

**CENTRAL GOVERNMENT EMPLOYEES**  
**WELFARE HOUSING ORGANISATION**

**NOTICE INVITING TENDER (NIT) FOR PROVIDING SECURITY AND**  
**HOUSEKEEPING SERVICES**

Central Government Employees Welfare Housing Organisation (CGEWHO), an Autonomous body under Ministry of Housing & Urban Poverty Alleviation, Govt. of India invites sealed quotations from registered, well-established and reputed agencies for providing security and housekeeping services.

2. Interested Firms/ Agencies, who have more than 5 years experience in the field as on 01.04.2014, can download Tender document containing detailed information and terms & conditions as per “**Annexure - I**” from CGEWHO’s website [www.cgewho.in](http://www.cgewho.in).

3. Quotation in sealed cover superscribed “**QUOTATION FOR SECURITY AND HOUSEKEEPING SERVICES**” in a two bid envelope system should be submitted by Speed Post/Registered Post / in person, addressed to the Project Manager, at the address given below.

CGEWHO Housing Project,  
Kendriya Vihar-I,  
Sector 4, Phase-I,  
Shradhapuri, Meerut (U.P.)

- Envelope I – Technical Bid containing all the documents as per Annexure – I, and
- Envelope II – containing the Financial Bid as per Annexure-II.

**The schedule of receipt of Quotations is as under :-**

Last Date and Time for receipt of : 02.05.2014 at 11.30 AM  
Bids/ Quotations

Opening of Bids/ Quotations : 02.05.2014 at 02.30 PM

4. Quotations received after the stipulated date & time incomplete and unsigned quotations, will summarily be rejected. The Quotations will be opened on the date and time mentioned above, at Head office of CGEWHO, for which, no separate notification shall be issued.

**DETAILED INFORMATION AND TENDER DOCUMENT CONTAINING TERMS & CONDITIONS FOR SECURITY AND HOUSE KEEPING SERVICES**

1. **Minimum wages notified by the Govt. of Meerut shall be applicable at the location of services.** Offered wages shall not be acceptable, if it is below minimum wages and statutory dues.
2. Offer of the agency should be all inclusive including necessary taxes, duties etc. TDS as per rules shall be deducted from the monthly bills raised by the agency.
3. That agency will furnish to the CGEWHO the full particulars of the personnel deputed/ sponsored, including details like Name, heir's Name, Age, Photograph, Permanent Address, etc., and they will also ensure the verification of the antecedents of such personnel from their Ex-employer/ Police.
4. The agency will be responsible for compliance of all **applicable statutory laws / rules and obligations** arising out of the contract so entered for providing various personnel to the CGEWHO.
5. Any liability arising under Municipal, State or Central Govt. laws and regulations will also be the sole responsibility of the concerned agency and the CGEWHO shall not be responsible for such liabilities in any case.
6. The agency shall undertake to indemnify the CGEWHO for any liability under any law arising out of the entered contract.
7. The personnel provided / supplied shall be under the direct control and supervision of the agency. However, they shall comply with the oral and written instructions given on day today basis by the authorized officer / representative of the CGEWHO from time to time. They will be bound by the timings, duty, placement, locations, rules, instructions etc., as may be given and decided by CGEWHO.
8. The agency shall not sub-let the contract without prior permission of the CGEWHO.
9. CGEWHO shall deduct proportionate amount for each day of absence of the personnel while making payment to the agency each month. CGEWHO can also deduct the amount for late coming or early going as per the rules /guidelines framed and made applicable by the CGEWHO from time to time.
10. The agency shall be responsible for discipline and conduct of the Personnel sponsored by them. In case, the personnel found to lack in discipline and their quality of work deteriorates during the course of the contract, the agency shall provide a suitable substitute/ replacement of personnel with immediate effect on the direction of CGEWHO. All personnel engaged should be provided proper I.D. Card by the Agency.
11. During the subsistence of the contract, the CGEWHO shall not undertake any monetary liability other than the amount payable to the agency for the services of personnel provided by them. Other liabilities, if any, shall solely rest with the agency. Even if, the CGEWHO has to bear such liabilities on unforeseen circumstances / occasions, CGEWHO will recover such amount from the agency by adjusting the amount payable to them.

