

**GOVERNMENT OF MIZORAM  
GENERAL ADMINISTRATION DEPARTMENT  
SECRETARIAT ADMINISTRATION WING  
(Establishment Branch)**

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**SHORT QUOTATION NOTICE**

*Dated Aizawl, the 8<sup>th</sup> October, 2024*

**No. A. 42011/1/2023–SAE:** Sealed Quotations are invited from experienced & registered agencies for outsourcing the service of cleaning, sweeping, scavenging etc. at Mizoram Secretariat Buildings (I & II), MINECO, Khatla, Aizawl.

Quotations should be submitted to the Deputy Secretary, GAD (SAW) on or before **Dt. 30.10.2024** and will be opened on the same date at **2:00 PM**. Details may be obtained from the office of the undersigned during office hours and Terms & Conditions of the Agreement may be downloaded from the Department website– <https://sad.mizoram.gov.in>

**Sd/- LALZIKPUII**

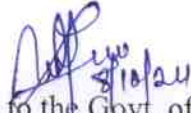
Under Secretary to the Govt. of Mizoram  
General Administration Department  
Secretariat Administration Wing (E)

**Memo No. A. 42011/1/2023–SAE :**

**Dated Aizawl, the 8<sup>th</sup> October, 2024**

*Copy to:-*

1. *Director, Information & Public Relations Department. Four copies of Notice are sent herewith for publication in two leading newspapers for two consecutive days.*
2. *Website manager, GAD (SAW) for uploading of Notice to the Department's website.*
3. *Guard File.*
4. *Notice board.*

  
Under Secretary to the Govt. of Mizoram  
General Administration Department  
Secretariat Administration Wing (E)

## **TERMS AND CONDITIONS**

1. Quotations must be sealed cover superscribed "QUOTATION FOR OUTSOURCING OF CLEANING WORK AT MIZORAM SECRETARIAT BUILDING, MINECO".
2. Rates must be quoted in figure, and in words. Any erasing, alteration or over writing should be initiated with date before submission.
3. Quotations must be accompanied by upto date HTPC in respect of Scheduled Tribe and Court Fee Stamp worth Rs. 7/- (Rupees seven) only in respect of Non Tribal Quotationers.
4. Quotationers must fulfill the following criteria as per the 'Mizoram Guidelines for Outsourcing of Manpower, 2022. Dated 10<sup>th</sup> May, 2022' , that is–
  - a. Must be a citizen of India.
  - b. Should furnish GST Clearance ar per the GST Rules.
  - c. Must be Scheduled Caste/ Tribe (Caste Certificate enclosed)
  - d. Must have Registration Certificate from Firms & Societies, Mizoram.
  - e. Must not have any criminal case (Certificate of proof from the concerned Police Station must be enclosed).
  - f. Must be financially sound to take up the task (Financial Soundness Certificate to that effect from the Bank where the applicant has an account should be furnished).
5. Qualification for employees: All persons to be recruited by the Registered Agency should have acquired all qualifications for corresponding posts under the Govt of Mizoram prescribed by the relevant approved Service Rules/recruitment Rules framed by the Govt. of Mizoram.
6. Earnest Money Deposit: All quotationers should deposit 'Earnest Money' @ 2% to 5% of the fixed remuneration per head in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of the Authority inviting the quotation.
7. Security Deposit: The selected Firm should make 'Security Deposit' Money @ 5% or the fixed remuneration per head in the form of Call Deposit in any Nationalized Bank in Mizoram in favour of the Authority inviting the quotation.
8. Responsibility of the Agency : The recruiting Agency shall be responsible for the conduct and performance of the employee. In the event of misconduct or damage caused by the employee resulting in loss of the Government property, the Head of office of the outsourcing Department shall report to the recruiting Agency for taking appropriate action as deemed fit.
9. Penalty: If the selected Firm fails to supply manpower within the stipulated period or if it fails to continue the provision of manpower at any time during the term of the contract agreement, the Security Deposit made by the Firm shall be forfeited to the Government as revenue and such Firm may be declared as 'Defaulter' for a minimum period of 3 (three) months that may cause ineligibility to enter into any agreement with the Government for the suspension period.

