

INDIAN RED CROSS SOCIETY
NATIONAL HEADQUARTERS

NOTICE INVITING QUOTATIONS

Sealed quotations are invited on behalf of the Indian Red Cross Society, 1 Red Cross Road, New Delhi from the contractors with valid registration with Ministries/ Government Departments like CPWD, State/U.T. PWD, any Central PSU, MES, Indian Railways & Postal Department etc. for the work of **Annual Contract of cleaning, upkeep and maintenance of Indian Red Cross Society, Headquarters Building and residential complexes at Kaka Nagar and Sarojini Nagar during year 2025-26.**

Estimated Cost - Rs.36,48,696/- per year
Time period - 12 months

Last date of receipt of quotation on 20.03.2025 by 3.00 PM. For details visit our website www.indianredcross.org.

(A.N Narayanan)
Officer on Special Duty
Indian Red Cross Society

INDIAN RED CROSS SOCIETY
SCHEDULE OF QUANTITIES

Subject: Annual Contract of cleaning, upkeep and maintenance of Indian Red Cross Society, Headquarters Building and residential complexes at Kaka Nagar and Sarojini Nagar during year 2025-26.

Estimated Cost - Rs.36,48,696/- per year

Time period - 12 months

S. No.	Description of Item	Quantity/ Period	Unit	Rate (Rs)		Amount (Rs)
				In figures	in words	
1.	Cleaning in all respect of Corridor, Stair case, Balconies and other Common Area of the Building on all side, Office wall tiles, floors, counter etc. and all sanitary fittings at the Building from basement floor to terrace floor (5 storey building) i/c inside office area and its premises etc. complete i/c operation & maintenance of T & P & machines and to the entire satisfaction of Engineer-in-charge by engaging manpower on required working hours 11 nos. Safai Wala + 1 Supervisor					
	(a) Safai Wala	11 nos. For 12 months	Per Month			
	(b) Supervisor	01 no. For 12 months	Per Month			

1. The above rates are including of EPF contribution which shall be reimbursed on production of receipts.
2. The agency shall be responsible for all claims, damages, or compensations under provision of payment of wages ACT 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workman compensation Act 1948, Industrial Disputes Act 1947 and the Maternity Benefit Act 1961, Delhi Shops and Essential commodities Act or any modification thereof or any other law relating thereto and rules and made hereunder from time to time pertaining to labour.
3. The quoted rates shall be included of GST and the same shall be paid as per prevailing government rules amended from time to time.
4. The duty hours of labours are variable according to requirement i/c holidays and shall be deployed as per direction of Engineer-in-charge.

-
Officer on Special Duty
Indian Red Cross Society

Receipt of Deposition of EMD: -

-
Name of Work: Annual Contract of cleaning, upkeep and maintenance of Indian Red Cross Society, Headquarters Building and residential complexes at Kaka Nagar and Sarojini Nagar during year 2025-26.

Annual Contract of cleaning, upkeep and maintenance of Indian Red Cross Society, Headquarters Building and residential complexes at Kaka Nagar and Sarojini Nagar during year 2025-26.

Estimated Cost: Rs.....

Amount of Earnest Money Deposit: Rs.....

Last date and Time submission of EMD up to 3.00 PM on 20.03.2025.

1. Name of Contractor
2. Amount of original Bank Guarantee Earnest Money deposit
3. Date of Submission of EMD

Signature of Agency

Terms and Conditions

A. JOB

Housekeeping/Cleaning, Caretaking Services of IRCS building, New Delhi.

B. BUILDING

1. Entire building is located at 1, Red Cross Road, New Delhi.
2. The premises consist of a basement, ground floor, first floor to 5th floor, terrace.
3. The premises also include the roads, reception areas, adjoining verandahs, staircase, pantries common area, parking and any other work as directed by Engineer-in-charge (within boundary wall of IRCS buildings).

1. ADDITIONAL WORK

In case Engineer-in-charge, IRCS, requires assistance for any other work which does not fall in the Job contents of this contract, on any day, related within prescribed duty time, no extra payment shall be made.

