

Ref no.

**TENDER DOCUMENT
FOR
HOUSE KEEPING &
MANPOWER SERVICES
YEAR: 2017-2020**

ISSUED TO

Dated

PRINCIPAL

SRi Guru Gobind Singh College of Commerce
(University of Delhi)
Delhi - 110 034

Phone: 011 - 27321109
Fax: 011 - 27326710

Ref no.

HOUSE KEEPING TENDER: 2017-2020

15.05.2017

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed Registered Companies/firms for award of work of Housekeeping & Manpower services including gardening, cleaning, sweeping, and dusting services in the premises of S.G.G.S. College of Commerce for a period of three years extendable on satisfactory performance, with mutual consent.

Firms/Companies who are doing similar type of work in educational institutions in Delhi and NCR region and having experience not less than 5 years and minimum average turnover of Rs. 50,00,000/per annum for preceding three years are eligible for issue of tenders. Tenders can be purchased on payment of Rs. 1000/- from the office of the Principal, SGGGS College of Commerce from 17.05.2017 to 29.05.2017. Tenders shall be submitted on or before

29.05.2017 by 2p.m. and shall be opened on 29.05.2017 at 03.30 p.m. in the office of the Principal, Sri Guru Gobind Singh College of Commerce.

Firm/Company applying for issue of tender shall attach their company profile mentioning list of works executed and in hand, financial capacity and availability of regular manpower and copies of registration certificate, VAT, P.F., Service Tax, E.S.I. and Income Tax, PAN no. etc. shall also be attached in a separate cover. Performance reports from clients with whom firm has worked, if available shall also be enclosed with tender. E.M.D. of Rs. 1,00,000/- shall be enclosed in shape of demand draft of Rs. 1,00,000/- in favour of Principal, Sri Guru Gobind Singh College of Commerce.

Principal

TERMS AND CONDITIONS FOR HOUSE KEEPING & MANPOWER SERVICES
Year 2017-2020

1. ELIGIBILITY CRITERIA

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

- a. The tenderer shall have minimum average annual turnover of Rs.50,00,000/per annum for the preceding three financial years ending 31st March, 2017 providing Housekeeping & Manpower and/or allied Services;
- b. The tenderer is registered with the competent authority and should have PAN/TAN • Sales tax as well as Service tax registration;
- c. The tenderer shall have a well-established office;
- d. The tenderer has worked in at least one Government Department/ Public Sector Undertaking or Autonomous body, and Educational Institution and is not blacklisted by any Department of any Government/ Local Authority, PSU or any other organization. (Undertaking on stamp paper of Rs.100/- need to be attached)

1.2. The Tenderer must submit duly filled-tender form specified in Annexure-C and F of this document.

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

1.4. A tenderer without the qualifications as mentioned at 1.1 above and a tender without all the documents mentioned at C above, shall be rejected. Tenders incomplete in any form are liable to be rejected outright.

1.5. Further, a tender is liable to be rejected if the tender is not accompanied by the EMD of Rs.1,00,000/- in the manner as stated above and if the demand draft is found to be drawn not in favour of Principal, SGGS College of Commerce, Delhi University Delhi.

1.6. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm(s).

1.7. 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.

1.8. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm/Company.

1.9. 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.

2 SUBMISSION & OPENING OF TENDERS

2.1. Tenders should be submitted on specified format supplied by the College along with an account payee Demand Draft of Rs.1,00,000/- (Rupees One Lakh only), valid for not less than three months, drawn in favour of Principal, SGGS College of Commerce Delhi University Delhi and all other required documents.

2.2. The EMD of unsuccessful tenderers will be returned after finalization of the contract. No interest shall be paid on the EMD. The successful tenderer have to deposit 10% of the total cost of the tender for one year as performance security and amount of EMD will be adjusted in performance security and shall be returned after satisfactory completion of work. Performance security can also be furnished in shape of bank guarantee in favour of Principal, SGGS College of Commerce Delhi University, Delhi.

2.3. Tenders should be deposited at Principal's office of SGGS College of Commerce by 2.00pm on or before 29-05-2017. Tenders received by post shall not be entertained.

2.4. The tenders will be opened at 3.30 PM on 29-05-2017 in the room of Principal, in the presence of such tenderers, who may wish to be present at the time of tender opening.

2.5. 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.

2.6. The College will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

2.7. 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.

2.8. 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 respect of acceptance / rejection of the tender.

