



भारतीय दन्त परिषद
DENTAL COUNCIL OF INDIA
(A STATUTORY BODY CONSTITUTED UNDER THE DENTISTS ACT, 1948)

No.Z.34019/1/2016-Admin/ 1254

Dated 6 August, 2020

TENDER NOTICE

Sub.: **Quotation for engagement of agency to provide Sanitation and Housekeeping Services in Dental Council of India-reg.**


Sealed quotations in duplicate are invited from reputed agencies for providing sanitation and housekeeping services for Dental Council of India at Kotla Road, New Delhi on contract basis for a period of one year be extendable upto three years subject to the satisfaction of the Council.

The interested parties may inspect the premise at any time during office hours on any working day to access the job requirement/ quantum of work involved. They are requested to carefully read the terms and condition of the contract before sending the quotation. **The quotation in sealed cover superscribing "Quotation for Sanitation & Housekeeping" should reach to "The Secretary, Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002" on or before 3.00 P.M. on 14th August, 2020.** The quotation shall be valid at least for 2 months from the date of submission.

The Secretary, Dental Council of India reserves his right to accept or to reject any quotation without assigning any reason whatsoever. Any extension of time, modifications, alterations, addendum etc. to this notice will not be published in news paper and instead notified only through the official website of the Council. All concerned may therefore regularly visit the website for updated information. For further detail, please visit DCI website "www.dciindia.gov.in".

This issues in terms of the advertisement published in the Delhi edition of Times of India and Navbharat Times news papers on 01.08.2020.

Encl.: Annexure-I&II


(Praveen Dewan)
Deputy Secretary

Copy to:

1. Notice Board, DCI, New Delhi,
2. The President, Dental Council of India
3. Server Section- for uploading in the website.
4. Guard File/ office

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TERMS AND CONDITIONS FOR SANITATION AND HOUSEKEEPING SERVICES

SCOPE OF SERVICES

1. The contractor shall ensure cleaning work including sweeping of floor, wet floor cleaning and dusting of wall, TV sets, refrigerator, doors, door & windows from inside and outside, ceiling, staircase, dusting of blinds/ curtains, cleaning of tables, chairs and cupboards, removing cobweb in building, ceiling, side balconies, corridors, stair cases and terrace in the buildings on a regular basis.
2. The contractor shall be responsible for the proper sweeping, mopping and cleaning of all rooms, corridors, reception, removal and quick disposal of garbage and waste, all areas surrounding the boundary wall including footpath on the front side. Removal of blockage and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of waste water on daily basis.
3. Apart from the above, the DCI can assign any type of job of sanitation, cleaning, shifting of furniture and other equipment and files whenever and wherever need so arises.

REQUIREMENT & WORKING HOURS

4. The requirement of DCI at present five (05) persons as Sanitation & Cleaning Staff including one supervisor from the age group of 18-25 years, active and having good health, for sweepers & cleaning in DCI.
5. Five days a week will be observed for providing daily/weekly sweeping & cleaning services mentioned above. Daily sweeping & cleaning services shall be completed latest by 0930 hrs daily.
6. The working hour would normally be of 8 ½ hours (08:00 hrs to 16:30 hrs) per day including half an hour lunch break from Monday to Friday (5 days in a week) with weekly off on Saturday & Sunday. However, the Agency shall depute workers on holidays/ weekly offs, in case of need so arises.

UNIFORMS & CLEANING MATERIAL

7. The uniforms, equipment and materials for cleaning of waste/garbage of DCI premises will be supplied by Contractor to their employees. DCI has nothing to do in this regard
8. All the housekeeping material like brooms, cobweb sticks, dusters, mop sticks, buckets, mugs, toilet cleaner, floor cleaner, toilet fresheners, urinal cakes, cleaning powder, phenyl, hand wash liquid, toilet cleaning brush, cleaning/ dusting cloth, water wipers, dustbins, garbage bins, room spray, scrubbing pads, naphthalene balls, glass cleaner etc. shall be supplied by contractor to their employees. The list of such consumables items will have to be verified by DCI, in first week of every month, for smooth and uninterrupted service.

MONTHLY CHARGES

9. Rates quoted should be exclusive of service tax as per Rules.
10. Rates quoted should be inclusive of all the statutory payments like E.P.F, ESI, Bonus, etc. including other incidental expenses.
11. The minimum wages to the sanitation staff including supervisor shall be paid at the rate fixed by the Govt. of NCT of Delhi by its notification under the Minimum Wages Act 1948.

SALARY, WAGES AND OTHER STATUTORY OBLIGATIONS AND AMENITIES

12. The service provider itself shall be responsible to pay the minimum wages, EPF, ESI, Bonus, etc to its workers as per the Minimum Wages Act, 1948. In case, any dispute between the service provider and worker arises, the service provider shall be responsible for any contingencies or any expenditure or any losses, etc in that regard.

The Contractor shall remit all the statutory payments on a monthly basis, directly to the authorities concerned and furnish the proof of remittance on a monthly basis to DCI.

The contractor will obtain license, if any, required under the local or central laws for providing sanitation/ housekeeping services to DCI. The contractor should have PAN, GST and Service Tax Registration.