12. In case the employees of the agency do not attend the work at any time for whatever reason, the agency shall make alternate arrangements at no extra cost to the CGEWHO so that the daily work does not suffer. If no such alternate arrangements are made double to the proportionate deductions shall be made out of the contracted amount. The CGEWHO shall also be free to make its own alternate arrangements, at the risk and cost of the agency.
13. The agency shall also be responsible for providing all such amenities as are required to be provided under the provisions of all statutory laws applicable including Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the agency to provide such amenities, CGEWHO shall be free to provide the same and recover all expenses so incurred in providing such amenities from the agency by any suitable manner / method as may be deemed fit by the corporation on the land.
14. The agency shall also comply with all acts, laws and other statutory rules, regulations, bye-laws, etc., as are applicable or which might become applicable at Meerut with regard to performance of the work included herein or touching upon this contract including Minimum Wages Act.
15. The agency will not ask for any enhancement of approved rates during the contract period unless Organisation so desires on its own for justified reasons under the changes of Minimum Wages rates & other Statutory Laws.
16. It will be the sole liability of the agency to pay the wages, provident fund, ESI, leave benefits, bonus, medical facilities and other benefits / facilities to its employees as may be applicable under the relevant laws / rules. However, amount agreed under the contract will only be reimbursed / paid.
17. If the agency fails to render any or all the services, for any period during the currency of the contract, the CGEWHO shall at liberty to get the work done from alternate arrangements at the risk and cost of the agency.
18. The agency has to deposit Security Deposit/Bank Guarantee **equivalent to 5% (five percent) of total contract value**. The Security Deposit will be released after the expiry of the contract.
19. If the agency fails to provide satisfactory services, then CGEWHO shall be at liberty to terminate the contract forthwith.
20. CGEWHO reserves the right to abandon or terminate the contract at any time without assigning any reason and it can stipulate any additional term and condition at any time during the currency of the contract.
21. The initial period of the contract will be for six months from the date of award of the contract, and on expiry of the said period, the contract may be extended with mutual consent and terms & conditions by both the parties. However, the contract can be terminated pre-maturely without any notice if the requirements ceases or subsequently changed for any administrative reason by the CGEWHO.
22. The agency shall supply a copy of confirmation from their employees regarding acceptance of employment at agreed rates and terms & conditions in advance.

23. The Tenderers have to submit the following documents:
- a) Photocopies of Registration with ESI, PF and other registrations etc.
  - b) Photocopy of Current Labour Licence.
  - c) Photocopy of PAN/TAN/Service Tax No.
  - d) Photocopies of Income Tax Returns for the last 5 years.
  - e) Photocopies of similar contract executed, if any, with Govt. Departments/ PSUs / Autonomous Bodies/ Public Ltd. Companies/ Trusts & Societies during last 3 financial years .
24. CGEWHO reserves the right to accept or reject any Tender / Quotation in full or in part in case of incomplete quotations and also without assigning any reason thereof. In case of any dispute, decision of the CEO, CGEWHO shall be final and binding on both the parties.
25. The owner/partner/authorised person or manager of the agency should be available on his own direct telephone (office as well as residence) and also on mobile phone for assistance in relation to supply of Manpower.
26. There should be no cutting/overwriting in the Quotations/ Financial Bid.
27. A copy of these terms and conditions duly signed & stamped by the tenderer in token of having understood and agreed to the same should be attached along with the Quotation.
28. If contract is awarded, the concerned agency will be required to execute the contract agreement on a non-judicial paper of requisite value.
29. The agency shall also provide identity cards and uniforms to the personnel deployed in the office carrying the photograph of the personnel and personal information as the name, date of birth, address and identification mark etc.
30. The Tax Deduction at Source (T.D.S) shall be effected as per the provisions of Income Tax Act, 1961, as amended from time to time and a certificate to this effect shall be provided to the Contractor by CGEWHO.
31. All disputes are subject to jurisdiction to Shradhapuri, Meerut Courts.
32. The above particulars are also available on CGEWHO's website i.e. [www.cgewho.in](http://www.cgewho.in) & CPP Portal.
33. Payment to the agency will be made on 7<sup>th</sup> of every month by local office of CGEWHO at Shradhapuri, Meerut Ph-I project.

