

F. No. 42/7/2025/PMU-OC
Government of India
Ministry of Environment, Forest and Climate Change
Ozone Cell

1st Floor,
9 Institutional Area,
Lodhi Road,
New Delhi-110003,
Tel: 91 11 24643318, 24643325
Email: pmucfc-mef@nic.in

Dated: 13th June, 2025

Subject: Request for Proposal (RFP) for Housekeeping services

PMU, Ozone Cell, Ministry of Environment, Forest and Climate Change (MoEF&CC) invites proposals from reputed professionally managed firms, engaged in providing housekeeping Services, at its Office at 1st Floor 9 Institutional Area, Lodhi Road, New Delhi – 110003 having carpet area of 3000 sq.ft **for the period of 1 year from the date of award the contract.** The bid shall consist of two parts – Technical Proposal and Financial Proposal. Both the proposals are to be placed in two separate sealed envelopes (**Clearly superscribing “Technical proposal for providing housekeeping services” and “Financial proposal for providing housekeeping services”**) which, in turn, are to be placed in a sealed cover. The bids of those parties whose financial proposal are not in a separate sealed cover or the rates quoted by them find mention in their technical proposal shall be rejected summarily. All the information sought under the head Conditions and other information to be supplied is to be given in technical proposal while prices quoted for the same will have to be mentioned only in the financial proposal. The Financial proposals of only those parties shall be opened whose Technical proposals are found to be eligible while the disqualified bidder's financial proposal shall be returned unopened.

Details of the following are elaborated in this RFP:

1. Background
2. Scope of work
3. General Instructions
4. Eligibility Criteria
5. Details of Technical Proposal (for screening as per eligibility criteria only)
(Annexure – 1)
6. Details of Financial Proposal (Annexure – 2)
7. Contract template

1. BACKGROUND

- 1.1 India is a Party to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer. The Government of India has entrusted the work relating to Ozone Layer protection and implementation of the Montreal Protocol on Substances that Deplete the Ozone Layer to the Ministry of Environment, Forest and Climate Change (MoEF&CC). The MoEF&CC has set up an Ozone Cell as a National Ozone Unit to render necessary services for effective and timely implementation of the Protocol and its Ozone Depleting Substances (ODS) phase- out program in India.

- 1.2 The Project Management Unit (PMU) has been set up as a registered Society under the Ozone Cell to implement the activities to implement ODS Phase-out projects and activities in the country for the implementation of the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer.

2. Scope of Work

The scope of work would encompass cleaning the office premises of Ozone Cell, MoEF&CC at 1st Floor 9 Institutional Area, Lodhi Road, New Delhi – 110003 having carpet area of 3000 sq.ft so that the whole office premises from the entrance onwards is cleaned and presentable at all times.

The housekeeping services will be of a comprehensive nature as under and the Agency shall be responsible for providing **two housekeeping personnel (1 male and 1 female) for performing duties relating cleaning, maintenance and upkeep of the premises of “Society” for six days a week from 8:00 AM to 4:00 PM as per the following scope of work. In case of need and exigency the personnel should be available:-**

Activities to be performed daily

- Sweeping of the floor
- Moping of the entire floor using detergents and phenyl (2 times a day)
- Dusting of windows and doors
- Dusting and cleaning of tables, chairs and all other furniture using Colin
- Cleaning of sofas and center tables
- Disposal of garbage/ waste (2 times a day)
- Cleaning of toilets (3 times a day)
- Toilet rolls to be replaced as per requirement
- Fixing Odonil in washrooms to be replaced as per requirement
- Dusting and cleaning of office equipment's
- Spray of Room freshener

Special attention to be given to the areas such as urinal stands, toilet bowls, wash basin and cleaning of windows from inside as well as outside.