3. Areas to be covered.

3.1 The entire premises of the College including

i. Administrative Block

Ground, 1st, 2nd floors

ii. Teaching Block (Computer Science & Commerce block)

Ground, 1st, 2nd and 3rd floors

iii. Auditorium

iv. Seminar Hall-1 & 2

- v. Conference Room
- vi. Sports, Student Union Room, Girls Common Room, Store Room
- vii Shooting Range
- viii Gymnasium
- IX Parking Bays and open spaces including internal roads
- x Pathways, Roads, lawns, playgrounds, open air theatre etc.
- xi. Guard Room & Care Taker Room
- xii Library (Ground, 1st and 2nd Floor)
- xiii Four Computer Labs
- xiv 20 Toilets
- xv Staff Room

3.2. The Details of the area covered under this scope of work are as under:-

3.2.1. Total covered area of Administrative, teaching block, hostel, Principal's office, Library, seminar hall all the labs and classrooms, Guard Room, auditoriums, all the toilets in all the floors of the buildings etc. covering an area of about 18000 Sq. Meters

3.2.2. Open space like lawn, playgrounds, pathways, internal roads, open air theatre etc.

4. Scope of work.

The periodicity with which the job is to be carried out at the site 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 ARE AS 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, including Rain water & sewer drains, electrical substation and shaft & ducts.
- 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.
- d. Cleaning of workstations, table tops, chairs, class room benches and desks almirahs, 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 Principal office, Staff Room & other 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 officers toilets), re-filling of toilet rolls / tissue papers etc. cleaning of Rain water drains and removal of sewer blockage, if any.
- 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 of by the contracting agency on day-to-day basis and required 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 UNDER:

- (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, rain water and sewer drains

(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.

(ii) 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.

5. WORKING HOURS

(1) Working hours of the College will lie from 8.30 a.m. to 5.30 p.m. from Monday to Saturday. Therefore extensive Housekeeping & Manpower 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 8.30A.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. 5000/- 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 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).

6. Labour and cleaning equipment to be provided by Agency.

(1) Labour:

1. Adequate manpower will be deployed by the Agency for the job

2. All deployed persons shall be got verified from Police and

3. I. Cards shall be issued to them and list of persons deputed shall be furnished to college daily.

(2) The work to be carried out by the Agency shall also include arranging of vacuum cleaners, scrubbing and polishing machines and equipment which are required to be used during execution of the work. All the machineries used should be appropriate for the surfaces existing on the Site and in no way damage the surface/fixtures/fittings/furniture beyond normal wear and tear. In case the agency or its employee damages the surface/fixtures/fittings/furniture, the College will be well within its-right to recover the cost of restoring the damaged area and/ or impose a penalty on the agency. The decision of the College will be final and binding on the agency

7. 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 & Manpower services provided by the tenderer. In the event of the agency not achieving the level of satisfactory performance, the tenderer/agency not is liable to be penalized by deduction in his payment between 5% and 50% depending upon the level and duration of the continued dissatisfaction. The decision of the College will be final in this regard.

8. Experience and Annual turnover. -

1 The Agency should have a minimum annual turnover during the preceding three financial years ending 31st March 2017 for Rs.50,00,000/- in Housekeeping & Manpower Services. The details or the for the financial year 2014-2015 2015-2016 and 2016-2017 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 & Manpower & Manpower Services, which should total up to at least Rs.50,00,000/- for each financial year, in the following format, on the Letter Head of the Tenderer.

Financial Year	Name of the client	Period Serviced	Amount of Contract	Total
2014-2015	(a)			
	(b)			
	(c)			
2015-2016	(a)			
	(b)			
	(c)			
2016-2017	(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.

2. Agency should give the documentary proof of minimum three years' experience (for the last three financial years) in providing Housekeeping & Manpower Services. The experience shown should be for providing continuous service for at least one year, for each client (piecemeal jobs executed will not be counted). This should be given in the following format and it should be submitted on Letterhead of Tenderer:

S.No	YEAR	Year-Name of the client where the Experience in Providing Housekeeping & Manpower services is claimed (One year or more)
1.	2014-2015	
2.	2015- 2016	
3.	2016-2017	

3. In the column meant for experience in Housekeeping & Manpower 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).

9. Performance Certificate

It is certified that M/s (Agency Name) had provided Housekeeping & Manpower Services to our firm for the premises located at _____ having a built up area Measuring _____ Sq.mt. for the period from _____ (date) to _____ (date). The annual financial component of the house keeping work contract for the above said work is Rs. _____ (in words) _____. The performance of the firm was satisfactory.

Signature of the client (of the tenderer) With Seal of the client firm of the tenderer

NOTE- The tender committee may also accept performance certificate in other similar pro forma and its decision shall be final.

All the above documents should have the stamp of the Firm or Company; every document/paper mentioned above should be signed by tenderer on every page. (including the performance certificate issued by tenderers clients.)

10. FINANCIAL BID: (Annexure F).

The rate should be quoted in figures and as well as in words 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, Gratuity, Delhi Works Act, and Contract Labour (Regulation & Abolition) Act.

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 rates quoted shall be valid for a period of tender/contract/agreement including the extended period (if any).
 3. The Tenderer should quote the amount tendered/financial bid in the format specified in Annexure-F of this document and it should be given on the letter head of the Company/Firm/Tenderer.
 4. The financial bid should have the stamp of the Firm or Company and signed by the tenderer on every page.
 5. The technical and financial bid must be submitted in separate wax sealed envelopes. The words "Technical Bid" and "Financial Bid" should be super scribed on each envelope.
11. Period of Contract: The contract for Housekeeping & Manpower will be awarded for a period of Three years from the day the selected agency starts providing the Housekeeping & Manpower Services in the College. Contract is extendable on mutual consent in case of satisfactory performance.
12. Payment to the Agency. -
1. Bill payment will be made by College within Ninety 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 wage disbursement will be done in the presence of authorized representative of Principal. 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 over payment 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.