2. MANPOWER

Tentative 11 nos. of Safai Wala (Approx.9 nos Male Safai Wala, 2 nos. Female Safai Wala),01 no. Supervisor shall be employed by the agency. The worker employed shall work under Supervision and control of Engineer-in-charge of work. The distribution of duty shall be as per direction of Engineer- in-charge. Above requirement is tentative which shall be finalized by Engineer-in-charge during the progress of work.

3. TIMING

The team shall be responsible for cleaning up the common area and toilet before starting office hours i.e. 9.30 AM daily and ensure cleaning is carried out a minimum of four times a day in all areas and as & when required

Scope of Work:

- (i) The total common area from Ground floor to 5th floor of building i/c dusting, mopping Cleaning & Swiping of all the media and other offices, basement, terrace & campus Area within the boundary wall to be cleaned on 6 days a week-Monday to Saturday excluding national holidays as per direction of Engineer-in-charge.
- ii. Front/Back roads/passage, reception area, adjoining verandahs, staircases, pantries, common area, parking area. The terrace of the building also needs to be cleaned.
- iii. All the common toilets on the 5th floor i/c toilets attach to the officer's room in IRCS have to be cleaned including W.C. pan, pedestal time basin, wall tiles with water and detergent daily as per requirement.

Housekeeping

Daily Services

- a. Removed of wastepaper, and any other garbage from all rooms, entire premises and lawns and stacked in the Main dustbin of IRCS Building.
- b. Cleaning dust bins at every floor, 3 times a day.
- c. Cleaning scrubbing of toilets, washbasins, sanitary fittings, and toilets, floors twice a day.
- d. Cleaning and mopping staircases, twice a day.
- e. Air freshener sprays in toilets and corridors at least twice a day.
- f. Re-stock toiletries in toilets after daily check-up in the morning afternoons and on a call basis during daytime.

- g. Common area in front of lift lobby to be cleaned/mopped continuously at all floors.
- h. To replace toilet rolls/tissue paper same shall supplied by this office as per requirements. Cleaning of all toilets is to be done 4 times a day.
- i. The agency has to ensure proper maintenance of Machinery & T &P deployed for housekeeping.
- j. Any other services as directed by an Engineer-in-charge.

Weekly Services to be carried out

(Any time, any day of work in consultation with JE (C) once a week.

- a. Cleaning of partitions, posters and paintings, wooden cupboards including adjustment in the common area.
- b. Bushing and vacuum cleaning if required to be carried out in common area.
- c. Removal of cobwebs.
- d. Window sponging and cleaning in the common area.
- e. Cleaning of dustbins and buckets with detergent in the toilet and in the common area.
- f. Cleaning of name plate.
- g. Disinfectant spray in common area.
- h. Cleaning of roof-top-preferably on Saturday and ensure proper drainage.
- i. Scrubbing of floors.

Additional Terms & Conditions

- 1.The enlistment of Contractor should be valid on the last date of submission of bids. In case the last date 20.03.2025 of submission of bid is extended, the bid should be valid on the original date of submission of bids.
2. The work in Estimated to cost of Rs36,48,696/- per year.
3. The eligibility of bidders will correspondence to the estimated cost put to the bid.
4. The time allowed for delivering the work will be 12 (Twelve) months from the first date of handing over of the site.
5. **EMD of Rs.72,974/- (Rupees Seventy-two thousand nine hundred and seventy-four only) in form & Demand draft or pay order or Banker cheque or fixed deposit Receipt (Drawn in favour of IRCS, New Delhi) shall be deposited along with the technical bid in Prescribed format (Enclosed) should be submitted at the time of technical bid.**
6. **Security deposit at the rate of 2.5% of the gross amount of the bill shall be deducted from each the running bill as well as the final bill of the contractor. This is in addition to be performance guarantee that the contractor is required to deposit as per terms & condition of NIT**
7. **Criteria of eligible for submission of bid documents.**
 - i. **Three similar works each of value not less than Rs14,59,478/- or two similar works each of value not less than or Rs.21,89,218/- one similar work of value not less than of Rs.29,18,896/- in Central Govt. / Central Autonomous Body/Central Public Undertaking /State Govt./State autonomous body / State undertaking works during last seven years ending previous day of last date of submission of bids. The experience certificate shall be issued by not below Executive Engineer (C) or equivalent without penalty. Similar work means House Keeping and Caretaking services work in office/Residential/Commercial/Hospital/Auditorium and other Building Complexes.**
 - (ii) **Valid enlistment order of the Contractor/Agency**
 - (iii) **Certificate of registration of ESI & EPF**
 - (iv) **Copy of bidder PAN CARD**
 - (v) **Certificate of registration for good & service tax (GST)**