Activities to be performed weekly

- Washing of floor using detergents/chemicals
- Removal of stains from partition walls and other walls using detergents
- Cleaning of furniture using vacuum cleaner
- Spray of insecticides in the entire premises (once a week)
- Cleaning of towels (twice a week)
- Cleaning of windowpanes and glass doors using Colin
- Cleaning of Venetian blinds using Colin
- Cleaning of computers, telephone instruments, Xerox machines, fax machine etc. using Colin

Details of estimated monthly consumable material to be provided

Sl.No	Item	Monthly
1	Toilet Roll	80 Nos
2	Harpic	2 Liters
3	Phenyl	5 Liters
4	Room freshener	3 Nos
5	Urinal Pads	2 Nos
6	Colin	3 Liters
7	Glass Duster	4 Nos
8	Wiping Cloth	4 Nos
9	Mop	6 Nos
10	Hand Mop	4 Nos
11	Odonil	4 Nos
12	HIT Spray	2 Nos
13	Garbage Bags	2 Kg
14	Floor Cleaner	5 Liters
15	Tide / Surf	1 Kg
16	Naphthalin Balls	1 Kg
17	Hand Wash	5 Liters

Items as per requirement

1. Bucket (2 Nos)
2. Wiper Big (2 Nos)
3. Dustpan and brush (2 Nos)
4. Dustbin- big (2 Nos)
5. Toilet Gloves
6. Toilet Brush
7. Broom soft
8. Broom hard

The stock of consumables per month will always be maintained and replenished as per requirement.

3. GENERAL INSTRUCTIONS

1. The bidder should be duly registered company / partnership firm / proprietorship to be authenticated by certified copies of documents, as applicable.
2. PAN No of company/ partnership firm / proprietorship.
3. GST registration No of company/ partnership firm /proprietorship.
4. Labour License issued by appropriate authority.
5. The quotations should be sent either by Regd. Post/Speed Post/Courier to the following address: The Director, Ozone Cell, Ministry of Environment, Forest and Climate Change, Government of India, 1st Floor, 9 Institutional Area, Lodhi Road, New Delhi-110003 or delivered in person, to reach before the closing date and time. PMU, Ozone Cell, MoEF&CC will not be responsible for any postal delay. The late/delayed quotations whether sent by post or delivered in person are likely to be rejected.

6. The bidder should ensure that the amounts are written legibly in such a way to prevent any possible manipulation. No blank space should be left.
7. Bidder shall quote rates in Indian Rupees (INR), both in figures and words failing which the bid is liable to be rejected. On checking if there are differences between the rates quoted by the bidder in words and in figures, the rate quoted by the bidder in words shall be taken as correct.
8. That the persons deployed by the contractor under the contract shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor (who is answerable to the Competent Authority in the Ozone Cell, MoEF&CC) and in no case, shall an employer-employee relationship accrue/arise implicitly or explicitly between the said persons and the PMU, Ozone Cell, MoEF&CC. Subcontracting shall not be permitted.
9. Failure to fulfil any of the conditions given above shall render the bid/bidder liable for rejection.
10. PMU, Ozone Cell, MoEF&CC does not bind itself to accept the lowest or any bid and reserves the right of accepting the whole or any part of the bid or rejecting any or all the bids. The bidder shall be bound to perform as agreed upon in the contract at the quoted rates.

4. ELIGIBILITY CRITERIA

- a) The Registered Office or one of the Branch Office's should be located either in Delhi/New Delhi or NCR of Delhi;
- b) Registration with the appropriate registration authority;
- c) Registration of Labour License issued by appropriate registration authority;
- d) Own Bank Account;
- e) Registered with ESIC and EPF by the appropriate registration authority;
- f) Registered with Income Tax and GST departments;
- g) A bidder blacklisted by MoEF&CC or any Govt. Agency against whom a penal action had been taken up by MoEF&CC or any Govt. agency for failure on the part of the Service Provider in providing satisfactory services cannot participate in the bid.

Last day and time for submission of proposals

It would be appreciated if you could submit the proposals in a sealed cover for consideration by the Ozone Cell, MoEF&CC. The rates should be quote on lump sum basis for the above mentioned services as per the scope of work latest by **27th June, 2025 till 05:00 P.M.** The proposals should be addressed to:

The Director,
Ozone Cell,
1st Floor, 9 Institutional Area,
Lodhi Road, New Delhi 110003.

PART I

Annexure - 1

Technical Details should be provided in the prescribed format which should inter alia contain the specified documents.

