

F.No.D-D.31020/1/2023-Admn  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Staff Selection Commission (ER)

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8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace,  
234/4, A.J.C. Bose Road,  
- 700020

Dated, the 11<sup>th</sup> January, 2023

**NOTICE INVITING LIMITED TENDER ENQUIRY FOR PROVIDING  
THE SERVICES OF SWEEPING AND CLEANING WORK**

Sealed quotations are invited from interested firms/agencies for providing the services of sweeping and cleaning work in the premises of the office of Staff Selection Commission (Eastern Region), Govt. of India, Department of Personnel & Training, located at 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata – 700020 as per Tender Documents.

2. Interested firms/agencies may send sealed quotations along with name and address of bidder to the aforementioned office latest by **19<sup>th</sup> January, 2023 on or before 10:00 A.M.** The quotations will be opened on the same day i.e. **19<sup>th</sup> January, 2023 at 03:00 P.M.** in this office premises in the presence of the representations of the interested firms/agencies, if they so desire. The detailed Scope of Work, Terms & Conditions governing the LTE etc. are given along with this Notice Inviting LTE.

3. This issues with the approval of the Regional Director (ER).

Encl: Tender Documents

*P. Chanda*  
(Probal Chanda)  
Deputy Director

**LIMITED TENDER NOTICE FOR OUTSOURCING OF CLEANING AND SWEEPING SERVICES ON ANNUAL CONTRACT BASIS**

The Staff Selection Commission (ER) Kolkata intends to avail the services of an agency for cleaning and sweeping services along with manual sanitization of its office premises.

2. Accordingly, sealed tenders are invited from reputed and experienced agencies for outsourcing of cleaning and sweeping services and manual sanitization of the office premises of Staff Selection Commission (Eastern Region), comprising of about 6714 square feet, for one year from the date of awarding the contract.

3. Interested agencies, registered with EPF & ESI authority, who are experienced in providing cleaning, sweeping and manual sanitisation services to Government office/PSU etc, having at least **100 staff/workers** in their roles and having a **minimum 1 crore turnover during last 3 years** and are willing to comply with the 'Terms and Conditions' annexed to this Notice, may submit the Limited Tender Forms (duly filled in) to this office. The duly filled in Limited Tender Forms should be placed in a sealed cover, superscribed – "Limited Tender for outsourcing of cleaning and sweeping services" and should reach this office by **19<sup>th</sup> January, 2023 on or before 10:00 A.M** . The Limited Tenders should be addressed to the Regional Director, Staff Selection Commission (ER), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020.

4. **Terms & Conditions:**

- (i) Registered office of the Service Provider should be at Kolkata or its adjoining districts.
- (ii) The bidders are asked to quote their rate only per square foot per month basis and not based on number of persons to be deployed or per person basis.
- (iii) The method of selection should be L-1 i.e. the bidder quoting the lowest basic rate per sq ft. (excluding GST but including all charges and costs relating to EPF, ESI. etc.) will be selected subject to fulfilment of other 'Terms and Conditions' stated in this notice.
- (iv) All charges/costs etc. towards EPF and ESI etc. in respect of Personnel to be engaged should be factored in the basic rates being quoted on per sq ft per month basis .No extra amount towards such heads would be payable over and above the rates thus quoted.
- (v) No escalation of price whatsoever would be allowed during the pendency/currency of the contract.
- (vi) Requisite articles for cleaning will be provided by the Department.
- (vii) Rates and quotations should be submitted and signed by the firm with its current registered address.

- (viii) The rates shall be valid till the end of the contract.
- (ix) The Service provider must comply with the rates /quotations, specification and all terms and conditions of contract. No deviation in the terms of the contract shall be entertained unless specifically mentioned by the service provider in the rates/quotations and accepted by the undersigned.
- (x) The contract to be entered into shall remain valid initially for one year from the date of awarding the contract and may be extended with the mutual consent of the service provider and this office. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the service provider.
- (xi) The Commission will not in any case be liable for providing employment or other facilities as are given to the Central Govt. employees to the safaiwala/cleaning personnel to be deployed by the vendors at any time. The vendors would themselves be liable to comply with all the clauses of various Labour Laws and Workmen Compensation Act, etc. as applicable from time to time.
- (xii) The service provider shall take insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act 1948. The Service provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. This Office shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this Office, the same shall be reimbursed/indemnified by the service provider. The service provider is responsible for all statutory dues/liabilities etc. and department shall have no responsibility/ in this regard, whatsoever.



