

F.No. 19011/ 7/2010
DIRECTORATE GENERAL OF SAFEGUARDS
CUSTOMS & CENTRAL EXCISE
Department of Revenue, Ministry of Finance
Bhai Vir Singh Marg, Gole Market,
New Delhi-110 001.

Dated: 21st January, 2010

TENDER DOCUMENT

Subject: - Providing **House Keeping Service** on contract Basis.

Sealed tenders are invited from interested parties from hereinafter referred to as bidders, for providing **House keeping service** in the premises of the Directorate General of Safeguards, 2nd floor Bhai Vir Singh Sahitya Sadan, Bhai Vir Singh Marg, Gole Market, New Delhi 110001 w.e.f. 1.3.2010. The terms and conditions of providing **House keeping service** shall be as under:

1. The vendor shall provide trained and experience persons to perform the various functions assigned to them by this office from time to time. The personnel deployed shall be provided with suitable distinctive uniform;
2. The person deployed should be the vendor's employees and shall remain under his control and supervision. The vendor shall be liable for the wages and any other claim of the person so engages;
3. The persons deployed shall be of good moral character and should not have been convicted;
4. The vendor shall be paid the amount payable monthly as per the terms of the contract on submission of bills for the aforesaid service subject to satisfactory performance of the service rendered. No payment shall be made to the vendor over and above this amount on any count including taxes that may be leviable. The vendor shall submit bills for individual months on completion of each month, in triplicate;
5. If the contract is terminated in the middle of a month the amount payable to then vendor will be calculated on pro rata basis;
6. The persons provided should possess suitable physique to perform their assigned duties. They should also be physically fit and free from any communicable chronic disease;
7. The vendor should have at least two years experience in providing **House Keeping Service** to Government Departments, Organizations in the Public Sector/Private Sector or other organization of repute;
8. The vendor shall deploy a minimum of 05 persons for the aforesaid work;
9. The vendor shall comply with all applicable laws of the Central Government State Government and any other law for the time being in force including the Service Tax law. This Directorate General will not be responsible for any dispute that may arise in connection with the subject service, between the

- vendor and any State or Central Government Department e.g. authorities dealing with E.P.F., E.S.I. Labour Laws, Service Tax and Income Tax etc. or any local body;
10. The vendor shall observe all the relevant and applicable laws relating to employment of the persons assigned to this premises (such as those relating to payment of minimum wages, employment of child labour etc.);
 11. The vendor shall be paid the amount payable on monthly basis as per the terms of the contract on submission of bills for the aforesaid service, subject to satisfactory performance of the service rendered. No payment shall be made to the vendor over and above this amount on any count including taxes that may be leviable. The vendor shall submit bills for individual months on completion of each month, in triplicate;
 12. The **House Keeping Service** involves, inter alia, dusting and cleaning of the office premises/furniture and cleaning of toilets, running tea room, attending to requirements of office staff for work during the office timings/staff presence from time to time. The cleaning material/equipments shall be provided by this office.

Sealed Tenders addressed to the Directorate General of Safeguards super-scribed “**Bid of House Keeping Service**” must reach this office by 4.00 P.M. on or before 10.02.2009. The Tenders will be opened by the Tender Committee in the presence of representative of the bidders who may be deputed by them for this purpose, on 12th of February, 2010 at 12.00‘O clock in the premises of this office. Interested bidders are requested to attend the opening of the Sealed Bid at the appointed date and time.

It is made absolutely clear that any engagement vide the subject contract would not in any way, confer any right on the vendor or on the person s that may be deployed by the vendors in this office for claiming a regular employment in this office or in any other Government office.

Yours Sincerely,

Sd-
(Ranjit Kumar)
Additional Commissioner (Admn.)