

**DESHBANDHU COLLEGE
UNIVERSITY OF DELHI
KALKAJI, NEW DELHI - 110019**

Sealed tender are invited from reputed Housekeeping service providers registered with Department of Trade & Taxes, Govt. of NCT Delhi under DVAT Act 2004, for providing Sanitation (Housekeeping) Services in the College premises.


Last Date of Submission: 02nd December 2015 upto 02.00 p.m.
Tender Opening Date & Time : 02nd December 2015 upto 03.00 p.m.

The tender document is available on College website <http://www.deshbandhucollege.ac.in> which can be downloaded by the vendors. Tenders are liable to be cancelled if any condition contained in the tender document is not complied with. Amendment/ Corrigendum, if any in the tender document shall appear on the above mentioned website.

Deshbandhu College, DU in public interest reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any of the terms and conditions of the tender

The Cost of Tender: Rs.100/- through demand draft, payable in favour of Principal, Deshbandhu College, Delhi


CONVENOR
BUILDING COMMITTEE


PRINCIPAL

**TENDER DOCUMENT FOR ENGAGEMENT OF AGENCY FOR PROVIDING SANITATION
(HOUSEKEEPING) SERVICES IN THE COLLEGE**

Sealed tenders are invited from reputed Sanitation (Housekeeping) service provider, registered with Department of trade and Taxes, Govt. of NCT of Delhi, under DVAT Act 2004 for the annual contract for providing Sanitation (Housekeeping) Services in the College premises. The terms and conditions in respect of Tender are as under:

1. Sealed Tenders in prescribed format duly filled-in along with the Bank Draft/Pay Order for 5,000/- in favour of **Principal, Deshbandhu College, Delhi** towards **Earnest money** must be submitted latest by 02 December 2015 upto 02.00 p.m. in the Tender Box, available in Principal's Office.

The tenders must be submitted in 2 parts in 2 separate envelopes as follows:

Part-I: (Superscripted as TECHNICAL BID)

The following should be clearly mentioned in the technical bid

- (i) The plan indicating tentative number of personnel to be deployed and Mechanised equipments, if any, to be used for cleaning of the college premises, should be clearly mentioned.
- (ii) Past experience of Sanitation works in last three years. (The agency must have work Experience in Educational Institute(s) in immediate past in order to become eligible).
- (iii) Satisfactory Performance Certificate issued by the concerned agency(s)/organisations where such types of works/job have been performed by the Contractor earlier shall also be enclosed.
- (iv) Registration Number of the Firm.
- (v) License No. under Contract Labour Act (if any).
- (vi) Provident fund Account Number allotted by the Provident Fund Commission.
- (vii) ESI Number.
- (viii) PAN Number allotted by the Income Tax Department along with a copy of the last Income Tax Clearance Certificate.
- (ix) Registration Number under DVAT Act 2004
- (x) Details of Earnest money
- (xi) Details of Cost of Tender document
- (xii) Covering letter on the letter head of the firm as per format enclosed

Part-II : (Superscripted as financial BID)

The financial bid should contain individual personnel rates (with material) per month.

Both the envelopes containing Technical & Financial Bid separately, should be enclosed in a third envelope duly superscripted as "Tender for Sanitation (Housekeeping) Services" and addressed to the Principal, Deshbandhu College, (University of Delhi) Kalkaji, New Delhi – 110019.

2. The Tender document is non-transferable.

3. Firms not registered with Department of trade and Taxes for DVAT are not eligible.

4. The tenders will be opened on 02nd December, 2015 at 2.00 p.m. in the college premises by the Committee constituted for this purpose in the presence of vendors/service providers who are present. The financial bids of the vendors/agencies shall be considered only after evaluation and approval of the technical bids.

5. The college reserves its right to carry out a technical inspection and performance evaluation of the offers made by short-listed bidders as a part of evaluation of technical bids. This may include site visit of the current engagement of the bidders.

