

Films Division  
Ministry of Information & Broadcasting  
Government of India  
24-Dr.G.Deshmukh Marg,  
Mumbai-400 026

No.D-11015/ /2013-Genl.I

Dated the 16<sup>th</sup> May, 2013

**Subject:- Tender for Outsourcing Services for Cleaning & Sweeping work of Films  
Division, Mumbai**

Sir,

The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, 24-Dr.G.Deshmukh Marg, Mumbai-26 on behalf of the President of India invites sealed Tenders for outsourcing services for sweeping and cleaning of 2 buildings at 24-Dr.G.Deshumkh Marg, Mumbai-26. The approx. area of both the buildings to be swept & cleaned is as under ;

**Actual area to be swept / cleaned for Phase I & Phase II Buildings :-**

(A) Area of Phase I Bldg. comprising of 10 floors from Basement to 10<sup>th</sup> floor :- 4600 sq mtr  
Inclusive of terrace (Exclusive of 8<sup>th</sup> floor)

(B) Area of Phase II Bldg comprising of 10 floors from Basement to 8<sup>th</sup> floor :- 4719 sq mtr  
Inclusive of terrace

Total area to be swept & cleaned for Ph.I & II Bldgs. :- 9319 sq mtrs.

**The terms and conditions are given below:-**

1. All the Rooms/ Passages/ Staircase/ Toilets are to be swept every working day. All the Rooms/ Passages/ Staircase are to be wet cleaned once in 15 days in addition to every day sweeping. This will include removing stains, accumulated dirt/algae etc in water logged areas. All the Toilets are to be cleaned at least twice every working day and chockup problem should be cleared immediately. The terraces of both the buildings are to be swept and cleaned once in 15 days.
2. All the sliding Windows, Ordinary Windows are to be cleaned once in a months.

3. All the material for sweeping and cleaning including stain removers, phenyl, soap etc are to be supplied by the contractor. The material regularly used should be of **standard quality (Branded item)**. All the Rooms/ Passages/ Staircase/ Toilets are to be swept & cleaned before 09.30 a.m. on all working days. On weekend, RR-III and Guest Houses are to be cleaned as well as their toilets/bathrooms.
4. The offer by the tenderer shall be deemed valid for 90 days from the opening of the tender and no tenderer can withdraw or revoke his offer or revise his quoted rates within the said period of 90 days under any circumstances within or beyond the control of himself.
5. **Two sweepers** are to be kept for any emergency service upto 5.00 p.m. on all working days. The number of persons deployable including the supervisor shall be mentioned in the tender.
6. No advance payment will ordinarily be made by the Films Division. The payment will be arranged by E-payment on presentation of the pre-receipted bill in triplicate on monthly or quarterly basis. TDS as per Income Tax Rules will be deducted from the payment.
7. The bidders may inspect the actual area of the rooms, passages, toilets, etc. on any working day ( i.e. Monday to Friday) between 11.00 a.m. and 4.00p.m..
8. The Bidder should have **PAN& Service Tax Number** issued by concerned Govt. authorities. Also they should comply with Labour Laws and should have the Govt. schemes like PF/ESI etc. The same must be indicated while submitting the Tender.
9. The Bidder shall deposit Bid Security of Rs.5000/- ( Rs. Five Thousand only) in the form of Pay Order or Fixed Deposit Receipt or Bank Guarantee drawn in favour of Accounts Officer, Films Division, Mumbai. The Bid Security will be returned to the Bidder within 30 days of the opening of the tenders. The bid received without the Bid Security will not be considered.
10. The successful Bidder will have to submit a Performance Bid Security of an amount of 5% of the total contract charges. The Performance Bid Security should be valid for one year. The Performance Bid Security will be paid back / returned after satisfactory completion of the contract period.
11. The Bid Security shall be forfeited by the Films Division in the following Events.
  - 1) If tender is withdrawn during validity period or any extension thereof.
  - 2) If Tender is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
  - 3) If a Tenderer whose tender has been accepted but fails to furnish the Performance Security deposit/performance Bank Guarantee within 14 days of acceptance or tender.

12. There should not be overwriting in the tenders and all corrections in the rate should be inclusive of sweeping/cleaning material attested by full signature by the Bidder. The department shall not be responsible for delay, loss or non- receipt of tender.
13. The original copy of the bid should be enclosed in a double cover. The inside cover should be sealed and the outer cover also sealed and superscribed as “ **Tender for Outsourcing Services for Cleaning and Sweeping of Films Division Premises**” and should be addressed to the Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-26.
14. The sealed Tender/Quotation should be dropped in the tender box kept near the entrance in **1<sup>st</sup> Phase Building of Films Division upto 1.00 pm on 07.06.2013** . The Tender/Quotation received after the prescribed date and time will not be considered. The Tenders/bids will be opened on the same date i.e. **07.06.2013 at 3.00pm** in the Films Division, 24-Dr.G.D.Marg, Mumbai-26 in the presence of the representative of the bidder present if any.
15. The contractor/ bidder will not engage any Child Labour for the said work. The payment etc to Labourers will be paid by contractor/bidder directly. No payment or any compensation will be paid by Films Division to any labourer engaged by contractor/bidder. The bidder should adhere to the labour laws in force.
16. Director General, Films Division reserves the right to accept or reject any or all bids without assigning any reason thereof.

Yours faithfully,

( A.Subramanian)  
Asstt. Administrative Officer  
for Director General