

**OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF CHHATTISGARH**

7-8 Floor, Block-2, Plate-C, NBCC Office Complex,
East Kidwai Nagar, New Delhi-110023

Ref. No. F-23/Engg./CGB/2023 **1815**

Date: **21** /07/2023

DETAILED NOTICE INVITING TENDER

Cost of Tender Form	: Rs. 2,000/-
Last Date of Sale of Tender	: 21 August, 2023, 04.30p.m
Last Date of Receipt of Tender	: 22 August, 2023, 03.00p.m
Date of Opening of Tender:-	
(i) Technical Bid	: 22 August, 2023, 03.30p.m
(ii) Financial Bid	: 04 September, 2023, 03.30p.m

A. INTRODUCTION:-

- A.1 Sealed tenders are invited on behalf of the Resident Commissioner, Govt. of Chhattisgarh for providing housekeeping and maintenance services in Chhattisgarh Bhawan, 7, Sardar Patel Marg, Chanakyapuri, New Delhi from technically qualified reputed agencies dealing in business of providing housekeeping and maintenance services to Guest Houses, Hotels, Government/Public sector, Office complexes and Institutional complexes.
- A.2 Not more than one tender shall be submitted by one agency.
- A.3 No two or more agencies in which an individual is interested as proprietor/or partner shall tender for the same work. If they do so, all such tenders shall be liable to be rejected.
- A.4 The Resident Commissioner shall be the accepting authority hereinafter referred to as such for the purpose of this contract.
- A.5 Tender documents will be open for sale on payment Rs. 2,000/- in cash. These can be obtained on all official working days between 11.00 A.M. and 04.30 P.M, from the Office of the Resident Commissioner, 7-8 Floor, Block-2, Plate-C, NBCC Office Complex, East Kidwai Nagar, New Delhi-110023 or can be downloaded from the website of Chhattisgarh Bhawan i.e. www.rcchhattisgarh.gov.in in which case, the bidder should submit his bid alongwith a pay order/bank draft for Rs.2000/- (Rs. two thousand only) drawn in favor of "Resident Commissioner, Chhattisgarh Bhawan" payable at New Delhi as tender fee. Any tender received without the tender fee would be summarily rejected. The last date for sale of tender documents is 21 August, 2023 upto 4.30 PM.
- A.6 EMD in the form of Demand Draft for an amount of **Rs. 50,000/- (Rupees fifty thousand only)** drawn in favor of Resident Commissioner, Chhattisgarh Bhawan, New Delhi from any Nationalized Bank must be furnished along with the Technical Bid failing which the tender will be summarily rejected.

- A.7 Resident Commissioner reserves the right to accept or reject any tender without assigning any reason thereof.
- A.8 In all matters of dispute relating to the contract, the decision of the Resident Commissioner shall be final and binding upon the agency.
- A.9 The bidders may physically inspect the site on any working day between 11.00 A.M. and 5.00 P.M. before the last date of sale of tender.
- A.10 EMD of unsuccessful bidders will be released within 30 days of award of contract to the successful bidder. The EMD of the successful bidder, after acceptance of tender and signing of contract, will be released after he/she furnishes the security deposit as prescribed in the terms and conditions. In case, the successful bidder backs out and/or fails, the amount of EMD shall be forfeited by the competent authority.

B. SCOPE OF CONTRACT:-

1. Chhattisgarh Bhawan has 5 suites, 23 rooms for stay of VVIPs/VIPs/Senior Officers and Others Guests.
2. Providing housekeeping and maintenance services with Manpower and material at Chhattisgarh Bhawan at 7 Sardar Patel Marg, Chanakyapuri, New Delhi as per Annexures – (A, B & C).
3. Supply of Manpower fulfilling the eligibility criteria prescribed against each category of post for manning the posts mentioned in Annexure-D.

C. PERIOD OF THE CONTRACT:-

1. The contract will be initially for a period of one year and may be extended on satisfactory service provided by the contractor for a further period of one year with maximum limit of three years at the discretion of the Resident Commissioner, Chhattisgarh Government, New Delhi.
2. The contract can be terminated by the Resident Commissioner at any time for unsatisfactory performance viewed against the performance standards prescribed in the contract after giving an appropriate notice to the contractor. In the event of such cancellation, security deposit amount of the contractor will be forfeited to the Government. The decision of the Resident Commissioner shall be final in the matter.
3. The contract is liable to be terminated after giving at least three months notice in writing with reasons from either side in the normal course.
4. Agreement shall be executed by the contractor immediately upon acceptance of the tender and receipt of orders from the Resident Commissioner.