- (xiii) Service provider shall be directly responsible for any/all dispute arising between him/her and his/her personnel and keep the office of SSC(ER) indemnified against all action like losses damages expenses and claims whatsoever arising thereof.
- (xiv) Service provider shall be solely responsible for timely payment of wages/salaries, other benefits and allowances to his personnel that might become applicable under any act or Orders/ rules of the Government.
- (xv) Service provider shall be responsible for efficient and proper upkeep of furniture items, gadgets and any other appliances during cleaning/dusting. Damage caused to any article due to negligence of sweeping staff shall be liable to be compensated by the vendor.
- (xvi) The bidder should pay to their personnel a minimum wages at the prevailing rate as fixed under MINIMUM WAGES ACT, amended from time to time. Any breach of this condition will be liable for termination of the contract and the same would be dealt accordingly. Besides ESI and PF per head at the current rate should be paid by the bidder every month as per existing Rules. The bidder should have Professional Tax Clearance Certificate.
- (xvii) It is the responsibility of the service provider to deploy adequate number of personnel for execution of the job to the full satisfaction of this office.
- (xviii) Prior to deployment of any new staff, the service provider should provide the name, identity proof (Aadhar number) and recent photograph of the personnel.
- (xix) Service provider shall be fully responsible for theft, burglary, fire or any mischievousness by his staff.
- (xx) Staff Selection Commission (Eastern Region), Kolkata reserves full rights to accept or

reject all or any of bid in part or full without assigning any reasons whatsoever.

- (xxi) Incomplete bid / bids received after the prescribed date and time, shall be summarily rejected.
- (xxii) Sub-contracting of the work of any sort will not be allowed.
- (xxiii) **The cleaning personnel will have to be present in this office in all working days and also on any holiday/saturday/sunday (as and when required by this office) from 6 A.M to 10 P.M. complying with various Labour Laws and Workmen Compensation Act, etc. as applicable from time to time.**
- (xxiv) **For further details, for the purpose of inspection or any clarification, interested parties may contact the Administration Section, SSC(ER), Kolkata during office hours from the date of issue of the limited tender notice till submission of limited tender form.**
- (xxv) **All the pages of the documents submitted in response to the Notice Inviting Limited Tender shall be numbered sequentially and all pages and annexure shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract;**
- (xxvi) **The acceptance of the offer made by the bidder will be deemed as a contract;**
- (xxvii) SETTLEMENT OF DISPUTE: The Commission and the contracted Vendor shall make every effort to resolve amicably by direct negotiation any disagreement or dispute or misunderstanding arising between them in connection with the service rendered and claims of payments etc. Any unresolved dispute would be referred to a mutually agreed arbitrator or as to be decided by the Regional Director, SSC (ER) in case of disagreement. Further, all disputes are subject to jurisdiction of Calcutta High Court.
- (xxviii) SECURITY DEPOSIT: Before signing of the contract the successful bidder shall provide a performance bank guarantee/demand draft/FDR as security cover for an amount @ 3% for the quoted amount, from a Nationalized Bank in favour of Regional Director, Staff Selection Commission (Eastern Region). The Security deposit shall be valid for the full period of contract from the date of contract. Security Deposit will be refunded after completion of contract and on

providing satisfactory services.

- (xxix) In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, if the Tenders withdraw or modify their bids during the period of validity etc., they will be suspended for the time specified in the tender documents.

