

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA

NEW DELHI- 110124

NO. 173/Welfare-IT/26/2017-18

Dated: 29/08/2017

To

All Vendors (overleaf)

Subject: Sealed quotations for Comprehensive Annual Maintenance of cleaning and housekeeping at Ravi Tower, Residential Complex, Vaishali, Ghaziabad, UP – reg.

Sir/Madam,

Sealed quotations are invited through limited tender enquiry from the eligible vendors for Comprehensive Annual Maintenance Contract (COAMC) of cleaning and housekeeping at Ravi Tower, Residential Complex, Vaishali, Sector-4, Ghaziabad, Uttar Pradesh.

Sealed cover with superscript" Quotation for Comprehensive Annual Maintenance Contract for cleaning and housekeeping at Ravi Tower" addressed to Director (P) Office of the Comptroller and Auditor General of India, 9 Deen Dayal Upadhyay Marg, New Delhi-110124 shall be submitted to Sh. Parvez Hasan, Sr. AO (Welfare-IT) in room no. 305 at 3rd floor of this office in person on or before 20.09.2017 by 3.00 PM and bid will be opened on the same day at 4.00 PM. Necessary terms & conditions of the tender are listed in the Annexure (enclosed). A copy of this Tender enquiry is also available in this office **[website www.cag.gov.in](http://www.cag.gov.in)**.

Yours truly,

(PARVEZ HASAN)

Sr. Administrative Officer (Welfare_IT)

Annexure

(Terms and Conditions)

1. *The period of annual contract shall be for one year from the date of award of the contract. The contract may be extended for another year by this office if vendor follow all below mentioned terms & conditions and provide satisfactory from the users. The contract can be extended upto maximum period of three years.*
2. *At least one sweeper with mobile phone shall be provided at free of cost, **round the clock** to attend promptly when the cleaning problems/complaints in Ravi Tower.*
3. *All cleaning material shall be made by using ISI certified. However, the notional cost of service shall be communicated to this office **quarterly for record pupose.***
4. *Payment shall be made at the end of each quarter proportionately. The vendor shall also furnish the proof of remittance of tax (received from this office) in support of each quarter bill.*
5. *Cleaning/Housekeeping work shall be checked thoroughly once in a month or as and when is required and a report thereon duly signed by the authorised official/representative from this office for smooth working thereof shall be submitted alongwith each quarter bill in support.*
6. *All the complaints should be attended immediately, which could be unlimited based on the users" call. If any noticed or any complaint made by the users during the contract period, the levy of compensation for any dislocation of work due to delayed rectification*

or any other reason, will be decided by the Director (P) of this office to enforce penalty claim.

7. The vendor shall not sublet the whole or part of the works, except where otherwise provided in the contract, without the prior written consent of the Director (P) of this office. Such consent if given shall not relieve the vendor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any agents, his agents' servants or workmen as fully as if they were the acts, defaults or neglects of the vendor, his agents' servants or workmen.

8. The vendor should indemnify this office against any liability for compensation due to injury to his own workmen or to other persons inside the office premises while executing the work and for any damage to the property.

9. The contractor shall at all times during the currency of contract confirm to and comply with the regulations and by laws of the NCT of Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Central Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc. for welfare and protection of workers or for the safety of the public and other insurance provisions.

10. The vendor shall hand over all the major equipment (s) and other related components, etc., which are under COAMC in working condition on expiry of the contract.

11. *The vendor, his sub-contractors, employees and agents shall keep the facts coming to their knowledge during or in connection with the performance of the COAMC as **CONFIDENTIAL.***

(PARVEZ HASAN)
Sr. Administrative Officer (Welfare_IT)