D. TERMINATION CLAUSE EXPANSION:-

The contract shall also be liable for termination due to the following reasons:-

1. Short supply of Manpower to the extent of 25% of the prescribed strength on any occasion.

2. Interruption of service for 24 hours or more on any single occasion.
3. Misbehavior of the staff engaged by the contractor with any person in Chhattisgarh Bhawan.
4. Misuse of premises or unauthorized illegal or unwanted activities by the contractor or his staff/representatives.
5. Any other eventuality affecting the interest of Chhattisgarh Bhawan/Chhattisgarh Government as deemed fit by the Resident Commissioner.

E. PENALTY CLAUSE:-

1. Chhattisgarh Bhawan shall be entitled to levy a penalty of Rs.2000/- (Rupees two thousand only) for each instance of deficiency in service, subject to a maximum penalty of 15% (Fifteen percent) of monthly charges in a month.
2. In addition to the penalty for deficiency in service as above, double the rate of daily wages will be levied as penalty for the short supply of manpower based on the attendance report obtained from the designated authority. Penalty under this clause shall not be counted towards the ceiling on penalty in clause 1 above.

F. BIDDING SYSTEM & CONDITIONS:-

The tender documents shall be sent in **two Separate Sealed Covers** as shown below:-

Technical Bid -

1. Sealed cover "A" shall be superscribed as "Technical Bid for PROVIDING HOUSE KEEPING AND MAINTENANCE SERVICES TO CHHATTISGARH Bhawan, NEW DELHI" and it shall contain the technical specifications along with the EMD amount of **Rs. 50,000/- (Rupees fifty thousand only)** in the form of Demand Draft/Bankers Cheque in favor of the Resident Commissioner, Chhattisgarh Bhawan, New Delhi. Technical Bid without the prescribed cost of EMD shall be summarily rejected and the Financial Bid of such a bidder shall not be opened.

Financial Bid -

2. Sealed cover "B" shall be super scribed as "Financial Bid for PROVIDING HOUSE KEEPING AND MAINTENANCE SERVICES TO CHHATTISGARH BHAWAN, NEW DELHI" and shall contain the rates quoted by the tenderer and it shall be only in the form enclosed.
3. Both these sealed covers shall be put in another sealed cover with the superscription "PROVIDING HOUSE KEEPING AND MAINTENANCE SERVICES TO CHHATTISGARH BHAWAN, NEW DELHI" and may either be dropped into the drop box kept for this purpose at the Reception counter of Office of the Resident Commissioner, Government of Chhattisgarh 7-8 Floor, Block-2, Plate-C, NBCC Office Complex, East Kidwai Nagar, New Delhi-110023 or by Registered Post with AD at the risk and responsibility of the tenderer and shall be addressed to the Resident Commissioner, Government of Chhattisgarh 7-8 Floor,

Block-2, Plate-C, NBCC Office Complex, East Kidwai Nagar, New Delhi-110023.

4. The tender document and other details submitted by the participating tenderer should mention all the details in the Index and all pages should be numbered and signed by the tenderer.
5. Tender drop box will be kept at Reception of Office of the Resident Commissioner, Government of Chhattisgarh 7-8 Floor, Block-2, Plate-C, NBCC Office Complex, East Kidwai Nagar, New Delhi-110023 till 3.00 p.m. on 22 August, 2023 No tender shall be accepted after this due date and time.
6. The technical bids will be opened on the same day 22 August, 2023 at 3.30 p.m. in the office at 7-8 Floor, Block-2, Plate-C, NBCC Office Complex, East Kidwai Nagar, New Delhi-110023 by the tender committee authorized by the Resident Commissioner in the presence of the tenderers or their authorized representatives. During opening of Technical Bid, the name of bidders who have submitted their offers along with details of earnest money deposit will only be read out and no other information/details whatsoever will be read out. The technical bids will be evaluated and the financial bids of those bidders who stand qualified in the technical criteria alone will be opened on the due date i.e. 04 September, 2023 at 3.30 p.m.
7. The tender will remain valid for 3 months from the last date of receipt of the tenders.
8. Covers without the above superscription and without the EMD shall be summarily rejected.

