



गार्गी महाविद्यालय
GARGI COLLEGE

दिल्ली विश्वविद्यालय / University of Delhi

सिरी फोर्ट रोड, नई दिल्ली-110049 / Siri Fort Road, New Delhi - 110049

दूरभाष / Phone : +91-11-26497697, ई-मेल / E-mail : gargicollege7@gmail.com



TENDER No.
GARGI/DU/ADMN/HOUSEKEEPING/2024/15

GARGI COLLEGE
SIRI FORT ROAD
NEW DELHI-110049

(NOTICE INVITING E-TENDER)



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SCHEDULE OF TENDER:-

Event	Date & Time
e-Publishing Date & time	20/11/2024
Bid document download start Date & time	20/11/2024
Bid submission start Date & time	21/11/2024
Last date & time of receiving of online bids	13/12/2024
Technical Bid Opening	16/12/2024

TENDER NOTICE

GARGI COLLEGE (University of Delhi) Siri Fort Road, New Delhi invites online tenders in two bid system from the firms having experience in Housekeeping and Other Manpower Services for Providing Housekeeping and Other Manpower Services at **GARGI COLLEGE, SIRI FORT ROAD NEW DELHI-110049. Tender Fee: 1000/-**

The tender documents can be downloaded from the following website:

<https://eprocure.gov.in/eprocure/app>

CONTENTS OF BID

1. Earnest Money

Earnest Money in the form of Demand Draft or Pay Order or Banker's Cheque or Fixed Deposit Receipt (drawn in favour of the Principal, GARGI COLLEGE) shall be scanned and uploaded to the e-Tendering website within the period of bid submission. A sum of **Rs.2,00,000/- (Rupees Two Lakh Only)** as **earnest money shall have to be deposited in the office of PRINCIPAL, GARGI COLLEGE through pay order/demand draft/banker' cheque /Deposit at Call Receipt/FDR of a scheduled bank in favour of Principal, GARGI COLLEGE payable at local branch of Delhi/New Delhi. It Should be ensured that the FDR should be in favour of the PRINCIPAL, GARGI COLLEGE.** The scanned receipt of payment of earnest money and tender papers should be uploaded with the tender documents (online) otherwise the tender will be rejected.



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TERMS AND CONDITIONS FOR HOUSE KEEPING SERVICES

A. ELIGIBILITY CRITERIA

1. The tenderer should have the following qualifications for bidding:

- a. The registered company, firm or an agency shall be having at least an experience of five similar works costing not less than Rs. 30,00,000/- (Rs. Thirty Lakhs only) per annum in housekeeping and/or allied services during the last five years. The company must attach work successful completion from the concerned department.
- b. The tenderer shall have minimum average annual turnover of Rs.1, 00, 00,000/- (One crore) per annum for the preceding three financial years in providing Housekeeping Services.
- c. The tenderer is registered with the competent authority and should have PAN/TAN and GST registration.
- d. The tenderer shall have a well-established office in Delhi/NCR.
- e. The tenderer must be working at present in at least two to three Government Department/ Public Sector Undertaking or Autonomous body/Educational Colleges/ Municipal Corporation/ Hospitals / Airports and is not blacklisted by any Department of any Government/ Local Authority, PSU or any other organization. **(Undertaking on stamp paper of Rs. 100/- (Non-Judicial) need to be attached). Preference would be given to the bidders having experience in Hospitals, Airports and Higher Educational Institutions (like IIT's, Universities etc.)**
- f. **Valid registration certificate with labour department under contract labour (Regulation and Abolition) Act, 1970.**
- g. **Any other mandatory certification for the housekeeping services.**

2. The Tenderer must submit duly filled tender form specified in **Annexure-3** of this document.

The tender form shall be accompanied by the documents mentioned in checklist specified in Annexure-1 of this document and the tenderer should make the paging of the documents and fill up the appropriate page number in Annexure-2 of this document.

