

Enquiry No.	OIL/62/07-Enq 416
	Date 03.08.2009
Bid Closing date	27.08.2009
Bid Closing Time	2.30 P.M.
Bid Opening date	27.08.2009
Bid Closing Time	3.00 P.M.

Sirs,

- 1.0 Oil India Limited (OIL), a Govt. of India Enterprise, invites sealed quotations for the services of professional house keeping of its office at Plot No.19, Sector 16-A, NOIDA, UP, 201301 . The detailed scope of work is enclosed vide Annexure-I. The Broad Terms & Conditions of the Contract are detailed vide Annexure - II. You may submit your most competitive offer in the enclosed format vide Appendix – A, in a sealed envelope super scribing the following details on the right hand top corner:

OIL's Enquiry No. _____
 Bid closing date _____
 Brief description of the job _____
 Bidder's Name _____

- 1.1 Offers must be addressed to:
Senior Adviser(C&P)
Oil India Limited
Plot No. 19, Sector-16A,
NOIDA-201 301
- 1.2 The sealed envelope containing the offer must be delivered at the Office of Senior Adviser (C&P) at above address latest by 2.30 PM on the Bid Closing Date.
- 1.3 Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of Senior Adviser (C&P) at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.
- 1.4 In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date / time will get extended upto the next working day.

- 1.5 Offers or modifications to offers received after the Bid Closing time / date will not be considered. No unsolicited correspondence after submission of the offer will be taken into cognizance.

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- 2.0 All entries in the offer must be made in English. The offered rate must be firm and shall be both in figures and words. Deviations/conditions, discounts if any, should be high-lighted. Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all charges / expenses for completing the job in all respect at the required place / location.
- 2.1 **The quoted Rate shall remain firm throughout the duration of the Contract.**
- 2.2 **OIL reserves the right to split the work between more than one bidder at its sole discretion.**
- 2.3 **Validity:** Offers must be valid for acceptance for a minimum period of 60 (Sixty) days from the Bid Closing date.
- 3.0 Offers must conform in all respects to the terms & conditions of the Enquiry. Deviations, if any, must be clearly and specifically stated, in Appendix-A.
- 4.0 OIL reserves the right to reject any or all tenders or to accept any tender either in full or in part without assigning any reason whatsoever. OIL also reserves the right to accept more than one offer and to split the services amongst two or more Contractors.
- 5.0 By submitting a bid for the work, a bidder will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that the rate quoted by him in the bid will be adequate to complete such work according to the specifications and conditions attached thereto and he has taken into account all conditions and difficulties that may be encountered during its progress, which shall include cost of labour, materials with taxes, sales tax on works contract, octroi and other duties, load, lift loading

and unloading freight for materials, and all other charges necessary for the completion of the work, to the entire satisfaction of OIL.

- 6.1 The bidders may contact, CE(Civil) / Sr.M(Admn) at OIL's Office at Sector-16A, NOIDA for further details and clarifications if any.

7.0 **BID SECURITY & OTHER DOCUMENTS**

- 7.1 Bids must be accompanied by Bid Security for an amount of Rs.10,000.00(Rupees Ten Thousand) only and shall be in one of the following forms:

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- i) A Bank Guarantee (as per format enclosed vide Annexure-III) from any scheduled Indian Bank with a validity of at least 5 (Five) months from the date of Bid Closing and shall be enforceable at New Delhi.
 - ii) A Cashier's Cheque payable to OIL INDIA LIMITED, New Delhi.
 - iii) A Bank Draft in favour of OIL INDIA LIMITED and payable at New Delhi.
- 7.2 Unsuccessful bidder's Bid Security will be returned soon after the finalization of this Enquiry.
- 7.3 Successful bidder's Bid Security will be returned after receipt of Performance Security from him / them.
- 7.4 Bid Security will not accrue any interest.
- 7.5 The Bid Security will be forfeited :
- i) If a bidder withdraws his bid during the period of validity of bid or
 - ii) If the successful bidder fails to furnish the Performance Security / accept the Contract within 10(Ten) days of award of Contract.
- 8.0 **Bid Rejection Criteria**

- 8.1 Any bid not accompanied by a proper Bid Security in the above form will be rejected.
- 8.2 Conditional offers will be liable for rejection.
- 8.3 Bids with inadequate validity will be rejected.
- 8.4 Bids received after Bid Closing date and time will be rejected.
- 8.5 Bids received from unsolicited Parties will be rejected.
- 8.6 Bid shall contain no interlineation, erasers or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person signing the bid. Any bid not meeting this requirement shall be rejected.
- 8.7 Bids containing incorrect statement and / or incomplete information will be rejected.