G. TECHNICAL QUALIFICATION:-

Technical bid without EMD shall be summarily rejected and treated as disqualified and their Financial Bids will not be opened.

1. Three years experience in Housekeeping and Maintenance of Guest Houses, Hotels, Government/Public sector Office complexes and Institutional complexes with documentary evidence issued by the competent authority of that office.
2. The bidder, should have at least a minimum staff strength of 100 (Hundred) on their rolls of which 10% of the staff should be qualified with Diploma/Certificate course in House Keeping/Hotel Management from a recognized institution. (Proof to be enclosed)
3. Must have an average annual turnover of at least Rs. 75,00,000/- (Rupees seventy five lakh) consecutively for each of the past three years. (Audited statement for latest three years out of the financial years 2020-21, 2021-22, 2022-23 to be enclosed.
4. The bidders should have valid registration from the ESI, Provident Fund and GST authorities. (Proof to be enclosed.)

5. Latest 3 years Income Tax returns for the assessment years 2020-21, 2021-22 and 2022-23 to be enclosed.
6. The bidders should give current account/savings account number along with IFSC code for E-payment. Name and specimen signature of authorized signatory should also be provided to this office.
7. List of clients with name, address and contact numbers, particularly Government Organizations.
8. Copy of PAN/TAN Registration.
9. Copy of up to date remittance to ESI and PF authorities.

All qualifications as mentioned in clauses 1 to 8 should be supported by sufficient documentary proof without which the claim of tenderer for the qualification prescribed shall not be considered.

H. FINANCIAL BID – SPECIFICATIONS:-

1. The Financial Bid should be strictly as per Annexure “E” indicating rates for all housekeeping and maintenance services as per Annexure B & C. The rate should be in accordance with the Minimum Wages Act/Labour Act/Factories Act/Rules and Regulations or any other statutory laws as applicable at New Delhi for the Clerical, Supervisory, Skilled, Semi Skilled and Un-skilled workers on per month basis and other By – Laws as applicable. The rate shall be inclusive of all statutory liabilities, taxes, levies, cess etc. The bid amount should be quoted in figures and words and in case of any dispute/discrepancy the amount written in words will be taken as bid value.
2. The separate financial bid cover (‘B’ cover) will be opened, only if the tenderer is technically qualified.
3. Financial bid shall remain valid for three months from the last day of receipt of bids.

I. SECURITY DEPOSIT:-

The successful tenderer should furnish an unconditional and irrevocable five years Bank Guarantee/Fixed Deposit for a sum of **Rs. 2,00,000/- (Rupees two lakh only) in favor of the Resident Commissioner, Chhattisgarh Bhawan, New Delhi**, as Security Deposit on receipt of the work order. The security deposit will be released on expiry of the contract period and on satisfactory performance of the contract. Contractor shall lose the Security Deposit, if the contract is terminated as per clause C (2) on the grounds of service of unsatisfactory performance, as and when observed by the Resident Commissioner.

J. BID EVALUATION CRITERIA AND SELECTION PROCESS :-

1. The tender committee as appointed by the Resident Commissioner shall evaluate the technical bids based on the fulfillment of technical qualifications and recommendations of the tender committee will be subject to

the approval of the Resident Commissioner and the decision of the Resident Commissioner shall be binding and final. The tenderers will then be informed about the date of opening of their financial bids, if required.

2. The financial bids of those bidders whose technical bids have been approved will be opened on the prescribed date and place in the presence of the bidders or their representatives of such bidders by the above mentioned committee and the rates quoted by the bidders will be readout. The committee after evaluation of these financial bids shall give its final recommendations on the successful bidder, to the Resident Commissioner. The successful bidder shall be declared after approval of the Resident Commissioner whose decision shall be final.