3. A tenderer without the qualifications as mentioned at **Point no. A (Eligibility Criteria)** above and a tender without all the documents mentioned at 3 above, shall be rejected. Tenders incomplete in any form are liable to be rejected outright.

4. Further, a tender is liable to be rejected if the tender is not accompanied by an EMD of **Rs.2,00,000/- (Two Lac)** in the manner as stated above and if the demand draft/FDR/BG is found



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to be drawn not in favor of Principal, GARGI COLLEGE.

5. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm(s).
6. Selection of a tenderer for award of the contract will be made amongst others on the basis of lowest rates quoted by a tenderer. However, the tenderer would be required to comply, inter-alia, with all statutory obligations including payment of minimum wages prescribed for NCT of Delhi from time to time.
7. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm/Company.
8. In case any person signing the tender/agreement on behalf of Limited Company or Firm, he/she will produce letter of authority/resolution passed by the company/firm empowering him/her to sign the tender/agreement/contract on behalf of the company or firm.

B. SUBMISSION & OPENING OF TENDERS

1. Tenders should be submitted online on specified format supplied by the College along with an account payee Demand Draft/FDR/BG of Rs.2,00,000/- (Rupees Two Lakh only), valid for not less than three months, drawn in favour of **Principal, GARGI COLLEGE** and all other required documents.
2. The EMD of unsuccessful tenderers will be returned after finalization of the contract. No interest shall be paid on the EMD. The successful tenderer must will be required to deposit 10% of the total cost of the tender for one year as performance security and amount of EMD will be returned after executing performance security/guarantee.
3. **Tenders should be Submitted Online and must deposit hard copies of the tender at GARGI COLLEGE, Siri Fort Road, Delhi – 110049 on or before 13.12.2024 till 04:00 PM. Tenders received by post shall not be entertained.**
4. **The tenders will be opened as per the schedule mentioned above.**
5. At the first instance the technical bids will be opened and after evaluation of technical bids, the financial bid of those tenderers shall be opened, who qualify the technical bids and fulfill all the required terms and condition of tender documents, for deciding the L1 and award of tender.
6. The College reserves the right to accept / reject any/all offer(s) on the basis of the technical evaluation and interaction with the bidder. Any enquiry after submission of the tender will not be entertained.
7. Before submitting the tenders, the tenderers must ensure that they strictly fulfill all the eligibility conditions and submit all the necessary documents to avoid rejection of their tenders.
8. The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in



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respect of acceptance / rejection of the tender.

9. The bidder must produce any other document in a specific format, provided by the college. In case of non-submission of the document, the college may reject the bid.
10. The successful bidder should ensure that the payment of the employees must be made via their respective bank accounts and the payment should be made on or before of the 07th day of every month irrespective of the submission and clearance of the bill from the accounts branch.

C. AREAS TO BE COVERED (HOUSEKEEPING SERVICES)

The entire premises of the College including

- i. Administrative Block
- ii. New Academic Block
- iii. Science, Arts and Commerce Block.
- iv. Library
- v. Auditorium and seminar hall
- vi. Principal bungalow
- vii. College Boundary wall
- viii. Parking Bays and open spaces including internal roads
- ix. Pathways, Roads, lawns, playground, Garden and surrounding etc.
- x. Any other area not mentioned above but within the college premises

D. SCOPE OF WORK

The periodicity with which the job is to be carried out at the site (as detailed above) is broadly divided into four categories namely (i) Twice in a day (ii) Weekly (iii) Fortnightly (iv) Monthly as specified below: -

(i) DETAILS OF JOBS TO BE CARRIED OUT TWICE IN A DAY AREAS UNDER:

- a. General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), Auditorium, Library, cleaning of books, reception, corridors, stores, pantry area, stairs, space for water coolers & toilets, class rooms, labs staff rooms, parking areas, service area, pavements and roads surrounding College campus and all unspecified areas/location within the College Complex.
- b. Removal of garbage from dustbins in biodegradable bags and replacing old biodegradable bags with new biodegradable bags. Garbage would be carried in trolley with high quality rubber wheels ensuring that the garbage is not spilt in loading trolley as well as in its transportation. No garbage will be left in the site overnight. The biodegradable bags for the dustbins and trollies for carrying the garbage will have to be provided by the successful tenderer.
- c. Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.