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9.0 **Performance Security Deposit:**

- 9.1 Successful bidder shall be required to furnish a Bank Guarantee towards Performance Security, for an amount equivalent to 10% of the total estimated Contract value. The Bank Guarantee shall have to be furnished within 10 (Ten) days from the date of receipt of the notification of award of Contract, failing which the award of Contract may be cancelled. The Bank Guarantee issued by any Nationalised Bank should be kept valid for one more month than the validity of the Contract and extensions thereto. A format of Bank Guarantee is enclosed herewith vide Annexure-IV.
- 9.2 The Bank Guarantee will be discharged after successful completion of the Contract and subsequent extensions if any. In the event of default in the execution of the Contract by the Contractor as per the terms and conditions of the Contract, the Bank Guarantee will invoked either in part or in full.

- 9.3 The proceeds of the Performance Security shall be payable to Oil India Limited as compensation for any loss resulting from the Contractor's failure to complete his obligations under the Contract.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

(A K Khatoniar)
Sr.Manager (Contracts)
for Senior Adviser (C & P)
or Chairman & Managing Director

Encl: As above

Annexure-I
OIL 62/7/ENQ-
Scope of Work

SCOPE OF HOUSEKEEPING SERVICES

Carrying out the following sanitorial services in the entire office premises of Oil India Limited, at Plot No.-19, Sector-16A, NOIDA, consisting of all rooms, passage, pantry, toilets, conference room, board room including supplying and using necessary consumable items, equipment, tools and vacuum cleaners etc. of approved make including supplying adequate

number of labourers 16 (Sixteen) unskilled labours and 2 (two)supervisors and all consumable materials of approved quality to the entire satisfaction of the company(OIL).

1.0 **DAILY CLEANING SCHEDULE**

Cleaning of floors of office area, reception, rooms, halls, passages, lobbies, utility area, staircase, pantries including removing stains, mud, sweeping, brushing, wet mopping, cleaning bins, dirt catcher, paved areas, gratings – with approved quality, dry/liquid detergents, chemicals, soaps and disposal of garbage at disposal points and all jobs as directed “ONE TIME DAILY AND AS AND WHEN REQUIRED DURING THE DAY”.

1.2 Toilets (officers and staff) – cleaning floor, skirting, wall cladding, doors, cisterns, vitreous partitions, WCs, wash basins, urinal basins, CP fittings/fixtures with approved quality dry/liquid detergents, chemicals, soap, phenyl, air purifier, naphthalene balls, sanitary cubes, toilet papers, liquid soap, washing, wet mopping, cleaning with brooms, brushers, removing stain, removing dirt, disposal at disposal points and all jobs as directed “TWO TIMES DAILY AND AS AND WHEN REQUIRED DURING THE DAY”.

1.3 Dusting of all fixtures like doors, windows, furniture, exposed surfaces of partitions, glass partitions, Venetian blinds, chairs, tables, cupboards, racks, switches, switch plates, AC grills, water dispensers, televisions, computer, telephone instrument with damp and dry duster and all jobs as directed “ONE TIME DAILY AND AS AND WHEN REQUIRED DURING THE DAY”.

2.0 Sweeping/cleaning of the parking lots and open areas around the building inside the compound including compound lights, main gates, grills, security hut etc.

- Note :
- (i) The daily cleaning activities shall be completed before 9.00 a.m
 - (ii) Disposal of garbage/rubbish daily in the presence of security guard.
 - (iii) The garbage/kitchen waste/ and other disposal items should be removed to the nearby authorized Noida Authority’s garbage collection point.