**SIGNATURE OF THE TENDERER** \_\_\_\_\_

**NAME IN BLOCK LETTERS** \_\_\_\_\_

**FULL ADDRESS WITH TELEPHONE NUMBERS** \_\_\_\_\_

**OFFICIAL STAMP**

**PROFORMA FOR QUOTING THE RATES FOR ENGAGEMENT OF PLACEMENT AGENCY**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Documents Submitted</b>
1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)	Encl No.1
2.	Name of Proprietor / Director of Company/ Firm / Agency	-do-
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail / Mobile / Website	-do-
4.	PAN/GIR No. (Attach self attested copy)	Encl No.2
5.	Service Tax Registration No. (Attach attested copy)	Encl No.3
6.	E.P.F. Registration No. (Attach attested copy)	Encl No.4
7.	E.S.I. Registration No. (Attach attested copy)	Encl No.5
8.	Affidavit stating that the agency is / has not been black listed by any Centre / State Government /PSU/ Society/Trust/ Public Ltd. Company	Encl No.6
9.	Photocopy of Current Labour Licence and Photocopies of Income Tax returns for the last five financial years.	Encl No.7 & 8

Signature and seal of the  
Proprietor of the firm

Date:

Place:

**1. Operation/Maintenance Services & Facilities – [Cleaning & sweeper 3 Nos., UGT/ OHT & pumps cum RO Operator 1 No., Electrician 1 no., Gardner – 01 No., Lift Operator 2 Nos., Guards 2 Nos. (each with 8 hrs shift)]:**

Operation / Maintenance Service & Facilities” shall mean and include the following services inclusive of general and administrative overheads (including salaries, wages etc.)

- a. Street Cleaning and including disposal waste: The Maintenance Agency shall ensure Street Cleaning and its waste generally generated by natural waste, Road Traffic behavioral waste & its disposal.
- b. Common Areas Services: These relate to cleaning of common areas of each floor, common room, lobby, ducts, basements, staircases, roofs, munties, car parking spaces and other common facilities inside the covered area of the said complex including the infrastructures, etc.
- c. Open area Services: These relate to cleaning of open spaces within the boundary wall and surrounding the building of the said complex such as compound wall, car parking spaces, roofs, overhead water tanks, ducts, munties, roads, paths, rain water pipes & other services etc. within the boundary wall of the said complex. Water tanks to be cleaned every three months.
- d. One sweeper for cleaning of gully traps and manhole chambers, one plumber to attend day to day jobs towards water supply and sanitary system.
- e. To deploy one pump operator in day time and one electrician at night for emergency work for operation of street lighting, lifts, generators etc. These two personal shall be deployed so that at least one of them available round the clock.
- f. All personnel of agency shall wear neat and proper uniform; provided by the agency; with identity card within the complex.
- g. Garbage to be collected from door to door and the same will be disposed outside the campus.

**2. Safety and Security 2 Nos. (8 Hrs. shift)**

- a. The security services will be under the direct control and supervision of the CGEWHO / PIC Meerut. The functions of the security guard round the clock basis shall be to:
  - Ensure general security standards and control access to the said complex.
  - Operate car parking and monitor vehicle presence therein.
  - Control and oversee movement of the visitors and vehicles to the said complex.
  - Report any incident of theft / damage to the said complex to CGEWHO.
  - Monitor the adequate use of lifts.

- Take charge of emergency incidents until the concerned authorities arrive.
  - Be responsible for overall security of the said complex. However, vehicles and goods left in the vehicles parked in the said complex shall be at respective resident's risk.
- b. The security of property within the said unit shall be responsibility of the resident. However, if by any reason or by any act of any person within the resident's said unit, it is felt that the security of people and property other than that within the resident's property are at risk, the security as provided by the agency may take appropriate action against the person creating possible danger to the outside property / security.
- c. Provided that any additional security / manpower as may be desired by the resident at a time other than any normal time or any additional security manpower desired by the resident for any special occasion may be provided to the resident but only at such cost which may be determined from time to time and depending upon what type of additional security / manpower is called for.
- d. The resident shall indemnify the agency against any loss and / or damage as may be suffered by other users/ occupants or the agency as the case may be, arising as a result of any act of negligence or breach of obligation on the part of the user.
3. Quote for Services of Facilities/ Safety and Security service as described above inclusive of all taxes will be Rs. \_\_\_\_\_ per month.

Signature and seal of the  
Proprietor of the firm

Date:

Place: