



Government of Jammu and Kashmir  
Directorate of Information & Public Relations, UT,  
J&K



Media Complex, Polo-ground, Srinagar / Rail Head, Jammu  
<https://jkdirinf.jk.gov.in>  
Tele: 01942476816; 01942425175 (fax) Sgr / 01912479632; 01912479643 (fax) Jammu

Subject: Hiring of the services of Sweeper for maintenance of Media Complex, Jammu (Full Building) along with the Auditorium Hall, Lawns and Ground.

**BID NOTICE**

Bid for hiring of Housekeeping services are invited from eligible housekeeping agencies for housekeeping work inclusive of day to day cleaning on contract basis for Media Complex, Jammu (Full Building) along with the Auditorium Hall, Lawns and Ground for a period of one year with effect from 01-05-2023 and extendable up to maximum of six months subject to satisfactory performance and mutual consent.

Bidders have to deposit the Earnest Money Deposit (EMD) of requisite amount, if applicable, as per bid details on GeM portal in the form of Demand Draft drawn on any scheduled Bank pledged to Accounts Officer, Directorate of Information - J&K as security to undertake contractual obligations. However, exemption where ever applicable, if any, under rules shall be acceptable to the department.

The interested bidders should upload Bid form duly filled and signed along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids duly signed on the GEM portal within the stipulated time and last date of BID.

Bid Documents are also available for thorough perusal of the interested bidders on the office website <https://jkdirinf.jk.gov.in>.

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(Akshay Labroo) IAS  
Director Information

No:INF/Stores-11/2016/102-108

Dated: 08-04-2023

Copy to the:

1. Commissioner/Secretary to Government, Information Department Civil Secretariat, J&K for kind information.
2. Joint Director Information, Jammu/Kashmir with the request that the tender

notice may be published in 4-5 leading local news papers in Kashmir as well as in Jammu.

3. Deputy Director Information (Central), Directorate of Information.

4. Accounts Officer, Directorate of Information for information.

5. Store & Maintenance Officer, Directorate of Information for information.

6. P.A to Director Information for information of the DI.

7. I/C Website with the request to upload the Tender Notice to the departmental website.

  
(Abdul Ahad Bhat) 01/04/23

Assistant Director Information





Bid for hiring of Housekeeping services are invited from eligible housekeeping agencies for housekeeping work inclusive of day to day cleaning on contract basis for Directorate of Information & Public Relations, Polo Ground, Sher-i-Kashmir Park, Srinagar along with Lawn maintenance and RR Section (Library), PIB Building (Partap Park), Srinagar for a period of one year with effect from 01-05-2023 and extendable upto maximum of six months subject to satisfactory performance and mutual consent.

Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.12000/= (Rupees Twelve Thousand only) as per bid details on GeM portal in the form of Demand Draft drawn on any scheduled Bank pledged to Accounts Officer, Directorate of Information J&K as security to undertake contractual obligations. However, exemption where ever applicable, if any, under rules shall be acceptable to the Directorate.

The interested bidders should upload Bid form duly filled and signed along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids duly signed on the GEM portal within 12 days of uploading the BID.

Bid Documents are also available for thorough perusal of the interested bidders on the office website <https://jkdirinf.jk.gov.in>.

**Scope of work :**

To provide cleaning services in the Media Complex, Jammu (Full Building) along with the Auditorium Hall, Lawns and Ground.

**Job Description:**

The successful bidder shall be bound to:

- I. Maintain cleanliness of all galleries/halls, rooms, bathrooms, toilets, wash basins, corridors, stairs, drains, lawns paths, daily cleaning of window panes doors, office equipment, tables, chairs, lockers etc.
- II. Weekly cleaning of ceilings/walls, ceiling fans, ACs, office equipment, table, chairs.
- III. Keeping the drains around the office premises neat and clean and clearance of choking substances.
- IV. Shall have to provide the qualified electrician, plumber also to the office for maintenance of electric/water supplies.

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### Terms and Conditions of Bid