3.0 **WEEKLY SCHEDULE OF ACTIVITIES (SATURDAYS AND SUNDAYS)**

- 1) Specialized cleaning of all floor space including corners, niches, area below the furniture and other jobs as directed.
- 2) Specialized cleaning of glass panes of windows both from inside and outside, all glass/low/high partitions, doors, shutters, panels, door handles, knobs, to remove stains, dirt with approved quality consumables.
- 3) Specialized cleaning of toilets to remove stains
- 4) Specialized cleaning of loose items like photo frames, planters, panel boards, fire extinguishers, clocks.
- 5) Polishing of all name plates with approved quality material.

4.0 **MONTHLY SCHEDULE OF ACTIVITIES (ONCE IN A MONTH)**

1. Cleaning of exposed surfaces of electrical fixtures like AC grills, ducts, lighting, fans – dusting, brushing, removing stains, soot's, cobwebs, dusting, cleaning with consumables of approved quality and as directed.
2. Thorough and specialized cleaning of all wall paneling, top surface areas of high partitions with approved quality of consumables and as directed.
3. Professional cleaning of Structural Glass façade, Aluminium cladding, stone grit surface and Texture paint surface on the external façade of the building complete including deployment of experienced manpower and supply of all access equipments (returnable basis) and cleaning materials.
4. The contractor will have to provide the following Accessories, Equipments, Tools and Cleaning fluid for cleaning of the external façade of the OIL HOUSE.
 - (a) SPIDERMAN EQUIPMENT AND ACCESSORIES (Specially designed and patented for Man Riding as per EN-892 and EN-1891)
 - (b) SECONDARY SAFETY DEVICE (Rope Grab fall arrestor conforming to EN 353-2)
 - (c) CLEANING TOOLS : Squeegees, Window washer and Scrapper etc.
 - (d) CLEANING FLUID : Spray of Amway or Duz All of Modicare for glass and Aluminum clad surface cleaning.

ANNEXURE-II

OIL 62/7/ENQ-330

GENERAL CONDITIONS

[A]

1. The time schedule for the daily cleaning will be arranged in such a manner so that at least one worker in each floor is available from 7 am to 7 pm daily. The required number of persons to be deployed is 16 nos. unskilled & 2 supervisors. For structural glass facade cleaning, expert manpower as required will have to be deployed.
2. The supervisor should prepare a check-list chart and inspect the daily cleaning jobs. The supervisor should have the check-list/inspection chart counter signed by the authorized representative of our office.
3. The workers should wear distinctive uniform while carrying out the cleaning jobs inside the office.
4. All the house keeping jobs will be carried out as per the requirement of Oil India Limited.
5. All the jobs are to be carried out by professional/experienced personnel who are well versed with these jobs.
6. The material/consumables/tools required for housekeeping are to be provided by you. All the material used for housekeeping will be of the best quality and approved by Oil India Limited.

[B] **OIL shall have power to:**

1. Deduct such amount as deemed appropriate in case the contractor fails to deploy the required manpower and or are absent for part of the day.
 2. Order the Contractor to remove or replace any workman who is considered incompetent or unsuitable. OIL's decision as to the competence and suitability of any workman engaged by you shall be final and binding on you.
- 3.0 **Duration of the Contract** : The duration of the contract will be for a period of 2(two) year effective from 01.10.2009 till 30.09.2011. However, the contract may be extended for a further period of 1 (one) year at the same rate, term and condition at the discretion of OIL.

- 4.0 **Termination** : Oil India Limited reserves the right to terminate the contract at any time with one month notice in writing. In the event of the termination of the contract. Oil India Limited shall pay you for the services already rendered prior to such termination. You shall have no claim for any compensation arising out of such termination.

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- 5.0 **Rates** : The bidders to quote their rates as per the format attached vide Appendix –A. The rates should be inclusive of consumables (as indicated in para 13, Annexure-II) taxes and duties as applicable. Rates shall remain firm through out the duration of the contract and the extended period if any. No increase in rates, whatsoever may be the reason, shall be entertained by OIL.

- 6.0 **Payment terms**: The contractor shall submit their bill for the services rendered as per contract in the following month on a monthly basis and payment will be released within 30-days from the date of receipt of your undisputed bill. Payment will be released after deduction of taxes, penalty etc. if any.

- 7.0 **Compensation for damage**: Claim for damage done to any of our items like furniture, photo-frame etc. by contractor's workmen due to their negligence shall be deducted from monthly bill.

