

Addendum No. 1 dt. 19.05.15 to
 Bid Document No. DGH/MM/HKS/096/2015/ENQ/164 for
House Keeping Services at DGH office & Transit Accommodation at Noida.

A pre-bid conference was held with potential bidders on 18.05.15 from 1400 Hrs, as mentioned in the NIT and tender documents referred above. 9 (nine) potential bidders attended the conference and queries raised by them were clarified & replied by DGH team in the conference itself. The details of various queries by various potential bidders and DGH's replies to them are given below:

Sl	Ref	Query/Clarifications/Modifications	DGH's Reply
1	p.2/80. Sl. No. 1 of Salient Features	DGH's own point	Please read Tender No. as DGH/MM/HKS/096/2015/ENQ/164 in place of the existing DGH/MM/HKS/096/2014/ENQ/130.
2	p.2/80. Sl. No. 4 of Salient Features	DGH's own point	Tender Documents were available for download till 15.05.15. at the websites.
3	p.7/80 Clause No.2 Tender Fee	DGH's own point	In terms of the Clause No. 2.0 of Annexure –I of the tender No. DGH/MM/HKS/096/2014/ENQ/ 130 which was cancelled and being re-invited under the captioned tender, tender fee shall not be charged from those tenderers who had purchased the original tender.
4	p.66/80 3a of Scope of work	2 (Two) sets of uniform must be provided to the cleaners & supervisor employed by the contractor, at contractor's cost.	The uniforms to be provided are (i) 2 Sets of Cotton Shirts & Pants / Salvar Suits of Blue Colour along with 1 (one) Blue colour Sweater for winter and (ii) 1 (one) pair of shoes.
5	(a)p.63/80-Clause 7.0, (b)p.74/80- 10e(iv), (c) p.79/80, Note at 'f'	Leave with wages	Leave with wages is not applicable for this tender and hence deleted from all the 3 places given in ref. column.
6	p.77/80- List of Equipments	Step Ladder 12"	Please read as 12 feet.
7	p.80/80 -Price Bid Document	PF/ESI @ 18.11%	As revised by EPFO wef 01.01.15
8	p.80/80 - Price Bid Document	Extra Labour Component beyond the minimum 29 labourers – Please explain calculation of Rs.10,978.1428 & why option is given that it can be quoted as zero also. Is this amount to be paid to the workers every month or it will be paid on your instructions to workers as reimbursement as and when required.	Rs. 10,978.1428 is arrived at by adding A1, A2 & A3. This line item is for extra labour , if desired by bidder, over and above the minimum 29 reqd. This is optional and hence can be quoted zero, if no extra labour is envisaged.
9	p.71/80 - Clause 6.a	Please Confirm Minimum wages revision will be borne by the Contractor or by Client	Please refer to page no .71/80 - Clause 6.c
10	pp.75-77/80	The most of the cleaning materials and consumables listed out in Appendix I & II are repeated Appendix III with same quantity Please reconfirm the same and	The appendices I to III to Annexure –IV are attached once again with clarifications.

		share the final list of cleaning materials and consumables	
11	p.80- point no B2	In the Annexure the estimated quantity is given for per annum, whereas in the price bid we have been instructed to provide the rate for per month. Pls reconfirm whether we can convert the quantity given per annum as per month and quoted accordingly in the price bid	You can find out the monthly requirement from the annual requirement.
12	p.33 - Clause 5.0	Revision in the rates of existing Service taxes or imposition of new taxes need be borne by the DHG	Please see page no. 54/80 – Clause No. 24.0 Change in Law.
13	p.38/80 - Clause 1.21	Please confirm the Third Party Insurance Policy amount.	This is definition of third party.
14		Garbage Disposal- Please confirm What would be the distance between the garbage collection area to dumping area	As of now, dumping area is in the Basement of the building.
15		Carpet Cleaning - Please confirm we have to clean the carpet only by vacuum cleaning or we have to do the carpet shampooing – if yes kindly share the frequency of cleaning required and also share the sq ft details	Yes, only vacuum cleaning is required. Carpet shampooing is not covered in this tender.
16		Facade Cleaning- Please confirm whether we have to do the facade cleaning – if yes pls share the frequency of cleaning required and also share the sq feet details	No.
17		Whether we have considered the Leave wages, Holiday wages, Gratuity and also confirm any Insurance required for the employees	Please refer to Sl. No. 5 above for Leave wages. National Holidays as per Central government will be paid holidays. Gratuity, if applicable, will be borne by the Contractor. Regarding Insurance, please refer to Clause no. 19.0 (p.49/80)
18		Material & Equipment Charges and management charges should be separate.	Respective clauses remain unchanged in the tender.
19		In the interest of work, annual revision may be fixed for percentage of 5% to 7%.	Respective clauses remain unchanged in the tender. While quoting, bidder may take this into account and keep necessary provisions in the quoted rates.

