



भारतीय दूरसंचार विनियामक प्राधिकरण  
**Telecom Regulatory Authority of India**  
MDS Bhawan, JL Nehru Marg,  
(Old Minto Road) Next to Zakhir Hussain College  
New Delhi 110 002



F. No. G-16/6/9(1)/2021-GA

Dated 6<sup>th</sup> April, 2021

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from interested firms for rate contract for **“Providing Sanitization Services in the Telecom Regulatory Authority of India (TRAI) HQ, MDS Bhawan, next to Zakhir Hussain College, Jawaharlal Nehru Marg (Old Minto Road), New Delhi-110002**, initially for a period of one year in the wake of Covid-19 situation with effect from the date of award of the contract.

The tender document contains the following: -

- Annexure-I Instructions for Online Bid Submission
- Annexure-II Firm Details
- Annexure-III The Terms & Conditions along with the detailed specifications

**CRITICAL DATA SHEET**

Tender No.	G-16/6/9(1)/2021-GA
Name of Organization	Telecom Regulatory Authority of India Mahanagar Doorsanchar Bhawan, Next to Zakhir Hussain College, J. L. Nehru Marg (Old Minto Road), New Delhi-110002
Date and Time for issue/Publishing	10: 00 AM on 06.04.2021
Document Downloading/Sale Start Date and Time	10: 00 AM on 06.04.2021
Bid Submission Start Date and Time	10: 00 AM on 06.04.2021
Document Downloading/Sale End Date and Time	03:00 PM on 20.04.2021
Bid Submission End Date and Time	03:00 PM on 20.04.2021
Date and Time for Opening Bids	03:30 PM on 20.04.2021
Address for Communication	SRO (GA) TRAI, Mahanagar Doorsanchar Bhawan, Next to Zakhir Hussain College, J. L. Nehru Marg (Old Minto Road), New Delhi- 110002 <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> <a href="http://www.trai.gov.in/content/Tender.aspx">http://www.trai.gov.in/content/Tender.aspx</a>
Earnest Money Deposit (EMD)	Rs. 30,000/- only
Total Estimated Cost	Approximately Rs. 15,00,000/-

MANISH NEGI  
Senior Research Officer (GA)  
भारतीय दूरसंचार विनियामक प्राधिकरण  
Telecom Regulatory Authority of India  
नई दिल्ली / New Delhi-110002

In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The TRAI HQ reserves the right to accept/reject any or all the tenders without assigning any reason thereof.

Sd/-  
**(Manish Negi)**  
**SRO (GA)**

  
मनीष नेगी / MANISH NEGI  
वरिष्ठ अनुसंधान अधिकारी (सा.प्र.)  
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**INSTRUCTIONS FOR BID SUBMISSION**

1. The tender document may be downloaded from the CPP portal <https://eprocure.gov.in/eprocure/app>. and TRAI's website [www.traigov.in](http://www.traigov.in).
2. Tenderers/bidders are requested to visit the above website (s) above regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through these website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The TRAI HQ reserves the right to accept or reject any or all the tenders.

**The Firms are also required to provide copies of the following documents: -**

- a. copy of Firm's registration and GSTIN no.
- b. copy of RTGS/Bank details of the firm.
- c. copy of firm's license to *Sell, Stock or Exhibit for Sale or distribute insecticides and use of insecticide for commercial pest control operations to carry out sanitization work.*
- d. The bidding firm has to submit a self certificate to the effect that it has not been blacklisted / terminated / debarred by any Govt. Ministry / Department / PSUs / Autonomous bodies/ Statutory bodies etc. Such dissatisfaction/ displeasure of a Govt. Ministry / Department/ PSUs / Autonomous bodies / Statutory bodies etc. shall make the bidder undesirable. A self declaration to this effect shall be submitted by the bidder in the Tender Acceptance.

Sd/-  
**(Manish Negi)**  
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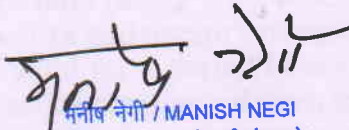
**Annexure-II**

**Name of the firm:** \_\_\_\_\_

**Registered/Postal Address:** \_\_\_\_\_

1.	Email Address	
2.	PAN No.	
3.	GSTIN	
4.	License no. <i>(to Sell, Stock or Exhibit for Sale or distribute insecticides and use of insecticide for commercial pest control operations).</i>	
5.	Contact No.	
6.	Bank Details Bank  Name Branch  Address Account  No.  Type of Account (Current/Saving)  IFSC Code No.	

**Name of the Authorized Signatory  
Stamp & Signature**

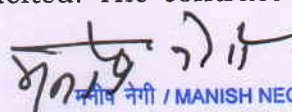
  
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**Terms & Conditions**

1. TRAI requires the services of reputed well established sanitization service providers (hereinafter referred to as "Service Providers") to sanitize the entire office buildings of TRAI at MDS Bhawan, Next to Zakhir Hussain College, J. L. Nehru Marg (Old Minto Road), New Delhi-110002 in wake of Covid-19 situation.
2. The firm should have valid GSTIN (enclose copy).
3. The firm should have a valid sanitization license to carry out specialized sanitization work as per Covid-19 requirement.
4. At the first instance the technical bids shall be evaluated by the Tender Evaluation Committee. At the second stage, the financial bids will be opened of only those bidders who qualify in the technical bid.
5. It shall be obligatory on the part of the contractor to carry out this work under his direct control and supervision and under no circumstances the work shall be assigned to sub-contractor.