K. STAFF:-

1. No child labour should be employed. (Age proof of all employees should be produced.)
2. Qualified and experienced persons as per norms given below should be employed:-
 - **Supervisors – Minimum qualification 10 + 2 with 3 years experience in Housekeeping.**
 - **Electrician/Plumber/Carpenter/Mason – Minimum qualification matriculate with 3 years experience in the respective trade. ITI qualified persons preferable.**
 - **Housekeeping Staff/Mali – Minimum qualification 8th standard with 3 years experience.**
3. The contractor should cover his employees/establishment under EPF, Minimum Wages Act, ESI and any other relevant statutory provisions in force at his cost.
4. The contractor should provide uniforms summer and winter with inscription of the company logo and identity cards to all his staff at his cost.
5. The Resident Commissioner shall be under no obligation in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages etc. These will be the sole responsibility of the contractor.
6. The contractor shall ensure that staff employed by him are properly and neatly dressed and shall behave in a disciplined and polite manner with the guests at all times while deployed in Chhattisgarh Bhawan. The contractor shall furnish medical fitness certificate for all his employees issued by a qualified R.M.P. periodically once in 6 months.
7. The contractor shall furnish Local Police verification certificate for all the employees, deputed by him to Chhattisgarh Bhawan. This has to be furnished at the time of execution of contract and subsequently as and when he deploys new staff. No staff of the contractor will be allowed access to Chhattisgarh Bhawan without the local Police verification certificate.

8. The contractor shall be held responsible for any case of theft, damage or misappropriation of the property of Chhattisgarh Bhawan or of the guests staying therein by the staff of the contractor.
9. Unattended belongings of the guests should be reported and handed over to the concerned officials of Chhattisgarh Bhawan.
10. The contractor shall have adequate back-up additional service staff to be indented at short notice by the Resident Commissioner or any other authorized officer by him for uninterrupted efficient services during the visits of VIPs and VVIPs or as and when called for. Additional payments will be made for such deployment at the labour rates prescribed by the Govt. of NCT of Delhi.
11. The contractor shall indemnify the Resident Commissioner against all claims arising out of his action under the Contract Act, Labour Act, Workmen Compensation Act, or any other Labour, Civil or Criminal Laws in force, in so far as they relate to the staff employed by the contractor in the premises of the Chhattisgarh Bhawan or claims arising out of such employment.
12. The contractor shall be responsible for having a Third party Insurance policy to protect and cover all types of accidents and injuries to any person while working within the premises of the Chhattisgarh Bhawan. The Government shall not be held liable for any accident and injuries to any person within the premises of the Chhattisgarh Bhawan, arising out of the acts done by the contractor or his staff.
13. The contractor shall issue appointment letters to all the persons employed by him in connection with performance of his contract for Housekeeping and Maintenance services, and furnish proof by submitting copies of such letters received by his employees. The appointment letters shall make clear that the concerned employee is the employee of the contractor only and Chhattisgarh Bhawan where housekeeping and maintenance services are rendered, has no obligation or any relationship to employment or otherwise whatsoever with him/them. The contractor will pay salary/allowances etc to his employees as per rules in force at his own cost and Chhattisgarh Bhawan will not be responsible for payment to the employees of the contractor.
14. Frequent changes of workers should be avoided.
15. The change of supervisory staff should be informed at least 3 days in advance to the concerned officials of Chhattisgarh Bhawan.
16. The contractor should ensure timely payment of salaries and submit pay details containing details of deductions with ESI & EPF Number to this office by 7th of every month. Delay in submission will invite a penalty of Rs.1000/- per day.

L. OTHER TERMS AND CONDITIONS:-

1. The essence of this contract is to maintain top class housekeeping, cleanliness and proper hygienic condition in Chhattisgarh Bhawan. All the services provider

- under this contract shall be of the highest quality and standard. Any major shortcomings/lapses noticed in the performance of the contract will attract such quantum of penalty as may be decided by the Resident Commissioner.
2. The tenderer shall comply with all the requirements under the Goods Service Tax and any other Taxes applicable as per law and shall be responsible for payment of all taxes, fees and other statutory payments to the respective authorities.
 3. Disputes & Arbitration: - The Resident Commissioner and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. If a dispute of any kind whatsoever that cannot be resolved, the same shall be referred to the sole arbitration of the designated authority appointed by the Resident Commissioner, Chhattisgarh Bhawan, New Delhi and if the designated authority is unable or unwilling to act as such, then the matter in dispute shall be referred to the Resident Commissioner for arbitration or appointment of an Arbitrator. No person other than a person appointed by the Resident Commissioner as foresaid shall act as an Arbitrator, as per the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.
 4. Any loss to the property of the Government by activities of the contractor or his staff shall have to be compensated by the contractor.
 5. The Contractor shall maintain the following records and submit the same to House Manager Bhawan:- (i) Stock Register for consumables (ii) Employees attendance register (iii) Updated EPF pass books of staff deployed once in 6 months.
 6. All the daily services relating to the Chhattisgarh Bhawan should be accomplished before 8.00 am everyday without any break or holiday throughout the year unless specifically advised otherwise.
 7. The staff deployed should be of good conduct and be physically fit for the work.
 8. Without prejudice to the other rights, the Resident Commissioner, Chhattisgarh Government reserves the right to blacklist the housekeeping contractor in case he commits breach of any terms and conditions of the contract and the period of such blacklisting will be at the discretion of the Resident Commissioner.
 9. Premium quality of housekeeping materials should be used as per Annexure-B.
 10. In the first and third week of every month, the Proprietor of the Housekeeping Agency shall call on the designated representative of the management to get the feedback on complaints, lapses, shortcomings noticed in the performance of the contract for improvement in the performance.
 11. The contractor/agency will pay the workmen, wages as per the minimum wages act approved by the Govt. of NCT of Delhi from time to time. In addition to the