6. The tenders should be legibly filled in ink or typed. Alterations unless legibly attested by the Vendor, shall disqualify the tender. The tenders should be signed by the vendor himself.
7. Every paper of the tender should be signed by the vendor with seal of Agency/Firm.
8. The vendor/contractor should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
9. The earnest money will be liable to be forfeited if the vendor/contractor withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.
10. The college will deduct Income Tax at Source under Section 194-C of the Income Tax Act, 1961 from the contractor as per rates applicable from time to time.
11. TDS on account of VAT @ 4% on total bill amount or as applicable from time to time will be deducted in accordance with the provisions of Section 36A of DVAT Act 2004.
12. The Vendor/Contractor shall be responsible for the due performance of the contract. In the event of any breach/violation or contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the college. The earnest money will be adjusted against security money. No interest shall be paid by the college on earnest money or security deposit.
13. The college reserves the right to cancel/reject full or any part of the tender which vendor/contractor do not fulfill the condition stipulated in the matter.
14. Vendor/contractor submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
15. Any act on the part of the vendor/contractor to influence anybody in the college is liable to rejection of his tender.
16. The contractor shall provide a non-judicial stamp paper of Rs.100/- for preparing a Contract Agreement.
17. The complete plan of work and time schedule shall be finalized in consultation with competent authority of the college at the time of signing of agreement.
18. That the contractor shall comply with all the legal requirements and for obtaining license under Contract Labour (R&A) as per rule.
19. The vendor/contractor shall abide by the provision of the Contract Labour (R & A) Act, 1970 and other Labour Laws applicable to him. Any dispute arising thereof shall be sole responsibility of the vendor/contractor.
20. Every worker so appointed by the contractor shall wear the prescribed uniform according to season, i.e. summer uniform in summer and winter uniform in winter season and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
21. The vendor/contractor shall provide one supervisor who shall supervise the housekeeping job in the college and shall be available all the time.
22. The vendor/contractor shall provide Safai Karamcharis whose age shall be between 18-40 years.
23. That the agency staff shall be available all the time as per their duty roster and they shall not leave their place of duty without prior permission.
24. That the agency shall be responsible to provide immediate replacement to take place of any Safai Karamchari who is not available for duty at the place of posting and such other additional staff as may be required for additional areas for which prior information has been given.
25. That the agency staff shall work under overall supervision and direction of the college administration.
26. That the agency shall also be responsible to provide all the benefits, viz. Provident Fund, ESI, Bonus, Gratuity, Leave etc. to eligible staff engaged by the contractor.
27. The contractor shall have to produce documentary proof, i.e. Ration Card/Telephone Bill Electricity Bill/Income Tax Certificate if he is assessee under Income Tax Department in support of identity.
28. Tender must be unconditional.

29. The college shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
30. The Agency staff shall carry out all such other duties as are entrusted to them from time to time.
31. The Agency shall not engage any Sub-contractor or transfer the contract to any other person in any manner.
32. The contractor shall use only branded items available in the market. Use of sub-standard material may lead to cancellation of contract.
33. That the tenders not conforming to its requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
34. Duties of the Sanitary Supervisors and Safai Karamcharis will be as under:

Sanitary Supervisor: Sanitary Supervisor will be responsible to supervise the work of the Safai Karamcharis or any other duty as assigned by the college.

Safai Karamcharis:

- (a) Sweeping office rooms, classrooms and laboratories etc. (at least twice daily).
 - (b) Sweeping, Washing, Scrubbing and Swabbing etc. of the verandas, vestibules and staircases and cleaning the articles lying therein, such as spittoons, fire-fighting equipment etc.
 - (c) Sweeping open spaces like roads, courtyards, garages, etc.
 - (d) Cleaning open spaces like lawns etc. swept extensively or kept clean by picking paper-bits etc. and by partial sweeping, whatever necessary.
 - (e) Cleaning latrines, bathrooms, urinals, etc. to be done at every one hour.
 - (f) Dusting and cleaning the office and classroom furniture, doors, windows, fans, lights, assisting the staff in movement of furniture etc.
 - (g) Clearance of garbage laid in any part of the college.
 - (k) Weekly cleaning of roofs of various parts of the building.
35. Apart from the above, the college can mention any type of job related to sanitation, cleaning and gardening etc. of their premises.
36. Performance Evaluation:
- (a) The quality assurance of the Sanitary Services should be ensured regularly (Daily, Weekly, Fortnightly or Monthly depending upon the discretion of the college) on the basis of the periodical reports furnished by the Contractor.
 - (b) The Contractor and all his staff deployed for sanitation work will work under the Supervision of the Principal Employer.
 - (c) Appropriate records in reference to above shall be maintained by the Contractor at his own cost.
37. That the Contractor shall have to provide additional personnel for allocating any additional duty arising out as per the circumstances directed by the Principal Employer or any officer authorized by him in addition to those duties/personnel covered in this contract with the same amount of the contract.
38. That the Contractor shall provide any additional services at the quoted & approved rates in case of any change in the area/job specified under any head in the tender document.
39. In case of any dispute or difference, the award of the Chairman, Governing Body of the college will be final and binding on the parties to the contract and the courts at Delhi/New Delhi shall only have the jurisdiction over the same.
40. A separate attendance register should be maintained and supervisor should ensure that regular attendance is marked by all housekeeping staff provided by the vender.
41. The College reserves to right to cancel the contract with at least one month prior notice, if the work of the contractor is not found satisfactorily. Also the tenderer if he wishes to leave the contract should serve a prior one month notice to the college.

