18-25 years, active and having good health. For Safaiwala, person should be at least semi-literate.
2. The Agency will have to employ trained civilians as Safaiwalas, who have at least one year of experience in cleaning of bathrooms, toilets, open areas/carpet areas with electronic gadgets , garbage collection etc.
3. The contractor shall, employ a Supervisor for monitoring of its manpower, material etc., who would be responsible for all the activities of cleaning and sweeping. The supervisor should have a minimum experience of 3 years of supervising. Necessary supervising certificates may be attached. It must be ensured :-
  - (a) That the staff do not smoke in the campus;
  - (b) That any specific sanitation task assigned by the Academy or any officer authorized by the Admn. is carried out diligently and well in time;
  - (c) That before using any equipment/appliances or material and products of sanitation, it is having the approval of the NASA.
  - (d) That the salary/wages shall be distributed in full as settled between the contractor and the workers duly keeping in view the contract signed between the contractor and the Academy.
4. The working hour would normally be of 8½ hours per day including half-hour lunch break from Monday to Saturday (6 days) with weekly off on Sunday. However, the Agency shall depute workers on holidays/weekly offs in case of need.
5. The cleaning material should be supplied by the Agency as per the list enclosed in Annexure - I. The cleaning materials should be of high quality and according to the brand and specification approved by the Academy.
6. NASA will have the right to adopt any measures/setup system for ensuring proper performance of duty of Safaiwalas deployed by the contractor, including their being in proper uniforms, punctuality , discipline etc.
7. Initially NASA may require 10-12 peon/messengers and 10-12 safaiwala.. Their strength may increase or decrease as per the requirement of NASA.
8. For Peon/Messengers, working hours would normally be 8 ½ hours per day (between 9.00A.m to 5.30 P.M) including half an hour lunch break between 9.00 A. M. to 5.30 P.M. during working days. Peons/Messengers may be called on Saturdays, Sundays and other Gazetted holidays, if required; for which they will be paid extra.





9. Payment shall be made on monthly basis on receipt of a bill from the contractor in duplicate, duly pre-receipted on revenue stamp and complete in all respect. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of the work has to be given and certified by the Officer/caretaker, NASA on the monthly payment bill. The payment would be based on actual attendance.
10. The Period of contract shall initially be for a period of 1 year from the date of awarding the contract extendable on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. NASA also reserves the right to terminate the contract after giving 30 days notice without assigning any reason thereof.
11. The service provider shall be contactable at all times and message sent by Tel/ E-mail/Fax/Special Messenger from the office to the service provider shall be acknowledged within 2 hrs. on the same day.
12. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before proposing deployment their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police and such report should be submitted before deployment. Proofs of identity like driving license, Election photo Identity Card, bank account details, pervious work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the Academy. The Service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from NASA.
13. If any of the Contract worker is found misbehaving with the supervisory staff or any other Staff member/student of the NASA, the Contractor shall, on receipt of instruction of the competent authority in this regard, replace such workers. The Contractors shall issue necessary instructions to its employees to act upon the instructions given by the supervisory Staff of NASA.
14. The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by NASA on this account.
15. The Earnest Money Deposit (EMD) of Rs. 40,000/- (Rupees Fourty thousand only) in the form of Demand Draft/ pay Order drawn in favour of "Pay and Account Officer, Ministry of Statistics and Programme Implementation, New Delhi" should be enclosed with the tender. The tender received without EMD would be summarily rejected. The earnest money will be returned on completion of the tender.



16. It is mandatory for the successful tenderer to submit Security Deposit in the form of Bank Draft / Pay Order of Rs. 60,000/- (Rupees sixty thousand only) in favour of "Pay and Account Officer, Ministry of Statistics and Programme Implementation, New Delhi as Performance Security. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream. The successful tenderer would be required to execute the Contract Agreement.
17. The successful Agency will be required to execute an agreement with NASA within the period specified in the award letter. In case **the successful agency fails to enter into the agreement with NASA within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.**
18. There would be two separate contract agreement – one for safaiwala and the other for peon messenger. Accordingly, tenderer will have to quote the price separately for safaiwala and peon/Messenger. Tender will be evaluated as per the criteria mentioned in Section – D of the tender document.
19. There is no master & servant relationship between the employees of the service provider and the Academy and further the engaged persons of the service provider shall not claim any absorption in service of the Government of India at any stage.
20. The Academy reserves the right to accept or reject any or all tenders without assigning any reasons.
21. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.
22. Unsatisfactory performance of contract at any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.
23. NASA reserves the right to withdraw/relax any of the terms and condition mentioned above

\*\*\*\*\*



## E. CRITERIA FOR EVALUATION OF TENDER

1. The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form parameters at Sl No. 1 to 9 are essential in order to be eligible as already stated in Section Eligibility Criteria and only those Agency who meet the requirements and provide documentary proof of the same will be considered for evaluation against the other parameters which are indicated at Sl no 10 to 11 for which weightage of 50 each will be accorded.
2. After evaluation of Technical bids the Price bids will be opened. The bidders score will be determined by dividing lowest financial quote (arrived on the basis of comparison of financial quotes of all the bidders) by the financial quote of all the bidders. For example if four agencies ABCD have quoted Rs 5000, 6000, 7000 and 8000 respectively, then the score will be  $(5000/5000)*100$ ,  $(5000/6000)*100$ ,  $(5000/7000)*100$  and  $(5000/8000)*100$
3. The most competitive quote will be arrived by assigning 40% weight age to the technical bid and 60% weightage to the commercial bid. The price bid for Safaiwala and

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Sl.No.	Agency	Technical Score	Financial Score	40% weightage of Col 'c' (c x 0.4)	60% weightage of Col 'd' (dx0.6)	Total (e+f)	Ranking





**F. PROFORMA FOR TECHNICAL BID**

1. Name of Agency
  
2. Name of proprietor/Director:  
of the Agency
  
3. Full Address of Reg. Office:
  - a) Telephone No. \*
  - b) FAX No.
  - c) E-Mail Address:
  
4. Registration & Licence No. of  
the Agency under Contract Labour  
(Regulation & Abolition) Act, 1972:  
(Attach attested copy of the Registration)
  
5. PAN /TIN No of the company.  
(Attach attested copy of PAN card of the Agency)
  
6. Service Tax Registration No.  
(Attach attested copy of the registration certificate)
  
7. EPF/ESI. Registration No. :  
(Attach attested copy of the registration certificate)
  
8. E.S.I. Registration No.  
(Attach attested copy of the registration certificate)
  
9. Demand Draft of requisite Earnest Money (Detail)