minimum wages the contractor/agency will have to pay statutory benefits to all the workmen such as ESI, EPF etc. as per requirements of "Delhi Administration Rules & Regulation." The contractor/agency should submit particulars of each workman such as ESI number, PF A/C Number etc. to the management. Compliance in this regard is the sole responsibility of the contractor/agency and any deviation noticed by management or other regulatory bodies will attract penalty as per the extant laws. Payment will ordinarily be made once a month within a week of submission of bill along with prescribed documents. While submitting the bill the contractor will submit proof of having made statutory payment of the employees for the previous month, without which the Competent Officer will not be duty bound to release payment for the bill raised.

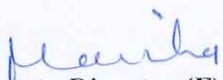
12. Bill will be raised after the verification by House Manager of works as per schedule given in Annexure A.

M. EQUIPMENTS:-

The following housekeeping Equipments and Machineries of his own should be used by the contractor.

1. Heavy duty Vacuum Cleaner wet and dry.
2. Scrubbing machine/floor washing machine.
3. High pressure Jet cleaners.
4. Variety of brooms/brushes/mops/mop sticks/cobweb sticks/toilet cleaners.
5. Long cleaning stick/water wipers/garbage bins.
6. Plastic dust removers.
7. Multipurpose trolley for keeping cleaning materials.
8. Any other Machinery/Equipments as is required for housekeeping job in guest houses as Linen trolley, Garbage Trolley etc.
9. Aluminum folding Ladder with 25 to 30 feet height.
10. Hand Caddy (all purpose cleaner box).

Approved by Principal Resident Commissioner


Deputy Director (F)
Chhattisgarh Government
Chhattisgarh Bhawan, New Delhi

**OFFICE OF THE RESIDENT COMMISSIONER
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ANNEXURE-A

Housekeeping (Cleaning, sweeping) shall comprise of the following items.

S. No.	Work Details	Frequency of Cleaning
1.	GENERAL	
	Cleaning of the doors	Twice in 24 hours
	Removal of the Cobwebs	Once in seven days
	Dusting of the verticals	Once in seven days
	Cleaning of Electrical Switches	Once in seven days
	Spot cleaning of the walls	Once in seven days
	Dusting of windows	Once in 24 hours
	Cleaning of windows	Once in seven days
	Scrubbing of the skirting	Once in seven days
	Wet mopping of the entire Corridor of the floor	Once in 3 hours
	Dry mopping of the entire Corridor of the floor	Once in 2 hours
	Dusting of the Furniture's & Fixtures	Once in 24 hours
	Trash Removals	Once in 24 hours
	Emptying of Dustbins	Twice in 24 hours
	Vacuum cleaning of Carpets	Once in 24 hours
	Spotting of Carpet	Once in seven days
	Cleaning of the Doormat	Once in 24 hours
	Electrical Equipment cleaning	Once in seven days
	Polishing of brass/Copper/silver fixtures	Once in 15 days
	Cleaning of glass panes from out side	Once in 30 days
	Dusting and Cleaning of Conference Hall	Twice in seven days
2.	GUEST ROOMS	
	Cleaning of rooms	As and when required
	Wet mopping of the Floor	Once in 24 hours
	Dry mopping of the Floor	Twice in 24 hours
3.	TOILETS	
	Cleaning of doors and windows	Once in 24 hours
	Scrubbing of the Urinals	Twice in 24 hours
	Scrubbing of the sinks	Twice in 24 hours
	Washing of Toilet walls and floor	Once in 24 hours
	Washing of W/C, I/C	Twice in 24 hours
	Changing of the Urinal Cubes	Once in 48 hours
	Changing of the Odonil cubes	Once in seven days
	Cleaning of the Doormat	Once in 24 hours
	Trash Removals	Once in 24 hours
	Refilling of the soap dispenser	As required
	Refilling of the Toilet paper rolls	As required
	Refilling of the face tissues	As required