8. The agency will engage Safai karamcharis for cleaning the area & making payment to them on the basis of minimum wages fixed by Department of Labour, Govt of NCT of Delhi, for unskilled workers / Supervisor/ Manager. The rates quoted will remain same till Department of Labour; revises the rates in respect of unskilled workers Supervisor Manager.

9. All the Safai Karam Chari must wear uniform & display name (in Hindi and English) on the shirt/uniform Which will be supplied by the agency. Uniforms should be cleaned daily for which charges will be borne by the Agency and not by the safai karamchari. For this bidder it is requested to include this amount in the financial bid. If on any day it is observed that safai Karamchari is/are not wearing proper/cleaned uniform, Rs.500/- per day safai karamchari will be deducted from the bill.

10. The bidder shall go through the instructions, forms, terms, conditions and specifications in the bidding Documents carefully. Failure to furnish any/all information required by the bidding documents or sub-mission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of its bid. The bids are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in.

11. After submission of the tender, the bidder shall not modify his offer & the terms & conditions thereof.

12. No subletting of contract will be permitted. The contract is liable to be cancelled forth with if subletting is Notice.

13. The tender shall be kept open for acceptance by the IRCS Committee up to 90 days.

14. The contract shall normally be awarded for a period of one year from the date of the award and extendable for one more year on mutual understanding and subject to satisfactory performance by the contractor.

15. The Engineer - In charge reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever & decision of the Engineer in charge in this matter shall be final and binding.

16. The rates quoted must include the compulsory contribution of Employee State Insurance and all such Mandatory contributions compulsory enforceable under the labour laws and Rules of the Centre and the Government of NCT of Delhi. The copy of ESIC etc. should be enclosed along with each and every bill failing, which the bill will not be cleared and kept pending. The quoted rates are exclusive of EPF contribution. The EPF contribution of the part of the employer in respect of this contract shall be paid by the contractor. These EPF contributions on the part of the employer paid by the contractor as per prevailing Statutory provisions amended from time to time shall be reimbursed by the Engineer-in-charge to the contractor on an actual basis. The contractor has to deposit a receipt of EPF paid along with respective accounts for reimbursement clearly showing the details of work & workers' names etc. complete as per the direction of Engineer-in-charge.

Apart from ESIC receipts enclosing along with the bill each and every month, the bidder should provide the Photocopies of Bank Accounts of safai karamcharies / supervisor/Manager to ensure that the wages are transferred to their accounts successfully. Failing the above details enclosed alongwith the bill, bill will not be cleared, and Tender may be rejected at any time without giving any prior notice during the contract period.

17. The contract shall be awarded to the lowest evaluated bidding meeting of all the terms and conditions of the tender, essentially relating to availability of requisite infrastructure / facilities.

18. Accepted the bid shall be communicated by the Engineer-in-charge the successful bidder by a formal letter of acceptance.

19. The agency shall have to deposit 5% P.G. of the tendered amount before the actual award of the work which will be released after Six month of successful completion of work. The P. G. in the form of Treasury Challan or Demand Draft or Pay order or Banker's cheque or deposit at call receipt or fixed Deposit receipt drawn in favour of IRCS New Delhi or Bank guarantee of any schedule bank shall be deposited in original in the office of IRCS.

