

BY Speed Post

No. D-11015 /1/2014-Genl.II
Films Division
Ministry of Information & Broadcasting
Government of India

24-Dr.G.Deshmukh Marg, Mumbai-26
Dated the 12th November, 2014

To,

**Subject:- Tender for Outsourcing the 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 bids in two bid system i.e. Technical and Financial Bid from agencies/firm for outsourcing services for sweeping, cleaning and maintenance of toilets of 2 buildings at 24-Dr.G.Deshmukh Marg, Mumbai-26. The technical bid should carry details of the bidder, experience etc. & also the details of material to be used for different purpose. Those who are found technically qualified, will be considered for financial bid opening. 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 10th floor :- 4600 sq mtr
Inclusive of terrace (Exclusive of 8th floor)

(b) Area of Phase II Bldg comprising of 10 floors from Basement to 9th floor :- 4719 sq mtr

Inclusive of terrace

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

The number of persons to be employed is the discretion of the bidder but the persons deputed should be sufficient enough to clean all the floors and premises of Films Division as per schedule & without inconvenience to working of office.

The terms and conditions are given below:-

1. Schedule of work is shown below:-

- a. In the morning from 8 am to 10 am, workers/ sweepers will first clean all the rooms followed by corridors, verandas and entrance etc. All the floors assigned to the firm are to be swept, cleaned and mopped to remove any stains.
 - b. Thereafter the toilets & bathrooms are to be cleaned from 10am to 12pm i.e. (before lunch), from 2.00p.m. to 4.00pm (post lunch) and 17:00 – 19.00 hours every day by using standard cleaning materials which will be provided by contractor at their cost.
 - c. The persons deputed by contractor should clean the windows, cupboard tops, fans etc., remove the spider nets and dust the rooms of Officers / Sections in a planned manner by fixing the schedule for each floor (as per the contract and this is to be done once in 15 days). Also they have to clean and sweep the rear side stair case of both the buildings (Phase I & II buildings) daily .
 - d. The terraces of both the buildings are to be swept and cleaned once in 15 days.
 - e. The liquid soap is to be refilled in toilets as also paper napkins, toilet rolls & phenyl balls.
 - f. It should be ensured that on all the floors, dustbins are to be kept near the bathroom after disposing the garbage, in a cleaned and dry condition every day.
 - g. Contractor will depute persons for attending the work of cleaning, sweeping of bathrooms and toilets etc on 10th floor phase-I building during the shows in Re-recording Theatre-III on every Friday/ Saturday before the show and till the show ends.(at present the RR-II Theatre is undergoing renovation).
2. All the sliding windows, ordinary windows are to be cleaned once in a month.
 3. All the material for sweeping and cleaning including stain removers, phynoil, paper rolls, liquid soap, soap etc are to be supplied by the contractor at his cost. The material regularly used should be of **Standard Quality of reputed firms/ Branded item.** All the Rooms/Passages/Staircase/Toilets are to be swept & cleaned before 09.30 a.m. on all working days. On weekend, Re-recording Theatre-III at Phase-I building and Guest House at Ph.II are to be cleaned as well as their toilets/bathrooms.
 4. The contractor should abide by the labour law in force and maintain all the documents required under the extant rule or law. This will be bidding on the contractor's part and Films Division will not be responsible for any breach in the rules of labour law or pay any penalty to concerned authorities in this regard.
 5. The Bidder should have **PAN/Service Tax Number** issued by concerned Govt. authorities. Also they should comply with Labour Law and should have the Govt. schemes like PF/ESI etc. The same must be indicated while submitting the Tender.
 6. 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.

7. 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.
8. 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. to 4.00 p.m.
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 on getting the offer letter. The Performance Security should be valid for one year contract period. 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 the 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 of the tender.
12. There should not be overwriting in the tenders and all corrections in the rate should be attested by full signature by the bidder. Films Division will not be responsible for any delay, loss or non-receipt of tender.
13. The bid should be on **LETTER HEAD** of the bidder. Separate sealed covers for technical bid and financial bid should be submitted.

The **TECHNICAL BID** should contain the bidder's experience and details of material to be used for different purpose. Bidder should give the PAN/Service Tax number issued by concerned Govt. authorities. There will be no mention of price any where in the technical bid. The technical bid will clearly be superscribed with "**TECHNICAL BID FOR SERVICES FOR CLEANING AND SWEEPING WORK OF FILMS DIVISION, MUMBAI**". This should be signed by authorized signatory with the firm's official seal and name of the person signing it.

The **FINANCIAL BID** will contain the price schedule duly filled in and signed. The financial bid will also be superscribed with "FINANCIAL BID FOR "**SERVICES FOR CLEANING AND SWEEPING WORK OF FILMS DIVISION, MUMBAI**". This bid should also be signed by authorized signatory with the firm's official seal and name of the person signing it.

Both the separate sealed covers i.e. Technical Bid and Financial Bid may again put in one sealed cover. The outer cover should be superscribed with "**BID FOR CLEANING AND SWEEPING WORK OF FILMS DIVISION, MUMBAI**". Tender Inquiry No, date and it is to be addressed to the Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-400 026.

14. The sealed Tender/Quotation should be dropped in the tender box kept near the entrance of Films Division and opp. chowki in **1st Phase Building of Films Division upto 1.00 pm on 04/12/2014**. 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. **04.12.2014 at 3.00pm** in the Films Division premises at 24-Dr.G.D.Marg, Mumbai-26 in the presence of the representative of the bidder who are deputed by their contractor / firm.

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 of any kind 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. The contractor or firm will have to settle all disputes arising out of the above, within the jurisdiction of the Judicature of courts at Mumbai.

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)
Assistant Administrative Officer
for Director General