	Cleaning of Toilet Fittings	Once in 24 hours
	Cleaning of Washbasin	Twice in 24 hours
	Cleaning of Mirrors	Twice in 24 hours
4.	STAIRS	
	Wet Mopping of stairs	Twice in 24 hours (morning/evening)
	Dry Mopping of Stairs	Four times in 24 hours
	Scrubbing of Stairs	Once in 24 hours
5.	PASSAGE AREA	
	Wet Mopping	Twice in 24 hours
	Dry Mopping	Every one hour
	Scrubbing of front entrance tiles	Twice in seven days
	Washing of the Floors	Twice in seven days
6.	VVIP DINNIG HALL/WASH BASIN AREA	
	Dusting	Once in 24 hours
	Wet Mopping	Twice in 24 hours
	Dry Mopping	Four times in 24 hours
	Washing of the Floor	Twice in seven days
	Trash Removal	Once in 24 hours
7.	OUTSIDE, Rear & BASEMENT	
	Cleaning of outside area including open lawn, footpath and boundary wall	Twice in 24 hours (5am and 5pm)
	Washing of outside and rear area	Once a week on Sundays
	Cleaning of basement	Once in 24 hours
8.	ALL TERRACE	
	Cleaning of open area of the building	Twice in 7 days
9.	Kitchen and Dining Hall	Daily after closing hours of kitchen (after 10 pm)

SCOPE OF HOUSEKEEPING SERVICES

- Removal of paper, litter, garbage and packing material from all floors/rooms/pantry etc.
- Vacuum cleaning of carpeted floors on daily basis.
- Dusting of Computers/telephones, etc., firstly with dry cloth and then with Colin.
- Cleaning and scrubbing of toilets at regular intervals & when required.
- Cleaning of washbasin, sanitary fittings and toilet floors with dry & wet mops.
- Cleaning of window glasses sides, frames & air conditioning grills.
- Dry & wet mopping of staircase, Pantry & lobby area.
- Cleaning of planters.
- Reception, lobbies to be mopped as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area at regular intervals.
- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.

- Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Brasso polishing of brass/copper fixtures.
- Cleaning of open lawns, foot path area.
- Cleaning of Glass panes from Outside.
- Cleaning and maintenance of artificial plants.

Bill will be raised after the verification by House Manager of works as per schedule given in Annexure A.

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ANNEXURE-B

List of Premium Quality Materials to be provided and used by the Contractor.

S. No.	Name of the Items	Brand Name
1.	Napthalin Balls	Tiger
2.	Toilet Roll	Wintex
3.	Cotton Dusters	Premium quality
4.	Glass Dusters & table dusters	Premium quality
5.	Dust mop with blue acrylic cloth and handle	Premium quality
6.	Flat wet mop with cotton mop head and handle	Premium quality
7.	Floor cleaner for marble floor	Lizol
8.	Toilet cleaner	Harpic
9.	Spiral-Floor cleaner for other floors	Lizol
10.	Housekeeping caddy for each Housekeeping personnel	Premium quality
11.	Manual scrubbing tool for skirting and corner with handle green pad	Premium quality
12.	Hand scrubbing tool for vertical area with green pat & white pad	Premium quality
13.	Glass cleaning set complete	Premium quality
14.	Cobweb brush round/curved	Premium quality
15.	Vertical Dust Pan clip with broom	Premium quality
16.	Washing Powder	Good quality
17.	Glass Cleaner	Colin
18.	Phenyl	Good quality
19.	Metal polish	Brasso/silvo
20.	Garbage disposal bags – Green,Blue and Red	Premium quality
21.	Scotch Brite	Premium quality
22.	Laundry Bags	Premium quality
23.	Dettol	Premium quality
24.	R-4 wood polish	Premium quality
25.	Detergent	Premium quality
26.	Odonil Bar	Premium quality
27.	Tissue Paper boxes.	Premium quality

1. If low quality material is used which affects civil works, penalty as per clause E-1 will be imposed upon the contractor.