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- d. Cleaning of workstations, table tops, chairs, class room benches (desks and almirah), Black Board, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
- e. Stain removal treatment of entire premises including stairs, area of office cabins, halls, conference halls, Auditorium, stores, reception, toilets and lifts etc. and stain removing of the furniture and equipment.
- f. Air-freshener spray in conference room (Halls), Auditorium and officer's rooms once in a day and also on requirement basis as directed by the College.
- g. Cleaning and dusting of computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, electric fans and any other article on the Site.
- h. Re-stocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in Public toilets and requirement basis in officer's toilets), re-filling of toilet rolls / tissue papers etc.
- i. Cleaning and dusting of planters, paintings, posters, notice boards etc.
- j. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required.
- k. The biodegradable and non-biodegradable waste shall be segregated and disposed by the contracting agency on day-to-day basis and required settlement numbers of dustbins will have to be provided by the Agency.
- l. The above mentioned work from (a) to (k) are to be carried out on twice a day and also on requirement basis as directed by College.

(ii) DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS: -

- (a) Machine and Hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- (b) Dusting of walls, roofs etc. from top downward and removal of cobweb.
- (c) Thorough cleaning of all the shelves of the laboratories by removing materials from the shelves.
- (d) Cleaning of windowpanes and partition door.
- (e) Cleaning of drinking water coolers area, dust bins, buckets etc. with detergents.
- (f) Weekly cleaning and dusting of Venetian blinds and brushing of upholstered chairs and sofas.
- (g) Vacuum cleaning of carpeted areas.
- (h) Removal of poster, banner etc. from inside and outside walls of the building.
- (i) Thorough cleaning of all the bookshelves of the library by removing books from the Shelves.
- (j) Cleaning of terrace



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(III) DETAILS OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:

- (a) Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills and filters and room/ Desert Coolers.
- (b) Cleaning of nameplates and paintings with glass top.

(IV) DETAILS OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:

- (a) Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
- (b) General cleaning / dusting of panels, posters, paintings, light fittings, fans, tube lights and electrical fittings.
- (c) Polishing of non-carpeted floor area, cleaning of sanitary / water supply fixtures, wall tiles etc.
- (d) Removal of weeds from edges of paths / roads, paved-laid area, corners, crevices in terraces etc.
- (e) Insect Control/Disinfestations treatment will be done by means of spraying in kitchens, Pantries and Toilets to get rid of ticks, cockroaches, ants, beetles etc.

E. WORKING HOURS

- (1) Working hours of the College will be from **8.30 a.m. to 5.30 p.m.** from **Monday to Saturday**. Therefore, extensive housekeeping work has to be generally done before 8.30 AM or after 5.30 PM on all working days. Between 8.30 A.M. and 5.30 P.M., general upkeep of the site would be required to be done. The College shall make no extra payment to the Agency for working at odd hours.
- (2) Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30 A.M on all working days. In case the work is not completed before 8.30 A.M. on any working day, then the same shall not be considered for payment for that particular day and prorata deduction will be made for that day and damages of **Rs. 3000/- per day** for such delay shall also be imposed on the Contractor and will be recovered from the Contractor bills. Some activities such as garbage removal etc. shall be completed in the evening after office hours (i.e. 5:30 PM onwards), on day-to-day basis. No spillover or leftover of the above work for the next day shall be permitted under any circumstances.
- (3) The cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) lobby, Corridors and other areas shall be done continuously and regularly during office hours (at the regular interval of every two hours or less, as per requirement, usage and instruction given by the College from 8.30 AM to 5.30 PM i.e. during office hours and beyond).



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F. LABOUR, EQUIPMENT, TOOLS AND MATERIALS TO BE PROVIDED BY AGENCY.