- I. **Period of Contract:**-The Contract shall initially be allotted for a period of one year with effect from 01-05-2023 and shall be extendable upto maximum of six months subject to the successful completion of the contract, on the same terms and conditions, the approved rates of the successful bidder shall remain unchanged and the responsibility for payment of standard wages, insurance and Provident Fund contribution etc. shall be the entire responsibility of the approved contractor/bidder. However, the Directorate reserves the right to terminate the contract at any time without assigning any reason.
- II. The successful bidder shall have to deposit Security Deposit equivalent to 5 % of the value of contract within a week's time of the award of contract in the shape of CDR pledged to Accounts Officer, Directorate of Information and PR, for completion of the contractual obligations and shall be released in favour of the firm after successful execution of the contract. However, the Earnest Money Deposit (EMD) of the successful bidder can be adjusted towards the Security Deposit and the EMD of the unsuccessful bidders shall be released after 30 days to be reckoned from the date of finalization of the contract.
- III. The Earnest Money Deposit (EMD)/ Bid Security shall have to be deposited by all the participating bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Centre Purchase Organization or the concerned Department.
- IV. The successful Bidder shall be wholly responsible for the job to be performed. No subletting or subcontracting would be allowed and the manpower deployed by the Bidder should be properly trained, experienced and skilled for carrying out a wide variety of housekeeping work using appropriate materials and tools /equipments to be provided by the bidder as per Annexure "A". No extra charges shall be payable on this account.
- V. The proper supervision of the housekeeping manpower engaged at the work place shall be the entirely the responsibility of the successful bidder. The supervisory staff and the worker shall display proper identity card of the firm at the work place.
- VI. The health and safety measures of the manpower shall be the entire responsibility of the bidder besides the firm shall also be responsible for any security lapse and shall engage only the genuine manpower besides the firm shall have to make sure that their all workers strictly follow the Standard Operating Procedure (SOP) issued from time to time.
- VII. Engagement of Child labour is strictly prohibited, any deviation in this regard shall liable the termination of the contract on the risk and responsibility of the successful bidder.
- VIII. The bidder shall ensure proper disposal of the garbage.

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- IX. **Last date of submission:** Last Date of uploading of Bid shall be after 10 days from the date of uploading the bid on GeM Portal.
- X. **Date of opening of Bids:** Technical bid shall be opened at 3.00 PM two (02) days after the last date of bid submission.
- XI. The successful bidder shall have to sign agreement with the Directorate within Five (05) days, failing to do so EMD shall be forfeited.
- XII. The payment shall be made to the approved contractor on monthly basis against the bill of service charges after verification and authentication of the bills by the Store and Maintenance Officer (S&MO) of DIPR. The payment shall be subject to the certification of the S&MO to the effect that the successful bidder has been performing his /her job satisfactorily as per terms /conditions of agreement entered into with the firm and to the best satisfaction of the Directorate.
- XIII. In case the successful Bidder does not turn up for executing the contract within Seven (07) days of award of contract, his/her EMD shall be forfeited besides shall be liable for disciplinary proceedings/action under rules.
- XIV. A formal agreement shall be executed by the successful Bidder with the Directorate elaborating all standard terms and conditions of the contract. In this contract, the successful Bidder shall be defined as Contractor.
- XV. The rates mentioned shall be both in figures as well as in words without any erasure/cutting.
- XVI. The bidders shall submit their bids/offers in two parts i.e Technical bid and Financial bid and shall also furnish hard copy of both the bids along with enclosures.
- XVII. The assigned cleaning work should be completed prior to the opening of office on daily basis.
- XVIII. The manpower deployed by the agency/ contractor should have a clean police record and should not be involved in any police/criminal/anti-social/anti-national activity. As such, the Agency shall verify the character and antecedents of the persons well before deployment.
- XIX. The Agency shall not claim any benefit/compensation, absorption/engagement/regularization of services from this office.
- XX. The persons deployed by the Agency shall not disclose or divulge to any person, any details of offices, operational process, technical know-how security arrangements and administrative/organizational matters.
- XXI. The persons deployed by the successful bidder should have a polite, cordial nature. The successful bidder shall be personally responsible for any act of indiscipline of any of the member of the deployed staff.
- XXII. The deployed staff of the Agency shall be of the age group of 18-60 years and its functional control will rest with this office during the deployed hours.
- XXIII. The Agency/staff shall also be bound to report for the assigned work as and when called round the clock in addition to the morning hours.
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- XXIV. The office may require the successful bidder to dismiss or remove from the site of work any person/persons deployed by him, who may be incompetent or for his/her/their misconduct and the service provider shall comply with such directions.
- XXV. The transportation, food medical and other requirement in respect of the deployed sweeping manpower shall be the sole responsibility of successful bidder.
- XXVI. The successful bidder shall be wholly and exclusively responsible for payment of wages to its staff deployed to this office in compliance with the statutory obligations including the Minimum Wages Act, EPF etc. This office shall not incur any liability of the employer at any cost. Agency shall comply all statutory provisions of law, rules and regulations of the Act.
- XXVII. The income tax shall be deducted at source as per provisions of the Income Tax Act.
- XXVIII. Payments would further be subject to certification of the designated officer with regard to the attendance/satisfactory performance of the job. Full payments would not be released in case the adequate number of persons is not provided during the month.
- XXIX. The successful bidder would ensure that goods, materials, equipments, office records are not damaged in the process of carrying out the services. In case the office suffers any loss/damage due to the negligence on part of the supervisory/cleaning staff of the Agency, it would be responsible to compensate the government/office by double the cost of the damaged/lost article. As such any such incident found during the course of cleaning/sweeping, shall be the sole responsibility of the Agency.
- XXX. Any injury, causality of any of the deployed staff of the Agency during its working hours in this office shall have to be borne by the Agency itself and this office or Government shall, in no way, be responsible for any harm caused to the staff of the Agency.
- XXXI. In case the successful bidder terminates its contract without any prior notice of two months, its EMD/Security Deposit will be forfeited.
- XXXII. In the event of any dispute arisen due to any of the clauses of the tender/agreement, the decision of the Directorate shall be binding on both the parties.
- XXXIII. The Directorate reserves the right to accept/reject any of the tenders without assigning any reason. The Directorate shall also reserve the right to terminate the tender of the successful bidder at any time within its currency without assigning any notice/reasons.
- XXXIV. The Directorate shall reserve its right to add, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and shall also reserve the right to reject the bids or cancel the bidding process at any time without assigning any reason.

