

TENDER NOTICE

Subject: Invitation of competitive tender for cleaning services at (Crafts Museum), National Handicrafts and Handlooms Museum, Ministry of Textiles, Pragati Maidan Bhairon Marg, New Delhi-110001.

Sealed quotations are invited on enclosed Performa from experienced firms for provision of 6 sweepers including one lady for daily cleaning services for a period of one year. Bids/quotation may be submitted on or before 12 September 2007 to the Administrative Officer, (Crafts Museum) National Handicrafts and Handlooms Museum Pragati Maidan, New Delhi. 110001. Containing the following points:-

1. Sweeping/mopping/cleaning/removal of discarded furniture/dusting of common area, toilets, village complex, crafts demonstration dormitories and other open area and other place as directed by the competent authorities from time to time. The cleaners should be provided with proper distinguished uniforms to be worn during all the working timing 9.00 m. to 5.00 pm.
2. Bids should be for cleaning services on all days viz. Monday to Sunday (7 days) with materials like brooms (hard and soft), mops, wipers, dusters, vim, harpic, toilet brush, glass cleaners, carpet brush and phenyl etc. A list of cleaning materials proposed to be supplied for one month may also provide with the bid.
3. Bidder is to furnish sworn affidavit form workers engaged by him for doing cleaning work at Crafts Museum, (NHHM) Pragati Maidan, clearly stating that they would not claim any regularization of their services or enhancement in their wages, payment of salaries allowances to the cleaners would be the responsibility of the cleaning agency and as per wages prescribed by Delhi Govt.
4. Contract amount once agreed to by the cleaning agency, would not be increased during the entire period of contract.
5. Bidder should furnish & indicate (a) document of previous experience (b) Firm's registration certificate.
6. In case agency do not provide the services of 6 persons than amount of absentees will be deducted from the amount payable to it. The daily attendance of the sweepers will be checked by the Maintenance Officer of this museum. In the absence/ leave of Maintenance Officer, UDC/ Security Hawaldar of this museum will be preformed the duties.
7. The Crafts Museum, NHHM will at its own discretion accept or reject any bid/ quotations without assigning any reason therefore.
8. Cleaning agency is responsible to discharge all the statutory requirements under the Labour Act or any other Act enforce from time to time without any liability on the Crafts Museum or without any statutory compliance by the Crafts Museum, NHHM.
9. In case the cleaning agency fails in adhering the daily cleaning requirements at Crafts Museum, NHHM has to make alternate arrangements for daily cleaning, then cleaning agency would reimburse the cost of such arrangements.
10. Cleaning agency would be fully responsible for all acts of omission or negligence, dishonesty or misconduct of its cleaners for work at Crafts Museum, Pragati Maidan cleaning agency would indemnify NHHM. Against any compensation/ claim and damages etc due to accident or Injury to its cleaners or death due to accident or otherwise, which may arise out of and during the cleaner's duties Crafts Museum would not be liable to pay any damages or compensation to such cleaners or to third party.
11. A Demand Draft of Rs.1000/- (Rupees One thousand only) in favour of PAO Textiles New Delhi. On any nationalized bank payable in Delhi New Delhi should be furnished alongwith the bid/quotation as (E.M.D) earnest money deposit otherwise the quotation liable to be rejected. After selection the agency should be deposit a 5% of Annual contract amount as a security deposit. This will be returned on expiry of the contract. No interest will be paid on this amount.

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12. In case of any complaint, either as regards the nature of service or as regards the behavior of cleaners on duty or otherwise. Cleaning agency would be intimated and is expected to take corrective measures promptly.
13. Cleaning agency would put up its bill for the amount agreed per month for rendering of cleaning services at Crafts Museum on the last working day of the month for payment on time alongwith the attendance sheet duly certified by the maintenance officer.
14. Tenders from only those firms will be entertained which are registered for the subject.
15. Monthly contract charges will be paid at the end of each completed month on receipt of invoice along with the satisfactory certificate duly counter signed by Administrative Officer.
16. Crafts Museum NHHM reserve the right to terminate the contract at any time without any prior notice, without assigning any reason.

The tenders should also clearly mention in the tender that the above said terms & Condition are acceptable to them.

(Bharat Bhushan)
Administrative Officer