Notes - p. ** refers to the page number of the tender document.

All other terms and conditions of the bid document, including the Bid Closing / Opening Date & Time shall remain unaltered.

Directorate General of Hydrocarbons.

Appendix-I to Annexure- IV

Annual Estimate of Chemicals			
S.No.	Description	Unit	Est.Quantity
1	Naphthalene Balls 200 gm. (Pkts)	Pkts	96
2	Odonil 75 gm. (Pkts)	Pkts	923
3	Sanitary Cube (Pkts)	Pkts	48
4	Hand Wash 5 kg Jar (Kgs)	Kgs	924
5	Scotch Brite 3M (Nos)	Nos	369
6	Hit Spray Black 425 ml (Nos)	Nos	72
7	Toilet Roll (Nos)	Nos	3692
8	Garbage Bag Flexo Big Size (Kgs)	Kgs	168
9	Garbage Bag Flexo Small Size (Kgs)	Kgs	126
10	C-Fold Napkin (Pkts)	Pkts	7384
11	Taski R-2 (Jar of 5 Ltr)	Ltrs	500
12	Taski R-3 (Jar of 5 Ltr)	Ltrs	600
13	Taski R-6 (Jar of 5 Ltr)	Ltrs	252
14	Suma Inox D-7.1 (Jar of 5 Ltr)	Ltrs	210
15	Colin Spray 500 ml (Nos)	Nos	200
16	Room Freshener (Nos)	Nos	350
17	Dettol Liquid Soap - 185 ml refill (Nos)	Nos	36
18	Flush Cleaner (Nos)	Nos	200
19	Pantry wall cleaning powder (Pkts)	Pkts	184

Appendix-II to Annexure- IV**Annual Estimate of Consumables**

S.No.	Particulars	Quantity
1	Squeegees / Glass Cleaning Wiper	20
2	Window Cleaning Applicator (wet)	15
3	Step Ladder	2
4	Floor Dry Mop	25
5	Floor Wiper	25
6	Sponge Pads	100
7	Spin Floor Mop (wet)	10
8	Dust Pan	10
9	Dust Brush (Small)	10
10	Nylon Broom Stick	10
11	Feather Duster	10
12	Dusting Cloth	
13	Yellow	250
14	White	200
15	Floor Mopping Cloth (Big)	20
16	Plastic Bucket (Medium)	10
18	Cobweb Brush	20
19	Toilet Brush	30
20	Hand Brush	20
21	Hand Gloves	60

LIST OF EQUIPMENTS (Besides the major equipments given below, other items are from Appendix-II but grouped under various categories, here.)

List of equipment's with accessories, materials, apparatus & equipment's to be provided and used for housekeeping services by the Contractor according to their uses:

Major equipment

Dry & Wet Vacuum cleaner	02Nos.
Automatic scrubbing machine	02 Nos.
Carpet Cleaner	02 Nos

Window cleaning tools

Squeegees / Glass Cleaning Wiper	20 Nos
Step ladder aluminium 12"	02 Nos
Sponge pads	100 Nos
Window Cleaning Applicator	15Nos

Minor equipment:

Floor

Dry Mop	25 Nos
Spin floor Mop (wet)	10Nos
Floor Wiper	25 Nos
Dust pan	10 Nos
Dust brushes (small)	10Nos
Nylon brooms stick	10 Nos
SS Scorch pads/steel wool	369 Nos
Feather duster	10 Nos
Dusting cloth	
Yellow	250 Nos
White	200 Nos
Floor Mopping Cloth (Big)	20 Nos
Web Brush curved for AC	50 Nos
Plastic Bucket (Medium)	10 Nos

Washrooms

Toilet brush	30 Nos
Hand brush	20 Nos
Hand Gloves	60 Nos