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Deviation from any of the terms and conditions at any time during the course of the contract shall attract forfeiture of EMD/ Security Deposit in addition to blacklisting the firm.

**ELIGIBILITY CRITERIA:**

1. The bidder must be registered in Requisite Labour Acts, GST, ESIC & EPFO.
2. The bidder must have a PAN number.
3. Firm should possess experience of at least 3 years of executing housekeeping work in any Government organization/departments including Public Sector Undertakings (PSUs) and shall have to submit experience certificates thereof.
4. Average Annual turnover of the Agency during last three years (2019-20, 2020-21 and 2021-22) should not less than Rs.8 Lakh (Rupees Eight Lakh only) duly certified/audited by the Chartered Accountant/Auditor/any other prescribed authority.
5. In case of similar lowest rates of more than one bidder, preference shall be given to the bidder with maximum experience.
6. The bidder firm should not have been indicted for any criminal, fraudulent or anti- competition activity and not been have blacklisted by any Govt. Departments/ESIC/PSU etc.

**DOCUMENTS TO BE UPLOADED:**

Bidder firms which fulfill the above eligibility conditions may also upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected :-

- Copy of Audited Accounts Statement of annual turnover for last three financial years (2019-20, 2020-21 and 2021-22).
- Registration Certificate of firm concerning to Labour authority, GST,
- ESIC, EPFO.
- Scanned copy of EMD, if applicable.
- Copy of PAN No.
- Scanned Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder as a token of acceptance to the contractual obligations.

Details financial statement, profit and loss statement during last three years

S No	Financial Year	Income	Expenditure (in Rs)	Net Profit/ loss (in Rs.)

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1	2019-20			
2	2020-21			
3	2021-22			

Technical Bid

For Engagement of Housekeepers / Sweepers

S No	Particulars	
1	Name of the Organization/firm	
2	Name of Proprietors/Directors	
3	Registered Address	
4	Telephone No/Cell No/Fax No	
5	Mail ID	
6	Registration Certificate of firm concerning to Labour authority, GST, ESIC, EPFO	
7	Copy of EMD, if applicable	
8	Copy of PAN No	
9	Bid Document containing all terms and conditions of the bid duly signed and Stamped by the bidder as a token of acceptance to the contractual obligations	

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Signature of the authourized  
House Keeper/ sweeper ing  
With Seal



**Financial Bid**

**For Engagement of Housekeepers / Sweepers**

S.No	Particulars	Rate per month (in Rs.)
1	Work of housekeeping for Media Complex, Jammu (Full Building) along with the Auditorium Hall, Lawns and Ground.  <b>Work force =08 persons minimum excluding supervisory staff</b>	
<b>Rate must be included with all taxes. No payment over and above approved rate shall be payable.</b>		

*Handwritten signature*

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Signature of the authourized  
House Keeper/ sweeper ing  
With Seal

**Annexure "A"**

**List of material (Quantity required per month)**

S No	Description of material	Brand	Unit	Quantity
1	Naphthalene Ball	As per existing standards.	Pkt (900 gm)	04
2	Air Freshener	As per existing standards.	Pcs	10
3	Duster Floor Big Size	As per existing standards.	Pcs	05
4	Duster Big	As per existing standards.	Pcs	05
5	Duster Small	As per existing standards.	Pcs	05
6	Liquid Soap (5 Ltr Can)	As per existing standards.	Can	03
7	Acid (5 Ltr Can)	As per existing standards.	Can	02
8	Garbage Bag (Big)	As per existing standards.	Kg	05
9	Garbage Bag (Small)	As per existing standards.	Kg	05
10	Detergent Bar 250 gm	As per existing standards.	Pcs	15
11	Liquid Soap Pump 500ml	As per existing standards.	Pcs	15
12	Hand Soap Cake 100 gm	As per existing standards.	Pcs	15

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13	Small Size Toilet Roll (75 Mtr)	As per existing standards.	Pcs	20
14	Urinal Cube (400gms)	As per existing standards.	Pkt	15
15	White Phenyl (5 Ltr Can)	As per existing standards.	Can	02
16	Glass Cleaner (500ML)	As per existing standards.	Bottle	03
17	Dustbin Big (80 Litre Size)	As per existing standards.	Pcs	02 (Quarterly)
18	Toilet Cleaner (5 Ltr Can)	As per existing standards.	Can	06
19	Toilet Brush	As per existing standards.	Pcs	20 (Quarterly)

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