**5. The following documents should be furnished along with tender documents:-**

- (i) Non-relationship Certificate with Commission's staff
- (ii) Supporting documents w.r.to points 6 to 13 of the Limited Tender Form
- (iii) An undertaking w.r.to point 14 of the Limited Tender Form

**Note:**

- (i) Please read carefully the "TERMS & CONDITIONS" while submitting the offer;
- (ii) Rates offered will be inclusive of GST and all other charges relating to EPF, ESI etc.

**6. SCOPE AND SCHEDULE OF WORK FOR CLEANING & SWEEPING SERVICES ETC.**

**A. SCOPE OF WORK:**

- i. The prime object of cleaning and sweeping service is to maintain the entire premises in a clean and tidy condition from the hygiene/Swachhata point of view.
- ii. The broad details of work covered under the scope are enumerated as follows:
  - a. Cleaning, sweeping and wiping of entire area of 6714 sq.ft. and other articles of decoration in the office;
  - b. Manual sanitization of entire area of 6714 sq.ft.;
  - c. Cleaning and brooming of ceiling (covering the entire 6714 sq. ft. floor area);
  - d. Cleaning and dusting of furniture like table, chairs including upholstery, visitors' chairs, sofas, almirahs, file cabinets including photos, pictures, lights, fans, walls, files; electronic gadgets like computers, telephones, fax machines, photocopier machines, printers, scanners, air conditioners, etc., the doors, windows, curtains, partitions including the particle board, glass, partition glass, window panes, window sill and aluminum channels in the entire office.
  - e. Thorough cleaning of toilets/urinals has to be done using required disinfectant materials like phenyl four times a day and more often and by putting naphthalene balls in all the urinals and air purifiers in the toilets and also cleaning of all sanitary



- fittings, tiles and mirrors or the walls in the toilets.
- f. Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.
  - g. Waste papers, etc. accumulated in office area and in the waste paper basket are to be removed and disposed of at notified places;
  - h. Care should be taken that the furniture, gadgets and other appliances are not tampered/damaged with during the cleaning work.

**B. JOBS TO BE CARRIED OUT DAILY:**

- i. Cleaning of toilets, washbasins & other fittings, removing unwanted materials with phenyl four times in a day.
- ii. Cleaning and mopping of entire floor area of 6714 sq.ft. with phenyl four times a day.
- iii. Manual sanitization of entire office four times a day;
- iv. Collecting waste paper, unwanted materials and its disposal at indicated locations twice a day
- v. Cleaning and dusting of furniture like table, chairs including upholstery, visitors' chairs, sofas, almirahs, file cabinets including photos, pictures, lights, fans, floors, walls, file; electronic gadgets like computers, telephones, fax machines, photocopier machines, printers, scanners, air conditioners etc., the doors, windows, curtains, partitions including the particle board, glass, partition glass, window panes, window sill and aluminum channels in the entire office twice daily (before and after office hours);.
- vi. Cleaning and brooming of ceiling (covering the entire 6714 sq. ft. floor area) twice a day (before and after office hours);
- vii. Cleaning of windows in the toilet and removing of all dust in the toilet once a day.
- viii. Liquid soap, naphthalene ball and deodorant block etc. are to be placed in the

toilets/ washrooms and replaced periodically.

**C. JOBS TO BE CARRIED OUT WEEKLY:**

- (i) Washing of floors in the entire office area with detergent/vim/soap/disinfectant and water.
- (ii) Removal of cobwebs in the corridors, rooms, store rooms, chambers and lavatories.
- (iii) Removal of dust accumulated on the walls, window panes and ventilators in the toilets.