FORMAT FOR TECHNICAL PROPOSAL

Sl.No.	Particulars	Fill in the details
1.	Name of Firm/Bidder (in block letters).	
2.	Permanent Address & Telephone /mobile No.	
3.	Year of Incorporation of the Firm /Bidder	
4.	Full Postal Address with Telephone/Fax No./ E-mail:	
5.	Registration with the appropriate registration authority	(Attach as enclosure & refer here)
6.	Bank Account details Account No. Account Name, Bank Name, Address, IFSC Code, MICR No.	(Attach Bank Statement First Page Copy as enclosure & refer here)
7.	Sworn Affidavit that the Agency has not been blacklisted by MoEF&CC or any Govt. Agency against whom a penal action had been taken up by MoEF&CC or any Govt. agency for failure on the part of the Service Provider in providing satisfactory services	(Attach as enclosure & refer here)
8.	Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet)	(Attach as enclosure & refer here)

9.	Details of establishment Registration with date obtained from the concerned authorities (enclose photo copies).	(Attach as enclosure & refer here)
10.	Details of E.S.I.C. Registration with Date (enclose photo copies).	(Attach as enclosure & refer here)
11.	Details of E.P.F. Registration with Date (enclose photo copies).	(Attach as enclosure & refer here)
12.	Copy of Labour License issued by appropriate authority.	(Attach as enclosure & refer here)

Signature of Bidder

Name of the Competent Authority

Seal & Address

Date:

PART II

Annexure -2

(FORMAT FOR FINANCIAL BID)

Period	Lump sum rate monthly for 2 housekeeping personnel's (1 male, 1 female as per details mentioned in clause 2) including statutory benefits (PF and ESI etc., if any with details:-	Amount in RS.
For 1 year from the award of contract	Lump sum rate for monthly consumable material details mentioned in clause 2.	Amount in RS.
Grand Total	(in Figures)-	
	(in Words)-	

Note:-GST will be paid extra.

Signature of Bidder

Name of the Competent Authority

Seal & Address

FORMAT OF CONTRACT

(Present contract to be inserted)

CONTRACT

This contract is made on _____ between _____ hereinafter called the “Agency”

AND

Project Management Unit, Ozone Cell, Ministry of Environment, Forest and Climate Change having its office at 1st Floor, 9 Institutional Area, Lodi Road, New Delhi -110003 hereinafter called the “Society”.

Whereas, the “Society” has engaged the “Agency” to provide housekeeping services to the “Society” on the terms and conditions set forth below.

NOW THEREFORE, it is hereby agreed and declared by and between “Agency” and “Society” hereto as follows:-

1. This contract be valid for a period from _____ to _____ and shall include any amendments agreed mutually or for terminations as applicable.
2. The Agency shall be responsible for providing two housekeeping personnel (1 male and 1 female) for performing duties relating cleaning, maintenance and upkeep of the premises of “Society” for six days a week from 8:00 AM to 4:00 PM as per scope of work detailed at Annexure “A”, which shall form an integral part of the contract. The persons so provided shall be medically fit with proper character and antecedents done by the agency.
3. Agency shall provide the housekeeping personnel with necessary uniform, outfit etc. required for the effective discharge of housekeeping and upkeep of premises services to the Society, at its own expenses.
4. The Agency shall ensure that the housekeeping personnel deputed to the society shall be neat and tidy, disciplined, well-mannered and shall effectively discharge the assigned duties.
5. The Agency shall ensure that at no point of time within the specified timings in clause 2 above, there shall be interruption in services and the agency shall accordingly plan its operations, including providing substitute.
6. The wages to the housekeeping personnel’s will be as per notification issued by the Government of Delhi from time to time.

7. In case the services of manpower supplied by the Agency are found unsatisfactory, the Agency shall take immediate action for providing a suitable replacement.
8. No person(s) assigned by the Agency shall have any claim for regular absorption or employment whatsoever in the service of the "Society".
9. The Society shall pay monthly amount of Rs._____ plus GST to the agency on the submission of the bill/invoice along with related supporting documentation.
10. The Agency shall ensure credit of remuneration to their person whose services have been provided to the "Society" by the 7th day of every month in their respective Bank Accounts.
11. That the applicable laws of India shall govern the validity, performances, enforcement of this contract.
12. That contract is signed on the non-judicial paper of requisite value. The stamp value should be borne to be borne by the agency.
13. The contract may be followed by specific contract covering the details of various transactions as mutually agreed subsequently to this contract.
14. IN WITNESS WHEREOF the parties to this contract have signed/put it under hands and seal on this deed on the ____ day and year first mentioned above.

Signature Auth. Rep. of Agency

Signature of Auth. Rep. of Society

Ozone Cell
MoEF&CC

Witness

1.

2.