20. Minimum monthly wages to be paid to the contractual manpower shall be regulated in accordance with the directions of Ministry of Labour & Employment, Delhi Government order No.F. No. (142)/02/MW/VII/Part File/5206-5224 dt. 23.10.2023 regarding minimum rates of wages. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages ESI etc. in respect of personnel deployed by it in IRCS building. All such statutory requirements must be carefully considered / incorporated while quoting the rates. Any statutory increase in minimum wages during the period of contract shall be reimbursed to the service provider

as per applicable laws during the contract period. Buyer shall pay the service provider the difference of increase of Safai Karamcharis /Supervisor/Manager on pro-rate basis. Any other extra payment towards payments to the engaged manpower shall not be accepted on any ground during the period of contract.

21. The contracting agency shall ensure payment of salary by the 7th of the succeeding month without uninitiated or unknown deductions through director transfer in Bank Account of housekeeping staff/laborer. A copy of such a transaction must be submitted to the office of the in charge along with each bill falling which will be kept pending till the copy is not submitted. No interest etc. will be paid for delaying of payment of bill to agency by this office.

22. The salary shall be disbursed to the workers through RTGS/NEFT or any other digital mode only. No cash payment is valid for payment in respect of this tender. As mentioned in above S. No.16 Bidder should provide details of salary/payment transferred to Safai Karam Chari/Supervisor/Manager and photocopies of Bank Accounts passbook along with the bill for payment of monthly bill.

23. The contractor shall not be allowed to utilize the service of any worker deployed for Housekeeping in IRCS, NHQ, for any other purpose.

24. The agency will be liable for a penalty for non-performance/misconduct on part of the employees deputed by them for the aforesaid work.

25. The contractor shall be liable for depositing all GST (Goods and Service Tax) on account of the service rendered by it under this contract to the concerned tax collection authorities from time to time as per the extant rules and regulations on the matters.

26. Payment in settle of the bills will be subject to the deductions of TDS at applicable rates,

27. The bidder should not be under liquidation; court receiver ship or similar proceeding should not be bankrupt. Bidder to submit undertaking to this effect with bid.

28. The contracting agency will ensure that employees are medically fit and free of any communicable diseases,

29. The contractor or the workers shall not misuse allotted to them for any purpose other than for which the contract is awarded.

30. The contractor should ensure that the workers are punctual and alert and vigilant in their performance or their duties. The contractor shall engage physically fit people, between the age of 21 and 45 years.

31. The office timing for the person deployed is 8 AM to 4 PM with lunch break from 1.30 PM to 2.00 PM. However, Engineer-in-charge reserves the right to deploy the worker on duty on weekends and holidays as also beyond office hours in shifts on requirements. No extra payment will be made to the contractor on this account. Any payment requirements. No extra payment will be made to the contractor on this account. Any payment required to be made by the bidder to the workers on this account shall be borne by the bidder.

32. In case of any loss, theft/sabotage to the personnel deployed by the contractor, office of the IRCS building. Reserves the right to claim/recover damages from the contractor.

33. Copy of Income Tax Return of the last three financial years (2021-22, 2022-23 & 2023-24) are required.

34. Two bid system is a two-bid system. Only the technical bids would be opened on the time and date mentioned in bid document. Financial / price bids of only those bidders will be opened, whose technical bids are found compliant / suitable after technical evaluation.

35. The bidders who are registered with the central purchase organization & Micro & small enterprise (MSE's as defined in MSE's procurement policy issued by the department of MSME) are required to meet all the eligibility criteria mentioned in the document. Also, all mandatory documents are required as per technical bid qualifying criteria failing which the bid submitted shall not be considered & liable to be rejected.

36. If any term of this document is conflicting then final decision will be of the Engineer-in-Charge and it shall be acceptable to the service provider.

37. Old, outsourced staff is to be retained preferably

38. In case of death of contractor

Without prejudice to any of the right or remedies vide this contract of the contractor dies the employer shall have the option of terminating the contract without compensation to the contractor.

Officer on Special Duty
Indian Red Cross Society