**6 Scope of Work**

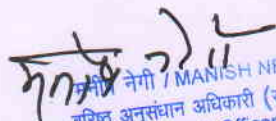
- All staircases and all lift lobbies of TRAI, MDS Bhawan,
  - All corridors of TRAI at MDS Bhawan,
  - All toilets of TRAI at MDS Bhawan,
  - Sanitization of entire premises including office rooms, conference room floors areas and personal toilets attached with rooms (approx. area 66,000 sq. ft.)
7. Interested bidders may submit sealed bids for above mentioned Sanitization Services in the format attached as **Annexure-IV** as per terms & conditions. The bids received after due date and time, those received without sealed cover and rates not quoted in the proforma annexed as **Annexure-IV** along with an undertaking as per **Annexure-V** will not be entertained/considered.
  8. The contractor will carry out all the above works twice a week only as decided by TRAI between 7.00 and 09.00 AM. However, the work can be requisitioned even beyond the given normal time. The firm will not claim any extra payment for occasional work beyond normal timings.
  9. If any pecuniary damage occurs in the TRAI HQ due to lapse of the worker of the firm, the cost of the damage will be borne by the firm.
  10. The site for the work is available and can be seen on any working day during office hours by contacting Care Taker/Dealing Hand in concerned section. The tenderer should quote his price taking into account all factors which may affect the work and cost. In no case the request for change of rates during the currency of contract will be entertained.
  11. The contract shall cover sanitization work at TRAI Hqrs. (MDS Bhawan), Next to Zakhir Hussain College, J. L. Nehru Marg (Old Minto Road), New Delhi-110002. However, the payment will be made on actual sanitization work done by the firm and duly verified by the section concerned.
  12. No advance payment will be made. The payment in respect of job undertaken by the firm shall be made by the TRAI HQ at the rates approved as quickly as possible on the basis of receipt of bills (along with a certificate from the occupants of the room/ concerned officer towards satisfactory completion of the work) in this regard.
  13. This contract will be valid for a period of one year from the date of award of contract. However, the same can be terminated even before the scheduled dated of its expiry in case the firm fails to provide satisfactory services or non comply with any of the terms and conditions of the contract failing which security money deposited by the firm will also be liable to be forfeited. The contract can also be terminated by TRAI

  
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- without giving any reasons by giving a months notice to the firm. The decision of the TRAI HQ in this regard will be final and binding on the Contractor.
14. The contract can be extended after the expiry of initial one year period for another two years only on completion of satisfactory services on year to year basis subject to observance of all codal formalities.
  15. The successful bidder shall be required to enter into an agreement with the TRAI HQ as per the provisions of GFR-2017.
  16. The Competent Authority in the TRAI HQ reserves right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
  17. The firms quoting rates will be requested to deposit a sum of Rs. 30,000/- (Rupees Thirty Thousand only) as earnest money in the form of Demand drafts drawn in favor of **TRAI, New Delhi**. The same shall be refunded to the tenderers without any interest thereon after the contract has been awarded to the successful bidder. The earnest money will liable to be forfeited in case successful bidder refuses the offer.
  18. Taxes will be deducted at source as per rules. The firm may also submit the information as sought in the Performa enclosed as **Annexure -I to Annexure -III** duly signed by an authorized signatory of the firm.
  19. If any dispute(s) arises between the TRAI HQ and the firm with reference to the contract, the TRAI HQ will decide it and its decision will be binding on the firms.
  20. The successful bidder will be required to deposit an amount equal to 3% of the contract as security money in the form of Account payee Demand Draft, Fixed Deposit, Bank guarantee from any of Commercial bank in an acceptable form in favour of '**TRAI, New Delhi**' payable at New Delhi, which will be refundable after satisfactory completion of the contract. If at any stage the services of the firm are not found suitable/appropriate, the contract shall liable to be terminated and security deposit shall also be likely to be forfeited.
  21. It may be specially noted that the bid not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded.
  22. The Bidder should have executed project of same or similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid, as per following criteria:
    - i) Single order of at least 35% of estimated bid value; or
    - ii) Two orders of at least 20% each of estimated bid value; or
    - iii) Three orders of at least 15% each of estimated bid value.
  23. TRAI reserves the right to accept or reject any or all tender clauses without assigning any reason whatsoever and is not bound to accept the lowest tender as well.
  24. TRAI reserves the right to terminate the contract any time without assigning any reason/notice.

**Terms & conditions are acceptable**

**Dated**

  
MANISH NEGI  
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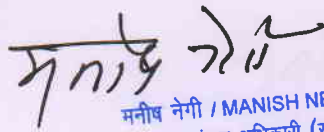
**(Authorized signatory of the firm)**

**SCHEDULE OF RATE FOR PROVIDING SANITIZATION SERVICES IN TRAI HQ**

Sl. No.	Scope of Service and Type	Total area (Approx.)	Frequency of visit (for one yr.)	Cost per sq. ft. (Rs.)	Total Amount (Rs.) (C x E)
A	B	C	D	E	F
1	Sanitization of entire premises including office rooms, conference room floors areas and personal toilets attached with rooms	66,000 sq. ft.	Twice a week		
	Total				
	Applicable GST %				
	Grand Total				

Total cost in words Rs. ....only

**Name & Signature of the tenderer**  
**SIGNATURE OF THE TENDERER**  
 With firm/ company seal



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**[To be provided on letter head of the company]**


**Annexure-V**

**UNDERTAKING**

I / We M/s \_\_\_\_\_ hereby undertake that I / We have completely studied the tender document and certify that I / We are in a position to provide services as required. I / We also agrees to all the terms & conditions of this tender notice.

I/ We also undertake that our firm has not been barred or blacklisted by any of the Central / State Government / Departments / Organizations / Central or State PSU.

**(Authorized Signature)  
Stamp**

  
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