G. PERFORMANCE EVALUATION. –

- (1) The performance evaluation of the Sanitation Services shall be carried out by the College regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the College).
- (2) The College reserves the right to satisfy itself about the quality of the Housekeeping services provided by the tenderer. In the event of the agency not achieving the level of satisfactory performance, the tenderer/ agency is liable to be penalized by deduction in his payment between 5% to 50% depending upon the level and duration of the continued dissatisfaction. The decision of the College will be final in this regard.

H. EXPERIENCE AND ANNUAL TURNOVER. –

1 The agency should have a minimum annual turnover during the preceding three financial years for Rs.1,00,00,000/- (each) in Housekeeping Services. The details of the turnover for the preceding financial years should be produced and verified by submitting the copy of Income Tax Return filed for the corresponding years. The tenderer will have to furnish the details of the turnover in Housekeeping Services, which should total up to at least Rs.1,00,00,000/- for each financial year.

Financial Year	Name of the client	Period Serviced	Amount of Contract	Total for the
	(a)			
	(b)			
	(c)			
	(a)			
	(b)			
	(c)			
	(a)			
	(b)			
	(c)			

Note: - The columns are indicative only and in case more number of clients is serviced during financial year the same can be accordingly added appropriately. This information will be verified before award of tender.



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2. Agency should give the documentary proof of minimum five years' experience (for the last five financial years) in providing Housekeeping Services. The experience shown should be for providing continuous service for at least one year.
3. In the column meant for experience in Housekeeping Services, the tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the clients of the tenderer. The minimum qualifying rating for performance certificate is prescribed as Satisfactory. The tenderers who do not attach the satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected. The sample performance certificate to be attached by the tenderer is given below and it should be issued by the client of the tenderer (on client's letterhead).

I. FINANCIAL BID:

The rate should be quoted in figures and as well as in words (in Indian Rupees) on monthly rate basis and amount of tender shall be inclusive of liability arising out of compliance of all statutory obligations including Minimum Wages Act, Provident Fund, ESI, Bonus, Delhi Works Act, and Contract Labour (Regulation & Abolition) Act. If there is any incremental in Minimum Wages and other statutory liabilities during the period of contract by Govt. of Delhi, the incremental rates will be provided to the agency by the College authorities.

1. The monthly charges towards the material cost and machinery cost should be mentioned separately in Indian rupees. The rates quoted towards contractor's service charge, material and machinery cost should be reasonable enough to meet the requirements as mentioned annexure-4 and annexure-5 as well as scope of work as mentioned in tender documents. The tenderers quoting unreasonable or nil charges will be rejected.

1. The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the financial bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.
2. The financial bid should have the stamp of the firm or company and signed by the tenderer on every page.
3. The charges towards the GST should not be included in the financial bid while calculating the cost, the same will be reimbursed by College authorities.

J. PERIOD OF CONTRACT:

1. The contract for housekeeping will be awarded for a period of one year for the housekeeping services in the College and may be extended for further agreed period and at the point of time the College finds that there is any violation of the terms and condition the college can terminate the contract.
2. The Contractor should deposit performance security for an amount of 5 to ten percent of contract value.



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K. PAYMENT TO THE AGENCY. –

1. Bill payment will be made by College within 7 days from the date of submission of the bill in respect of undisputed bills. The Agency while preferring the bill for payment will have to certify that the wages (as per Minimum Wage Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed and that statutory liability in respect of those employees have been discharged.. The College shall have the right to get a copy of PF and ESI contributions deposited.
2. Wherever any over payment comes to the notice of The College the same shall be deducted by College from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract, and failing that, under any other tender/contract/agreement with College or from the security deposit of the tenderer.
3. College reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. College further reserves the right to enforce recovery of any overpayment whenever detected.
4. If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the College from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.
5. If any underpayment is discovered, the amount shall be duly paid to the agency by the College as and when pointed out and justified.

L. NOTICE TO THE PRINCIPAL. –

Subject to as otherwise provided in this tender, all notices to be given on behalf of the College and all other actions to be taken on its behalf may be given or taken by the Principal.