10. Release of 'Earnest Money Deposit' and 'Security Deposit' :
  - The Earnest Money deposited by the unsuccessful bidders shall be released within 30 days of selection of firms.
  - The Security Deposit made by the selected Firm may be released after satisfactory completion of the contract.
11. The initial term of this Agreement shall commence from up to a duration of 12 (twelve) months. The Agreement may be renewed for another 12 months provided fund is provided by the Government and also based upon mutual consent of the Parties.
12. Commissioner & Secretary, GAD may terminate this Agreement at any time without cause by giving a written notice of termination at least 30 (thirty) days prior to the stated date of termination to the ..... (name of firm).
13. Commissioner & Secretary, GAD, may also terminate this Agreement at any time for non-performance, default or negligence by the ..... (name of firm). Examples of non-performance, default or negligence will include:
  - Missing a scheduled cleaning date.
  - Failure to fully comply with all the provisions/terms of this Agreement.
  - Dishonesty, theft, criminal acts) or other such action(s) by the employee of the .....(name of firm).
  - Failure to comply with standard level of service after being notified by GAD (SAW).
14. Commissioner & Secretary, GAD shall have the right to, at any time, assess the performance of the cleaning staff and inspect or make suggestions as to the details of the work and to prescribe alterations or deviations in the work. Should he discover any fault or failure, he may withhold payment until such errors are corrected by the .....(name of firm).
15. At the end of each month, the..... (name of firm) shall submit a monthly invoice to Commissioner & Secretary, GAD to request payment of Rs..... per month (in accordance with the conditions laid down in the agreement).
16. Tasks to be executed by the cleaning agents/employees of..... (name of firm) would include :
  - a) Dusting and cleaning of corridors, stairways, floors, walls and ceilings. These areas shall be thoroughly cleaned using a treated dust mop or wet mop using neutral detergent solution/ disinfectant/clear water as appropriate or the surface.
  - b) Cleaning and disinfection of the toilets, mirrors, ceramics and placing toilet papers, antibacterial soaps and room fresheners. Removal of stains and mopping of floors, including the area around the urinals and commodes, with germicidal detergent solution.
  - c) Dusting of work areas using appropriate equipment without dislocating any item in or around the work area.
  - d) Cleaning of chairs, benches, desks, furniture, etc. with clean cloth and appropriate germicidal solution.

- e) Dusting and cleaning of technical appliances such as computers, telephones, fax machines, printers, duplicating/copier machines etc.
- f) Dusting of all window frames and glasses including cleaning of front facade of Mizoram Secretariat Building - I at least once a quarter with ropes/harness and tools to be procured by the firm at its own cost. Tidying up of office premises, especially the area around the entrances. Emptying waste baskets and proper hygienic dumping of wastes/garbage to the government assigned dump-site.
17. The cleaning service period shall be from Monday to Friday (excluding Government holidays) in phases as follows:
- 1<sup>st</sup> Phase of cleaning - 6:00 AM to 9:00 AM.  
Beyond this period, duty detailment will be arranged by the firm for the whole day. Room will be arranged for them by SAW.
18. GAD, SAW shall provide the essential cleaning equipments and materials needed viz. garbage bag, cleaning liquid, plastic gloves etc. for the satisfactory performance of the work and cleaning services specified in this Agreement.
19. The ..... (name of firm) shall provide uniforms to its employees so as to make them differentiable or easily identifiable.
20. The ..... (name of firm) shall immediately replace any of its employees who is absent for any reason in order to ensure continuity of the cleaning service.
21. The ..... (name of firm) shall inform the identity of its employees by supplying a copy of their Identity Cards to the Commissioner & Secretary, GAD.
22. All the employees of the ..... (name of firm) assigned to perform cleaning duties in the office premises must commit, in writing, to respect the dignity and maintain secrecy and confidentiality of all the offices within the buildings, even after retirement from his/her job.

The Parties agree to all the terms and conditions specified above and will, to their best abilities, fulfill all aspects of this Agreement.



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