2. Maximum limit for purchase of items will be Rs.15,000/- per month to be certified by the House Manager as per stock register of consumables.

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ANNEXURE-C

Manpower Details for Housekeeping and Maintenance

Morning Shift	
06.00 hrs to 14.00 hrs	1 Supervisor
	1 Electrician
	1 Plumber
	4 Housekeeping Staff
Evening Shift	
14.00 hrs to 22.00 hrs	1 Supervisor
	1 Electrician
	1 Plumber
	4 Housekeeping Staff
Night Shift	
22.00 hrs to 06.00 hrs	2 Housekeeping Staff
General Duty	
09.00 hrs to 17.00 hrs	1 Electrician cum Lift Operator
	1 Carpenter
	1 Mason
	1 Mali
	1 Housekeeping Staff
Reliever	1 Housekeeping Staff

Category of staff: -

1. Supervisor: Matriculates but non-graduates - 02
2. Electrician: Skilled - 03
3. Plumber: Skilled - 02
4. Carpenter: Skilled - 01
5. Mason: Skilled - 01
6. Housekeeping staff: Unskilled - 12
7. Mali: Unskilled - 01

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ANNEXURE-D

TECHNICAL BID FORM

1. Name of Tenderer :
2. Address with telephone Nos. :
 - (a) Head office :
 - (b) Branch office :
3. Telegraphic Address/E-Mail Address :
4. (a) Is your firm registered under the Indian Partnership Act 1932? If so, give the name & address of the partners along with the Registration No.
(b) Is your concern a proprietary concern? If so, give Name and address of the proprietor.
(c) Is your concern incorporated under the Companies Act 1956 or any other law in India?
5. Has your concern changed its name at any time? If so, when and the reasons thereof.
6. Date of commencement of Business
7. (a) Service tax registration No.
(c) Details with registration with statutory authorities for: (i) PF
(ii) Gratuity
(iii) ESI
(iv) Bonus
(v) Leave Compensation etc.

Please furnish certified copies of Registration and latest returns as filed with their authorities failing which Tender is liable for rejection.

8. Income Tax Returns for the last three assessment year 2020-21, 2021-22, 2022-23.
9. Name & address of Principal Bankers.
10. Cash credit limit, if any, sanctioned by Banker:
11. Details of clientate where Housekeeping Services and being provided in the past three years.

Housekeeping services carried out during the last 3 years	Organization	Nature of Job	Value of work	Area covered	Manpower deployed	Contact Person at such organization with tel. No. and his designation

12. Details of infrastructure: Please furnish complete details of various types of machinery/equipments/qualified manpower etc., available justifying your case.
13. Turnover:-

2019-20 (Audited)	2020-21 (Audited)	2021-22 (Audited)	2022-23 (Audited) or un audited

14. We are enclosing herewith Earnest Money deposit (Interest free) of Rs. payable at New Delhi in the form of D.D./Pay Order no. Dated in favor of the Resident Commissioner, Chhattisgarh Bhawan, New Delhi.
15. Details of staff strength and their pay roll of last three months.
16. Qualification details of the present staff, with copies of their diploma/certificate etc.
17. Any other relevant information.

Signature of the tenderer (s)
Name and Designation of authorized
Person signing the tender on behalf of the
Tenderer(s) with rubber stamp.

OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF CHHATTISGARH

ANNEXURE-E

To,

Office of the Resident Commissioner

Government of Chhattisgarh,

7-8 Floor, Block-2, Plate-C,

NBCC Office Complex, East Kidwai Nagar, New Delhi-110023

I/we have read and understood all the terms and conditions of the contract for deployment of 22 workers per day as mentioned in the tender and do hereby submit my/our unqualified acceptance to the same accordingly submit herewith the rates.

Components	Amount
1. Wages	As per the minimum wages approved by the govt. of NCT of Delhi
2. Material charges (including GST)	
3. Contractor Administrative /Service charges, etc on serial no. 1 above	
4. GST as per rules	

Signature of the tenderer (s)
Name and Designation of authorized
Person signing the tender on behalf of the
Tenderer(s) with rubber stamp.