M. NO LIABILITY OF THE COLLEGE.

1. The College shall not provide any residential accommodation to the housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the College building for the staff engaged by the contracting agency.
2. The College will not provide employment to any of the employees of the housekeeping agency during or after expiry of tender/agreement/contract. Parties agree that there will be no employer-employee relationship between the college and the housekeeping employees deployed by the contracting agency.



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3. The College shall not be responsible financially or otherwise for any injury or misshapen to the Housekeeping personnel in the course of performing the Housekeeping functions as per this tender.

N. SETTLEMENT OF DISPUTES. –

All disputes and differences arising out of or in any way touching or concerning this agreement (except those the decision whereof is otherwise herein before provided for) shall be referred to the sole arbitration of any person nominated by the College and the agency together failing which the matter shall be referred for arbitration to a sole arbitrator to be appointed by the College. Prior to the arbitration the dispute will be tried to be settled amicably. The agency shall have no objection to appointment of any government Official as arbitrator and/ or that he had to deal with matters to which this indenture relates or that in the course of his duties as such government employee he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement.

The arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Delhi.

O. Other terms and conditions. –

1. Attendance report of all the staff deployed at College shall be given to Caretaker of the College every day.
2. All staff shall wear proper uniforms (to be provided by Service provider), and badged / label ID card, while on duty.
3. No manpower other than those on duty shall be allowed to stay in the premises of College during the specified working hours. The Agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common areas in the building.
4. All requirements under various statutory laws including relevant labor act must be complied with by the agency. Any default will be the liability of the agency and the agency shall be liable to reimburse any amount paid by the government by way of default, interest and penalty. The agency shall undertake to furnish all the details as and when asked for by the College. The agency will also maintain the relevant records of all payment made by the agency and will produce to the satisfaction of the College immediately when asked for.
5. Before taking up the contract the agency will give details of the employees who shall work at the College premises. Any change will be informed to the College immediately.
6. The agency shall be responsible for the good conduct/behavior and integrity of his personnel and will also be responsible for any act of omission or commission on their part.
7. Any damage caused to the property of this College due to negligence on the part of agency's



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- personnel will be liable to be recovered from the agency.
8. The agency will be responsible for supply of the garbage bags, for collecting garbage and disposal outside at sites designated by MCD for this purpose.
 9. The security deposit will be refunded only after successful completion of the contract. No interest however will be paid. The contract may be cancelled/terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.
 10. In case of non-compliance of terms and conditions of contract as detailed above the contract will be terminated and performance guarantee / security will be forfeited.
 11. TDS and other taxes as applicable will be deducted from each bill.
 12. The College will have right to ask for disbursement of the salary as per Minimum Wages Act.
 13. **The deduction at the rate of Rs. 500.00 per day for the workers, and Rs. 700.00 per day for Supervisor will be made for each day of absence of manpower, regardless of the reason.**
 14. Weekly performance of the service provider will be observed by the College officials entrusted with supervision.
 15. Bill in (triplicate) shall be submitted at the end of each month to College along with the certificate for satisfactory Performance from the user section /officers.
 16. The contract can be terminated by the College within one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the College will be final and binding on the agency.
 17. Failure by the service provider to comply with any statutory requirements during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender.
 18. In case the agency wants to terminate the tender/contract/agreement, the agency shall have to give three months' notice in advance to this effect to the College.
 19. If at any time during the period of contract, it comes to the notice of the College that the agency has misled the College by way of giving incorrect/false information, which has been material in the award of contract, the contract shall be liable for termination besides other legal action which may be initiated against the agency or its owner/partners/directors or any person responsible for the affairs of the agency under law.
 20. No change in constitution/shareholding of the successful tenderer will be allowed under any circumstances without the prior approval of the College in writing.
 21. In case, College or any of its officials is held liable for an act of agency for its negligence, agency undertakes to indemnify the College to pay all such amounts awarded as well as charges and expenses incurred by the College or any of its officials.
 22. Any person who is in an employee of the College should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.
 23. The Contracting agency shall not transfer and/or assign the tender to any other person in any manner. The Agency shall not be permitted to sub-contract the work to any other