REPLACEMENT

13. Any sweeper & cleaner deployed at DCI falling sick or proceeding on leave will be immediately replaced by Contractor at no additional expense. On occasions when due to paucity of men, it is not immediately possible to provide a suitable relief for an absentee/absentees, Contractor will see that no post is left unmanned.

LIABILITY

14. The contractor will indemnify the Council against any claim, loss, damage occurred, or caused in DCI premises due to willful acts or omissions or carelessness or negligence of the sweeper & cleaners employed by the contractor, while on duty.

WITHDRAWAL OF PERSONNEL

15. Contactor agree to withdraw their persons immediately on termination of the contract or otherwise on the instruction of DCI. Whenever any misconduct is noticed of the personnel engaged by Contractor then the same on report by the DCI shall be looked into the appropriate disciplinary action shall be taken by the Contractor and if necessary such person may be replaced by a suitable hand.

DEPLOYMENT

16. The Deployment of Sweeper & Cleaner will be done by Contractor as directed by the DCI. Attested copies of bio-data with photos and necessary ID of the personnel proposed to be deployed shall be submitted by the agency before entering into agreement.

MODE OF PAYMENT

17. Payment to the agency shall be made on monthly basis on submission of the bill for service after effecting recoveries, if any. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered.
18. TDS, if applicable shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the income tax act prevailing from time to time. Statutory norms, such as GST, VAT, etc shall be applicable as per Government of India norms.

PERIOD OF VALIDITY OF THE CONTRACT

19. This contract will be valid for a period of one year with effect from the date of signing the agreement. However, the same can be terminated by either side by giving one month's notice or payment in lieu thereof. This Contract is extendable upto three years, if mutually agreed.

SECURITY DEPOSIT

20. Contractor shall pay an amount equivalent to one month payment to DCI as security deposit, which shall be deposited before commencing his contractual obligation. The security money shall be refunded to the contractor after completion of the contract period after making necessary deduction, if any.

EXECUTION OF AGREEMENT

21. Contractor is required to execute an agreement in Non-Judicial Stamp Paper worth Rs.100/- (Rupees one Hundred only) in the format provided from this office.

DATE & TIME OF SUBMISSION

22. The quotations indicating the item wise breakup of rate quoted and other terms and conditions in a sealed cover superscribed as "Quotation for Sanitation & Housekeeping Services at DCI" should reach to "The Secretary, Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002 on or before 3.00 PM on 14th August 2020. The quotation that are vague, incomplete or without information required will be rejected.

ACCEPTANCE & AWARD OF WORK

23. The Secretary, Dental Council of India reserves the right to accept or to reject any quotation without assigning any reason, whatsoever.'

QUOTATION FORMAT

In response to the quotation notice, _____, published by Dental Council of India, Aiwan-E-Galib Marg, Kotla Road, New Delhi-110002, we hereby offer the following rates for providing Sweeper & Cleaner at Dental Council of India, Kotla Road, New Delhi-02 subject to the terms and conditions of contract specified by DCI.

I. Details of the Organization

| | | |
|----|---|----------------------------------|
| 1. | Name of the Organisation/ Agency | |
| 2. | Name(s) of the proprietor/ Director | |
| 3. | Registered address with telephone nos. & email ID | |
| 4. | Service Tax Registration No. <i>(self attested copies to be attached)</i> | |
| 5. | Permanent Account No. of the firm (PAN) <i>(self attested copies to be attached)</i> | |
| 6. | Provident Fund Number allotted by Provident Fund Officer <i>(self attested copies to be attached)</i> | |
| 7. | ESI Registration Number <i>(self attested copies to be attached)</i> | |
| 8. | Total Staff/ worker of the firm | |
| 9. | Name(s) of the organisations to whom similar services have been provided by the firm during last five years (please attached the job order/service certificate from the firm) | 1. 2. 3. |
| | | Signature with date..... seal |

(all columns must be filled)

II. Rate quoted for Sanitation/ housekeeping at DCI

| S.No. | Description | Rate per month per person | |
|-------|--------------------|---------------------------|---------------------|
| | | Supervisor-1 | Sweeper & Cleaner-4 |
| 1. | Wages | | |
| 2. | ESI | | |
| 3. | PF | | |
| 4. | Service Charge | | |
| | TOTAL | | |
| 5. | Cleaning Material | | |
| | GST | | |
| | GROSS TOTAL | | |

Name: _____

Address: _____

(seal)

Place:

Date:

NOTICE

Dental Council of India, a statutory body under the administrative control of Ministry of Health & Family Welfare, intends to invite application from interested Agencies/ Firms/ Service Providers having their office preferably in Delhi/ New Delhi for outsourcing the services of Cleaning/ Sanitation/ Sweeping for DCI office/ building situated at Aiwan-E-Galib Marg, Kotla Road, New Delhi – 110002.

For complete details and tender documents, interested service provider Agencies may visit DCI official website "www.dciindia.gov.in" and go to "latest News Section" for rate contract for Cleaning/ Sanitation/ Sweeping services at Dental Council of India, New Delhi. DCI reserves the right to accept or reject any or all offers in full / part without assigning any reasons whatsoever. Last date for submitting quotation is 15.00 hrs (3PM) on 14.08.2020.

Place: New Delhi

Sd/-
(Secretary, DCI)