



GOVERNMENT OF INDIA

भारत सरकार

MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय

**Central Zoo Authority**

केन्द्रीय विड़ियाघर प्राधिकरण



F. No. 19-1/2018-CZA | 2512/2018

Dated. 26.02.2018

To,

As per list attached

**Sub: Quotation for Cleanliness & Maintenance in the Central Zoo Authority premises at B-1 Wing, 6<sup>th</sup> Floor, Pt. Deendayal Bhawan, CGO Complex, Lodhi Road, New Delhi.**

Sealed quotations are invited for award of contract for the work of cleanliness/maintenance (housekeeping jobs) in the office of the Central Zoo Authority for a period of one year from 1.04.2018 from reputed firms at the following terms and conditions:

#### Terms & Conditions

1. The firm must have at least 3 years experience in the cleaning and maintenance work (House Keeping) in Ministries/Departments/ Organisations/Undertakings of the Central/State Government.
2. The firm/agency shall provide the following services in the office of the CZA located at B-1 Wing, 6<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi:
  - (i) Sweeping and Mopping of all the areas on daily basis and maintaining it absolutely neat and clean throughout the office working hours. It includes internal area 3776 Sq.Ft., common area in front of CZA office upto the lifts.
  - (ii) Dusting of Doors, Windows, Ventilators and all office equipment's on daily basis.
  - (iii) Removal of garbage/wastepaper from the office premises of the CZA on daily basis.
  - (iv) Cleaning of Toilets and water points everyday and maintaining it absolutely neat and clean throughout the office working hours.
  - (v) Providing of Toiletries (liquid soap and naphthalene balls etc.) in the toilets.
  - (vi) Room freshener (spray twice daily in all office rooms in the morning and after lunch break.)
  - (vii) Any other matter relating to cleanliness, as per directions of the officer in-charge of the works.
3. The Finance Officer, CZA shall be the officer-in-charge of the work. He may assign the day to day supervision of the house keeping job of the agency/firm to any other official of the CZA. The agency/firm and its employee shall have to work under the direction, guidance and supervision of the official of the CZA along with the Finance Officer.

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4. The employees of the agency/firm shall be issued Photo Identity Card by the agency/firm. It shall be displayed always by the concerned employee of the agency/firm while they are on duty in the CZA office premises.
5. The agency/firm shall provide the police verification certificate of the worker engaged in the office of CZA alongwith any identity proof viz, Voter card, (EPIC), aadhar card etc. The worker shall be deployed for duty in the CZA office only after written permission of the Finance Officer.
6. The agency/firm shall be responsible for the conduct and decent behaviour of their employees. In case any of their employee is found misbehaving with any staff of the CZA, visitors etc. or creating any disturbance to the peaceful atmosphere within the office premises etc., the agency/firm shall withdraw him immediately at their own risk and responsibility on the direction of the Finance Officer.
7. In the event of any loss or damage to any property of the CZA due to the act/conduct of employee of the agency/firm, for whatsoever reason, the agency/firm shall be liable to compensate the loss sustained by the CZA either by replacement of the lost/damaged material or on payment of adequate compensation for its replacement. The decision of the Finance Officer, CZA in the matter shall be final and binding.
8. The employee of the agency/firm shall be on duty from 9.00 AM to 06.00 PM. If required, they shall have to perform duty on holidays also, without any extra payment, which may be maximum 12 days in a year.
9. No sub-letting or sub-contracting of the job will be allowed. The agency/firm shall have to work themselves directly through their employee.
10. The agency/firm interested to undertake the job are advised to quote their rates for the work for the items given below on monthly basis, clearly indicating therein -
  - (i) The number of trained manpower, having minimum 3 years experience in cleaning work, to be deployed.
  - (ii) The best quality cleaning material shall be used after approval of the officer-in-charge of the work of the CZA.
  - (iii) Best quality equipments and materials viz, brooms & sweepers, brushes & dusters, dust pans, mops, sponges, bucket etc. shall be used for cleaning purposes which shall be arranged by the agency/firm at their own cost; and
  - (iv) Details of previous experience and list of clients where a job of similar nature has been undertaken, during last 3 years, and also currently undergoing.
11. The agency/firm shall ensure that the personnel engaged are paid at least minimum wages as per the extant orders of the Government and shall comply with all statutory obligations and liabilities such as obtaining license from Labour Dept., Govt. of NCT of Delhi, EPF and ESI etc.

12. **The quotations should reach the undersigned in a sealed envelope latest by 15.03.2018 at 3.00 PM in the office of the Central Zoo Authority at B-1 Wing, 6<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003. The quotations will be opened on the same date at 04.30 PM.** The bidders may be present at the time of opening of quotation or may, if so desire, depute one of their representatives to be present at the time of opening of the quotations.

**Termination/Penalty Clause:-**

1. In case the services of house Keeping is not performed on any day to the satisfaction of the officer-in-charge of the work of the CZA or the materials being used are not as per approval of the officer-in-charge of the work of the CZA, an amount of Rs.500/- shall be deducted from the bill amount of the agency/firm as penalty for each day.
2. In case the services of the agency/firm are found unsatisfactory, the contract may be terminated after giving seven days notice.
3. If three notices relating to quality of work/material has been issued with regard to unsatisfactory work, the contract may be terminated.
4. The complete details of supervisor of the work deputed by the agency viz. name, contact number has to be provided in writing to the officer-in-charge of the CZA.

Yours faithfully,

  
(R. S. Rawat)  
Finance Officer