**D. MISCELLANEOUS CONDITIONS:**

- (i) Sweeping/ cleaning of all parts as per specification vide the items of schedule shall be completed before in time every day.
- (ii) Manpower required for execution of the entire work including transport shall be arranged by the service provider. In case particular work-person remains absent due to one reason or other, it would be the responsibility of the service provider to provide another work-person in his/her place.
- (iii) The service provider shall, on award of the contract, furnish the list containing names and address of the workmen sent to Staff Selection Commission (ER) Kolkata for housekeeping services.
- (iv) The services provided by service provider shall be to the satisfaction of Staff Selection Commission (ER) Kolkata.
- (v) The service provider shall have no claim against Staff Selection Commission (ER) Kolkata in respect of any work, which has been withdrawn or not actually done.
- (vi) The service provider shall maintain an Attendance Register of Personnel. The above register of personnel shall be subject to check/audit by the concerned officer of Staff Selection Commission (ER) Kolkata. The personnel will render services on all working days and any other day as may be required, excluding holidays which are mandatory under labour laws. They will maintain cleanliness of toilets, lavatories, pantry, floors, etc., and will attend to any unforeseen job as well as exigency of work. No extra payment for this shall be made. The rate of items of scheduled work includes the cost of this provision as well.



- (vii) The service provider shall comply with all the relevant statutory conditions and all the disputes arising out of noncompliance of relevant statutory provisions, if any, has to be dealt with by the service provider alone and the department will not be a party in such cases.

7. **TERMS OF PAYMENT:**

- (i) Payment shall be made subject to submission of bill in triplicate by vendor and after verification of performance by this office. The vendor shall be responsible for timely submission of bills by the first week of the following month. In the event of any unsatisfactory work done as to be established on verification by the officer in-charge concerned, the workman would have to be changed by the vendor immediately within 03 days.
- (ii) Payment of GST will be the responsibility of the service provider.
- (iii) The service provider shall make regular and full payment of labour charges, salaries and other payments as due, as per labour laws to his/her personnel deputed under services contract and furnish necessary proof whenever required.
- (iv) Any complaint regarding non-payment of wages to the personals deployed by the service provider may result in termination of the contract.

8. **PENALTIES:**

- (i) In the event of failure to maintain the housekeeping services on any day up to the desired standard, in part or full the service provider is liable to be penalized @ Rs. 1000/-(Rupees One thousand only) per day which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Staff Selection Commission (Eastern Region) will be final and binding on the service provider and shall not be subject to dispute or arbitration.
- (ii) The service provider shall ensure that peace and order is maintained in the premises.
- (iii) The service provider would ensure that all his personnel would behave courteously and decently with employees of the Staff Selection Commission (Eastern Region) and visitors

to the office and also ensure good manners.

9. **CHARGES AND PAYMENTS**

Bills chargeable to SSC(ER) Kolkata shall be paid after every month of services rendered if found in order. In case of any complaint of non-fulfilment or any obligation under the contract, the SSC(ER) Kolkata reserves the right to deduct the penalties/payments from the service provider from monthly bill(s).

10. **BID SECURITY DECLARATION**

I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

We agree to the above terms and

conditions. Signature with Date

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Name of the Firm

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**LIMITED TENDER FORM**

1	Name of the Organization/firm	
2	Name(s) of the proprietors/Director	
3	Registered address	
4	Aadhaar No.	
5	Telephone No. Fax No.	
6	Registration No. of the firm ,if registered with the Central/State Labour Commissioner(with details)	
7	Permanent Account No. of the firm(PAN)	
8	Provident fund number allotted by Regional Provident Fund Office.	
9	ESI Registration. No.	
10	Total number of staff/workers employed by the firm.	
11	Previous proof of supply of services. (In other Govt. depts. /PSUs etc.)	
12	Annual turnover for the last three years	
13	Whether possess Professional Tax Clearance Certificate	
14	Tender/Bidder shall give a declaration that no police/criminal/any other offence cases pending against the agency.	
15	Rate per square feet per month excluding GST but including all charges relating to EPF,ESI etc relating to worker to be engaged (No. of workers to be provided is to be mentioned. However quotation is to be strictly per square feet per month)	Rate per Sq.ft/month (in Rs.) (including GST)
		Total Rate per month (rate quoted per Sq.ft for 6714 Sq. ft.) (in Rs.) (including GST)

**DECLARATION**

I/We hereby certify that the information furnished above is full and correct and best of my/our knowledge. I/We understand the in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted and will not be engaged by the department in future.

Signature of Authorized Signatory with Date .....

Name of the Firm .....

Seal .....

**(All Columns must be filled)**