PROFORMA FOR PROVIDING SANITATION (HOUSEKEEPING) SERVICES IN KIRORI MAL COLLEGE, NORTH CAMPUS, UNIVERSITY OF DELHI, DELHI – 110007

PART I TECHNICAL BID

Duly attested passport size photograph of vendor/contractor

1. Due date for tender _____
2. Opening time and date of tender _____
3. Names, address of the Firm/Agency and Tel No.: _____

4. Registration number of the Firm/Agency: _____
5. Name, Designation, Address and Telephone No. _____
of Authorized person of Firm/Agency to deal with: _____
6. Please specify as to whether a. _____ b. _____
vender/contractor is a sole Proprietor _____
partnership Firm Name, address _____
and Telephone No. of Director/ _____
partners should be specified _____
c. _____ d. _____

6. PAN of Income Tax Deptt. and clearance certificate: _____
7. Registration Number under DVAT Act 2004: _____
8. Provident Fund Account No. and authority with whom registered: _____

9. ESI No.: _____
10. License No. under Contract Labour (R&A) Act, (if any: _____
11. Details of experience with regard to Sanitation services
(with full details of the Agency(s) to whom such contracts awarded.) Copies of the satisfactory reports should be attached. In case number of Agencies are much then separate sheet may be used for indicating experience etc.

Contd...p/2

12. Details of earnest money deposited

b) Bank draft/Pay Order No.: _____

c) Date of issue of *BDIPO*: _____

d) Name of the issuing authority: _____

13. Details of cost of Tender document of Rs. 1,000/-

15. Any other information:

16. Declaration by the contractor:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions and instructions contained herein and undertake myself/ourselves to abide by the said terms and conditions.

(Note: Please attach the attested copies of supporting documents)

(Signature of vendor/contractor)

Name:

Designation:

Address:

Phone No. (0): _____

(R): _____

Date : _____

**PROFORMA FOR PROVIDING SANITATION (HOUSEKEEPING) SERVICES IN DESHBANDHU COLLEGE, UNIVERSITY OF DELHI, KALKAJI, DELHI – 110019
PART II FINANCIAL BID I**

Rates for Housekeeping Service (area wise) with material per month:

S.No.	Block / No. of Rooms*	No. of Housekeeping persons required	Housekeeping Staff wages / Unit	Total Amount
A	New Block – 31 Rooms Computer Science Deptt – 03 Rooms.			
B	Old Block – 22 Rooms			
C	Porta Cabin – 07 Rooms			
D	Science Block : Chemistry Deptt – CLT, LAB –I, LAB –II, LAB – III (OLD BLOCK), Staff Room (NTS-03) (TS- 01). Physics Deptt – PLT, LAB –I, LAB –II, LAB – III (OLD BLOCK), Staff Room (NTS-03) (TS- 01). Botany Deptt – BLT, LAB –I, LAB –II, LAB – III (OLD BLOCK), Staff Room (NTS-02) (TS- 01). Zoology Deptt – ZLT, LAB –I, LAB –II, LAB – III (OLD BLOCK), Staff Room (NTS-02) (TS- 01).			
E	Library Block Web Access Centre – 02- Room Library – 02 Hall, 06 Rooms			
F	Toilets – 07 Gents & 06 Ladies			
G	Administrative Block, BCR			
H	Supervision Charges (Wages)			
Total Cost				

* The above mentioned area of work may vary. Addition of new rooms (in case) in any of the above mentioned area will also be the part of work. You are requested to visit the site for observation.

(Signature of vendor/Contractor

Name:

Designation.....

Address.....

To be submitted along with the Technical Bid

UNDERTAKING

The Principal,
Deshbandhu College
University of Delhi
Delhi – 110019

Subject: Tender for providing of Sanitation (Housekeeping) Services in the College Premises

With reference to the above tender, having surveyed the site, examined and understood the instructions, terms and conditions forming of the tender, we hereby enclose our offer for the provision of Sanitation (Housekeeping) Services and other related activities in the College as detailed in your above referred tender.

We undertake that we have never been black listed by any agency.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred tender and enclosures. We also understand that the College is not bound to accept the offer either in part or full and that the College has a right to reject the offer in full or in part without assigning any reasons whatsoever.

Yours faithfully,

Authorised signatories
Name and designation seal of the firm