

CGEWHO Logo	<p style="text-align: center;">CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION (An Anotonomous Organisation, M/o HUPA) 6th Floor, 'A' Wing, Janpath Bhawan, Janpath, New Delhi – 110 001</p> <p style="text-align: center;">Ph : 23739722/ 23717249/ Fax No.23717250/ Email : cgewho@nic.in</p>
<p style="text-align: center;"><u>TENDER NOTICE</u></p> <p>CGEWHO, an Autonomous Organisation of Govt. of India invites sealed quotations from reputed registered, well established agencies for engagement of security and housekeeping services to work in CGEWHO Housing Complex, Phase-II, Sector-125, Sunny Enclave, Kharar, Mohali. Last date for receipt of quotations is 13.11.2017 upto 1500 hrs at the address mentioned above. Terms & Conditions of contract can be downloaded from the website www.cgewho.in.</p>	

CENTRAL GOVERNMENT EMPLOYEES
WELFARE HOUSING ORGANISATION

NOTICE INVITING TENDER (NIT) FOR HIRING SECURITY AND
HOUSEKEEPING SERVICES

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

2. Interested Firms/ Agencies, who have more than 5 years experience in the field, can download Tender document containing detailed information and terms & conditions as per “**Annexure - I**” from CGEWHO’s website 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 Chief Executive Officer, CGEWHO, at the address given below duly stamped and signed in each page.

CGEWHO
6th FLOOR, 'A' WING
JANPATH BHAWAN
NEW DELHI – 110 001

- Envelope I – Technical Bid containing all the documents as per Annexure – I, (Page 3 to 6) and
- Envelope II – containing the Financial Bid as per Annexure-II (Page 7 to 9)

The schedule of receipt of Quotations is as under :-

Last Date and Time for receipt of Bids/ Quotations	:	13.11.2017 (1500 hrs)
Opening of Bids/ Quotations	:	14.11.2017 (1100 hrs)

4. Quotations received after the stipulated date & time and incomplete quotations, will be rejected. The Quotations will be opened on the date and time mentioned above, by the Chief Executive Officer at Head office of CGEWHO, for which, no separate notification/ invitation shall be given.

**PROFORMA OF TECHNICAL BID FOR QUOTING THE RATES FOR SECURITY & HOUSE
KEEPING AGENCY**

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

Signature and seal of the
Proprietor of the firm

Encl: Terms & condition(s) duly signed

Date:

Place:

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

1. Minimum payment to the employees would be as per the **minimum wages notified by the Govt. of Punjab 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 is towards all inclusive cost including necessary tax. TDS as applicable shall be deducted from the monthly bills to be raised by the agency.
3. That agency will furnish the full particulars of the personnel deputed/ sponsored, including details like Name, Father's Name, Age, Photograph, Permanent Address, etc. to CGEWHO and 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 the **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 during the contractual period.
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 to day 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 the CGEWHO representative.
8. The agency shall not sub-let the contract without prior permission of the CGEWHO in writing.
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 the discipline and conduct of the Personnel sponsored by them. In case, the personnel found in lack of discipline and their quality of work deteriorate 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 personnels engaged should be provided with proper I.D. Card and uniform 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 be solely rest with the agency. Even if, the CGEWHO has to bear such liabilities on unforeseen circumstances / occasions, the 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, the cost of which shall be recovered from the agency.
13. The agency shall also be responsible for providing all such amenities as are required to be provided under the provisions of various statutory laws including Contract Labour (Regulation and Abolition) Act, 1970. In case of failure of the agency to provide such amenities, the 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 organization.
14. The agency shall also comply with all provision(s) acts, laws and other statutory rules, regulations, bye-laws, etc., as are applicable or which might become applicable at Mohali 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, Insurance Premiums, 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 be at liberty to get the work done from other agencies and deduct charges incurred on this account from the amount payable to the agency.
18. The agency has to deposit Security Deposit in the form of Bank Guarantee / Demand draft **equivalent to 5% (five percent) of total contract value in favour of 'CEO/CGEWHO' payable at New Delhi.** The Security Deposit will be released after the expiry of the contract.
19. If the agency fail to provide satisfactory performance, the CGEWHO shall be at liberty to terminate the contract forthwith.
20. The 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 the mutual Consent and terms & conditions of both the parties. However, contract can be terminated pre-maturely without any notice if requirements of the CGEWHO feel so or subsequently changed for any administrative reason.
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 of ESI, PF and other registrations etc.(if applicable in the State)
- b) Photocopy of Current Labour Licence.
- c) Photocopy of PAN/TAN/GST No.
- d) Photocopies of Income Tax Returns for the last 3 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. The 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 will be final and binding on both the parties.
- 25. The owner/partner/authorized 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 Technical / 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 Technical Bid.
- 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 to the personnel deployed in the office carrying the photograph of the personnel and personal information such as name, date of birth, address and identification mark etc.
- 30. The Tax Deduction at Source (T.D.S) shall be deducted 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 Agency / Contractor by the CGEWHO.
- 31. All disputes are subject to jurisdiction of Mohali Courts.
- 32. The above particulars are also available on CGEWHOs website i.e. www.cgewho.in.
- 33. Payment to the agency will be made on 7th of every month by local office of CGEWHO at Mohali Ph-II project.

SIGNATURE OF THE TENDERER _____

NAME IN BLOCK LETTERS _____

FULL ADDRESS WITH TELEPHONE NUMBERS _____

OFFICIAL STAMP

1. Operation/Maintenance Service & Facilities –17 Nos. (6 Nos. Mali, 4 Nos. Sweeper / Cleaner, 2 Nos. Electrician, 3 Nos. Pump Operator / Plumber, 2 Nos. Lift Operator

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 its waste: The Maintenance Agency shall ensure Street Cleaning and its waste generally generated by natural waste, Road Traffic waste, Behavioral waste.
- 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. To deploy one pump operator on day time and one electrician at night for emergency work for operation of street lighting, lifts, generators etc.

2. Safety and Security (5 nos. each shift of 8 hrs)

- a. The security services will be under the direct control and supervision of the CGEWHO / PM-Mohali Ph-II. The functions of the security 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 resident's 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 at a 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 Service & Facilities and Safety and Security service as described above inclusive of all taxes _____ per month in each kind of manpower separately.

Signature and seal of the
Proprietor of the firm

Date:

Place:

FINANCIAL QUOTE FOR SUPPLY OF SECURITY / HOUSEKEEPING SERVICES

DESCRIPTION	NO. OF PERSONS	RATE (per month)
MALI	6 Nos.	
SWEEPER / CLEANER	4 Nos.	
ELECTRICIAN	2 Nos.	
PUMP OPERATOR / PLUMBER	3 Nos.	
LIFT OPERATOR	2 Nos.	
GUARD	5 Nos. (8 hrs shift)	
TOTAL	22 NOs.	

(Signature & Seal)