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- person/agency.
24. Any other appropriate provisions as advised by the College shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.
 25. That the successful tenderer shall, take immediate steps to get a license under Contract Labour (R&A) Act, 1970 and Delhi Works Contract Act of Government of NCT of Delhi.
 26. The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the College as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the College whichever is earlier. The college if wishes can impose any other conditions related to the work and work culture, the bidder will not have any objection.
 27. That the agency shall have to provide any additional personnel for allocating any additional housekeeping duty as directed by the College or any authorized officer of the College in addition to those duties/personnel covered in this tender and the agency shall not claim any extra payment on this account.

Prof. Sangeeta Bhatia
PRINCIPAL
GARGI COLLEGE
University of Delhi
New Delhi – 110049



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ANNEXURE-1

CHECK LIST

Technical bid as specified in Annexure 7 must be submitted online..

Earnest Money Deposit (Demand Draft/FDR/BG of Rs.2, 00,000/- (Rupees Two Lakh Only) in favour of PRINCIPAL, GARGI COLLEGE submitted to college.

Notice Inviting Tender.

___ Terms and Conditions of the Tender.

___ Registration No. of the Firm (under Shops & Establishment Act) or registration no. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).

___ PAN Card of Firm/Company (attach attested copy of PAN Card).

___ Provident Fund Account No. of Firm/Company (attach attested copy of certificate).

___ ESI No. of Firm/Company (attach attested copy of certificate).

___ The details of the Turnover

___ The details of the turnover for the year 2021-22, 2022-23 and 2023-24 should be verified by submitting the copy of Income Tax Returns

___ Copies of Work Orders(s) issued by Tenderer's clients.

___ Performance Certificate (attested copies) issued by the clients to Department/ Organization the tender, (which should have minimum rating of 'satisfactory') for five years, should be signed by client's authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency.

Undertaking on stamp paper of Rs. 100/- that the firm/Company has not been blacklisted.

I **Technical bid as specified in Annexure 7 must be submitted online**

II **Financial bid as specified in Annexure 6 must be submitted online only.**



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ANNEXURE-2

ENCLOSURE LIST

(Fill the page nos., where the documents mentioned are placed)

1. Duly completed tender form at Page no. _____
2. Earnest money deposit (Demand Draft/Pay order of Rs.2,00,000/- in favour of Principal, GARGI COLLEGE at Page no. _____
3. Acceptance of Terms and Conditions of the Tender.
4. Registration No. of the Firm/Company attested copy placed at Page _____
5. PAN card of Firm/Company attested copy placed at Page _____
6. Provident Fund Account No. of Firm/Company (attested copy placed at Page _____
8. ESI No. of Firm/Company attested copy placed at Page _____
9. Details of Turnover of the Firm/Company to be submitted the Tenderer. Also attach the Income Tax Return to prove the turnover claimed for the preceding **three** financial years.
10. Copies of Work Order issued by Tenderers clients. (In support of having executed work attested copy placed from page _____ to _____
11. Attested copies performance certificate issued by the clients of the tenderer, for last five years copies placed from Page _____ to Page _____
12. Undertaking on stamp paper of Rs. 50 that the firm/Company has not be blacklisted at page -
13. **Valid registration certificate with labour department under contract labour (Regulation and Abolition) Act, 1970.**

(Signature of the Tenderer with Name & Seal)

Place: _____

Date: _____



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ANNEXURE- 3

GARGI COLLEGE

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES IN COLLEGE CAMPUS

- A Name of the tenderer [in block letters] :
- B Status of the agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/Partnership/ Proprietorship :
- C Registration No. and Year of Establishment of firm / Company. :
- D Name and designation of the tenderer :
- E Name of Father / Husband of the tenderer :
- F Full residential address of the tenderer :
- G Tenderer's Registered office address :
- H Tenderer's address for correspondence :

