

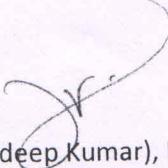
Society for Promotion of Information Technology & e-Governance (SITEG)
IT Bhawan, Mehli, Shimla, Himachal Pradesh- 171013.

No. DIT-B(2)/2010
Dated

Expression of Interest

The Society for Promotion of IT & e-Governance is seeking Expression of Interest (EOI) from registered Agencies / Companies/Firms/Organizations for providing Housekeeping, Cleaning & Sweeping services to IT Bhawan at Mehli, Shimla-13. The scope of the Expression of Interest (EOI) must be for all cleaning & Housekeeping , i.e (Sweeping, Dusting, Mopping, Garbage disposal , etc) for the IT premises having three floors approximately 4000 sq. mts. each floors including toilets and sweeping and cleaning services of all-around also outside the building with materials to be used for cleaning and Sweeping services. The offers shall include the cost of equipment's, manpower's and materials to be used for providing services in the IT Bhawan. The prescribed Performa containing detailed terms and conditions can be down loaded from our website www.himachaldit.gov.in or can be obtained from the office on any working day on or before 28.06.2016 from 10 A.M to 4 P.M on payment of form fee of Rs 500/- (non-refundable). The rates quoted for the Services should be inclusive of all taxes.

The form complete in all respects, accompanied by the requisite documents and **Form Fees** of Rs. 500/- and **Earnest Money** of Rs. 5,000/- through Demand Draft in favour of Member Secretary (EC), SITEG and should reach the same on or before 01.07.2016 at 2:00 P.M and the bids will be opened on the same day in the presence of parties. The Director (IT)-cum-Member Secretary, SITEG reserves the right to reject any/all offers without any reason thereof.



(Sandeep Kumar), IAS
Director (IT)-cum-
Member Secretary (SITEG), IT Bhawan,
Mehli, Shimla-13.

Terms and condition

1. Cleaning staff should be smartly dressed in proper uniform, if at any time the staff is found to be guilty of miss conduct in any matter, the person guilty of mis-conduct must be replaced by the cleaning agency within 24 hours.
2. The Cleaning person should be trained in field of cleaning services.
3. Summer and winter uniforms for the cleaning staff is/are to be provided by the cleaning agency.
4. The department of information technology shall not be responsible for the release of benefits such as provident funds, ESI, Pension benefits and any other allowances.
5. Pre-receipt bill in triplicate is to be submitted by the 2nd day of every month for release of payment by the 10th each month through RTGS.
6. The cleaning personnel shall come on duty sharp at 8:00 AM to 4:00 PM Monday to Saturday. If any of cleaning personnel falls sick, the reliever shall provided by the cleaning agency without any extra charges.
7. All the attendance/holidays/leave records are to be maintained by the cleaning agency and same are to be submitted by the end of each month along with pre-receipted for payment.
8. The IT department shall not provide any allowance for washing, entertainment, hardship, refreshment or any such allowance to the cleaning personnel deployed by the agency.
9. That all the cleaning personnel/cleaning personnel shall be deemed to be employees of cleaning agency.
10. The cleaning agency shall provide the list and identity card with the photographs of the personnel to be posted for cleaning works.
11. Cleaning agency shall provide a bank guarantee as a security cover for an amount of Rs. 5,000 from a nationalize bank in the name of Drawing and Disbursing Officer of IT department.
12. Police verification of the deployed worker may be provided by the Cleaning agency.

SCOPE OF WORK

1. General cleaning (Brooming and moping) of the 1st, 2nd and 3rd floors of IT department Mehli Shimla-13 measuring about 4000 Sq. mts. each floor alongwith toilets.
2. Removal of waste papers from wastes paper baskets and any other garbage from the premises of the building inside or outside of the IT Bhawan.
3. Dusting and cleaning of furniture of all rooms, cupboards, almirahs, racks, Fax telephone, computers, keyboards, printers and audio video equipment etc.
4. Removal of the any kind of the dust or stains from anywhere in the premises including corners foot of ventilations, ceiling, walls, windows, etc. as and when required.

Materials for using for cleaning works items like duster, mops, brushers, brooms, pans, detergents, washing powder, sponges, buckets, garbage sacks, polish, phenyl, acid, toilet, disinfectants, liquid shops, shop cakes or odonil colon, brisk, silicone spray etc shall be provided by the cleaning agency .

Department Rights

1. Accept or not accept EOI submission
2. Clarify any aspect of a EOI submission
3. Seek additional information from vendors in relation to their EOI submissions
4. Terminate this EOI process
5. elect not to proceed with the EOI
6. Negotiate with any or all vendors
7. Enter into a contract or other binding relationship with any vendor or with other party in respect of any matter referred to this EOI.

This EOI does not constitute a solicitation. DIT reserves the right to change or cancel the requirements at any time during the EOI.

PROFORMA FOR PRIMARY DETAILS OF COMPANY
APPLICATION FOR PROVIDING THE SERVICES OF MANPOWER FOR SWEEPING/CLEANING WORKS
TO Society for Promotion of IT & e-Governance, MEHLI SHIMLA-13

CRITERIA	
SI.NO	Name of agency
1.	Name of the Agency
2.	Nature of the company (i.e. Sole proprietor or Partnership services provider or a company or a Government Department or a Sector Organization)
3.	Full Address of Reg. Office Tele. No. Fax No. Email Address
4.	Full Address of Operating/Branch office in Shimla Tele No. Fax No. Email Address
5.	Bank of Agency with full address (Attach Bankers Certificate of account maintenance for the last two years) Tel. No. of the Bank
6.	Registration No. of the Agency/Services Provider
7.	PAN No. of the service provider
8.	Statutory Requirements : (a) Whether the services provider/ company is registered with labour Department of state Govt./UT (b) Whether the service provider company is registered under the employees state insurance Act, 1948.

	(c) Whether the service provider/ company is registered with under the employees provident fund & Miscellaneous Provision Act 1952	
9.	ESI, PR Services Tax labour registration No. (Duly attested relevant documents should be furnished with the bid document)	
10.	Service Tax paid during last three years	
11.	Financial Turnover of the last two FY and IT returns of the agency.	
12.	Documents supporting the experience of the service provider (for atleast last 3 years alongwith existing client list)	
13.	Certificate of satisfactory performance from the organization to whom the service was provided.	
14.	Affidavit by the service providers to pay Minimum rates of wages to the workers engaged as per applicable and to enhance the rates as and when it is revised by the HP Government.	
15.	Undertaking by the service provider to provide clearance from police authorities in respect of the workers.	
16.	Affidavit by the service provider that it is not blacklisted etc.	

Signature of authorized Signatory

Date :

Name :

Place :

Seal service provider/company

PERFORMA FOR FINANCIAL BID

To

Director (IT)-cum-Member Secretary (EC),
Society for Promotion of IT & e-Governance,
Mehli, Shimla-171013

With reference to your letter No. DIT-B(2)/2016 (Part III) dated _____ on the subject cited above I/We quote the rates for cleaning work as under :-

Sl. No.	Rate (Per month per person)	
1.		Daily Wages Rate as per minimum wages declared by Govt. of HP
2.		Employees Provident Fund
3.		Employees State Insurance
4.		Service Tax Liability @ % of
5.		Cost of Material (List of materials provided per month to be enclosed)
6.		Service Providers Admin./Service charge
	Total (Column 1 to 6)	

I/We accept all the terms and conditions of your letter referred to above.

Yours faithfully

(Name/Seal of service provider/Company)