8.0 **Penalty / Liquidated Damage :**

- 8.1 In the event the quality of the job though acceptable but not upto the required standard, OIL shall have the right to reduce the rates proportionately (upto a maximum of 7.5% of the total contract value).

- 8.2 In the event of the contractor's failure to deploy the required manpower, or their worker remains absent either for the full day or part thereof, pro-rata deduction will be made from your bills. In this regard OIL's decision will be final and binding.

9.0 **SPECIAL CONDITIONS**

- 9.1 The Company reserves the right to ask the contractor to do more quantities than mentioned in Scope of work of this contract at the same

rates, terms and conditions to which the contractor shall have no objection.

- 9.2 Efficient workmen to be engaged by the contractor.
- 9.3 OIL reserves the right to get the part or whole work completed through other agencies under the contractor's risk and cost, if the contractor fails to carry out the work within the stipulated time without any valid reason. The Company's decision shall be final and binding on you.
- 9.4 The Contractor and their workmen should strictly observe the safety/precautionary rules as per relevant Govt. Acts/Rules while executing the work.

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- 9.5 The contractor shall indemnify OIL from any claim(s) made by their workmen under the statutory Act. Applicable to works contract labour such as,
 - i) Contract Labour Regulation & Abolition Act, 1971,
 - ii) Payment of Wages Act.,
 - iii) Payment of Bonus Act.,
 - iv) Minimum Wages Act.,
 - iv) Such other Act(s) applicable to deployment of Contract Labour
- 9.6 All statutory taxes/levies by the Central, State Government or any other competent authority from time to time will be borne by the contractor and the amount specified in the contract shall be inclusive of all tax liabilities. In case of any doubt or dispute as to the interpretation of any clause herein contained the decision of the Company shall be final and binding on you.
- 10.0 OIL reserves the right to increase or decrease the quantum of work mentioned in the contract, at the same rates, terms and conditions, for which the contractor shall have no objection. The contractor will be paid for the actual quantity of work executed at the directions of the Company and at the rates approved in the Contract.
- 11.0 In case the contractor abandon the contract, then the Company shall have the right to get it executed through any other agency at their risk and cost. The difference in cost so incurred by the other agency, if any, shall be recovered by the Company from the contractor's dues/bills.

12.0 **Arbitration:** All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the contract or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings. The venue of arbitration shall be New Delhi.

13 LIST OF ESSENTIAL MATERIALS
(QUALITY TO BE APPROVED BY OIL INDIA LIMITED)

Phenyl	Yellow Duster	Jhala brush
Cleanzo	Toilet Liquid Soap	Toilet Brush
Liquid cleaner	Room spray	Plastic Juna
Vim	Brasso	Steel wool
Floor wipers	Harpic	Floor duster
Glass cleaners	Tissue Paper	Odonil
Phool Jharu	Acid	Narial Jharu
Table duster	Napthalene Balls	Toilet Paper

Note : The above list is only indicative but not exhaustive

APPENDIX –A

SCHEDULE OF RATES

Price Schedule

Sl.No.	Particulars	Rates (Rs)	Total amount (Rs)
1	Total cost per month inclusive of cost of materials, labour charges, taxes etc. for daily cleaning, weekly cleaning and		

	monthly cleaning charges as indicated in the scope of services para 1, 2 , 3 & 4.		
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List of parties to whom the Enquiry issued

- 1. M/s Teleclean Corporation
944, Laxmi Complex, 3rd Floor, Flat No.9, Nehru Road,
Arjun Nagar, Kotla Mubarak Pur, New Delhi 110 003.**

- 2. M/s BVG India Ltd.
No.64, L.G.F. World Trade Centre, 28, Barakhamba Road,
New Delhi 110 001**

- 3. M/s Sakley's Hospitality Services
1913 Sector 23
Gurgaon -122 001**

- 4. M/s Multiedge Services
B-74, Okhla Industrial area, Phase -II
New Delhi 110 020**

- 5. M/s Group 4 Facility Services (P) Ltd.
Panchwati 82-A, Sector -18
Gurgaon- 122 016 (Haryana)**

- 6. M/s Bharat Vikas Utility Services Ltd.
10, Devika heights
Shivaji Nagar
Pune - 411 005**