**Affix duly
attested P.P. Size
photograph of
the Tenderer**



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I Details of Earnest Money :

- (i) Draft/FDR No
- (ii) Dated
- (iii) Bank
- (iv) Amount (Rs. In words)

J Due Date of Draft/FDR :

I / We the undersigned being the tenderer as mentioned above, hereby apply to the GARGI COLLEGE, for providing Housekeeping Services in the College campus at Siri Fort Road, Delhi – 110049 as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Tenderer with Seal of the Firm/ Company)

Place: _____

Date: _____

Note:

Any Correction in the application form should be fully signed by the tenderer. All pages of the tender application form should be fully signed by the tenderer. Strikeout items whichever is not applicable.



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ANNEXURE-4

The College will approve the brands/make of the items as detailed below, in case if it is found that the material provided by the vendor is not of the approved make, the College at it's discretion shall have the right to impose penalty on the bidder.

Sl. No.	Items	Quantity
1	Soft Broom	15
2	Hard Broom	15
3	Nariyal Broom	10
4	White Duster	60 Pcs
5	Mops Large	15 Pcs
6	Urinal Cubes	20 Pkt
7	Bucket	5
8	Toilet Brush	15
9	Toilet Cleaner	30 Ltr
10	Hand Wash	70 Ltr
11	Colin	20 Ltr
12	Big Wiper	20
13	Small Wiper	10
14	Teepol	20 Ltr
15	Dry Mops	6 Pcs
16	Bamboo Brush	12
17	Naphthalene Ball	2 Kg
18	Room Freshener	5



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19	Hit	5
20	Garbage Bags	30 Kg
21	Toilet Roll	60
22	Floor disinfectant (Lizol)	30
23	Garbage bag big	10pkt
24	Garbage Bag Small	10 pkt



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ANNEXURE-5

Machinery Details

SR.NO	DESCRIPTION	No's	UTILISATION AREA
01	Single Disc Scrubber & Polisher	02	Scrubbing and polishing for hard floors. Twice In a week and as and when required
02	Commercial Vacuum Cleaner	02	Daily scrubbing & Drying of all the floors at all the levels.
03	Fogging Machine / Sanitizing Machine	02	As and when required



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ANNEXURE -6

FINANCIAL BID FOR

HOUSE KEEPING SERVICES IN GARGI COLLEGE.(TO BE FILLED ONLINE)

I/We.....on behalf of M/s.....hereby undertake to carryout entire housekeeping work as specify in this tender on above mentioned work. These rates are inclusive of all applicable charges without GST as applicable from time to time and including consumables and machines mentioned in annexure-4 and annexure-5 respectively

Signature of the Tenderer with Seal of
the Firm



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ANNEXURE -7

TECHNICAL BID FOR HOUSE KEEPING SERVICES IN GARGI COLLEGE.

1. Tender form duly filled in containing details mentioned therein as at Annexure 3.
2. Acceptance of Terms and Conditions of the Tender.
3. Registration No. of the Firm/Company:
4. PAN card of Firm/Company:
5. Provident Fund Account No. of Firm/Company :
6. ESI No. of Firm/Company:
7. Details of Turnover of the Firm/Company:
8. Details of Income Tax Return to prove the turnover claimed for the last preceding three financial years.
9. Copies of Work Order issued by Tenderers' clients
10. Performance certificate as per point I. (Attach Annexure and submit along)
11. Attested copy of work order or certificate of having worked in at least one Government Department/ Public Sector Undertaking or Autonomous body as per point 1 (e). (Attach Annexure and submit along)
12. Undertaking on stamp paper of Rs. 50 that the firm/Company has not be blacklisted as per 1 (f). (Attach Annexure and submit along)
13. Acceptance of product mix recommendation and recovery rate per month per equipment as at Annexure 5.
14. Valid registration certificate with labour department under contract labour (Regulation and Abolition) Act, 1970.

(Signature of the Tenderer with
Name & Seal)

Place: _____

Date: _____