13. 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.

14. No liability of the College.

1. The Principal shall not provide any residential accommodation to the Housekeeping & Manpower 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 & Manpower 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 & Manpower employees deployed by the contracting agency.

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

15. 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 Principal of 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.

16. Other terms and conditions. -

1. Attendance report of all the staff deployed at College shall be given to S.O. Adm/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 Labour 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/behaviour 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 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 in its presence as per Minimum Wages Act.
13. The deduction at the minimum wage rate as notified by Delhi Government 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 with 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, it shall have to give three months' notices 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 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 Labor (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.
27. That the agency shall have to provide any additional personnel for allocating any additional Housekeeping & Manpower 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.

PRINCIPAL
SGGS College of Commerce

CHECK LIST

The following documents shall be placed in an envelope and it should be wax sealed and super-scribed as 'Technical bid for Housekeeping & Manpower Services in the College.

Duly completed tender form.

Earnest Money Deposit (Demand Draft/Pay order of Rs.1,00,000/-(Rupees One Lakh Only) in favour of Principal. SGGS College of Commerce Delhi University Delhi.

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 on the Letter Head of the Tenderer as per the Format provided

The details of the turnover for the year 2014-2015, 2015-2016 2016-2017 should be verified by submitting the copy of Income Tax Returns of respective financial years, as per the format provided.

Details of work executed by the tenderer in its letterhead (as at 8-2).

Copies of Work Orders(s) issued by Tenderer's clients.(in support of item Para 8-2). Performance Certificate (attested copies) issued by the clients to Department/Organization the tender: (which should have minimum rating of satisfactory") for three years 2014-2015;2015-2016 2016-2017 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.

Detail of experience in Housekeeping & Manpower services (to be submitted in letter head of the tenderer)

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

ii). Financial bid as specified in Annexure 6 must be submitted in wax sealed envelope and it should be super scribed as "Financial Bid" for Housekeeping & Manpower services in College) (packet II).

iii). Both wax envelopes (Technical Bid & Financial Bid) shall be placed in a single large envelop super-scribed as "Tender for Housekeeping & Manpower Services in SGGS College of Commerce" and it should also be wax sealed.

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.1,00,000/- in favour of Principal, SGGS College of Commerce at Page no _____.
3. Notice Inviting Tender at Page no _____.
4. Terms and Conditions of the Tender (from clause no. 1 to 16 and condition no. 1 to 27 Item 1 to 18 above) from Page _____ to _____
5. Registration No. of the Firm/Company attested copy placed at Page _____
6. PAN card of Firm/Company attested copy placed at Page _____
7. Provident Fund Account No. of Firm/Company (SI No. 8 of check list)- 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 in the letterhead of the Tenderer (as required at item 8-1). Also attach the Income Tax Return to prove the turnover claimed for the preceding three financial years 2014-2017 placed from Page _____ to Page _____
10. Details of work order executed by the tenderer in its letterhead placed at Page _____
11. Copies of Work Order issued by Tenderers clients. work order copy executed placed from page _____ to _____ (In support of the work order)
12. Attested copies performance certificate issued by the clients of the tenderer, for three years copies placed from Page _____ to Page _____
13. Undertaking on stamp paper of Rs. 100 that the firm/Company has not be blacklisted at page _____

(Signature of the Tenderer
with Name & Seal)

Date:

ANNEXTURE-C

- (i) Name of the tenderer in block letters :

- (ii) Status of the agency whether Public Ltd./
Pvt. Ltd. / Partnership Firm/ Partnership/
Proprietorship

- (iii) Registration No. and Year of Establishment
of firm / Company

- (iv) Name and designation of the tenderer

- (v) Name of Father / Husband of the tenderer

- (vi) Full residential address of the tenderer

- (vii) Tenderer's Registered office address

- (viii) Tenderer's address for correspondence

- (ix) Details of Earnest Money
 - (a) Draft / Pay order No.
 - (b) Dated
 - (c) Bank
 - (d) Amount (Rs. In Words)

- (x) Due Date of Draft / Pay Order

I / We the undersigned being the tenderer as mentioned above, hereby apply to the SGGGS College of Commerce, for providing Housekeeping & Manpower Services in the College campus at Pitam Pura, Delhi-110034 as described above in the 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 condition 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 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 application.

PART II-FINANCIAL BID
(Quotation Tender Form)

To be filled in properly, legibly and submit in a separate sealed envelope marked as Financial bid.

1. Quotation /Rates (Minimum wages/DGR/Govt. guidelines to be kept in mind)

S.NO.	Description	Security Guard (Trained/)
1.	Basic Minimum Wages indicating VDA	
2.	E . S.1	
3.	E.P.F	
4.	Bonus	
5.	Gratuity/Terminal Benefits	
6.	HRA	
7.	Uniform & Washing allowance	
8.	Total	
9.	1/6 Reliving Charge(Weekly off national Holidays other Holidays)	
10.	Cost per head	
11.	Service charge	
12.	Grand Total	
13.	Service Tax	.
14.	Any other charges	
2.	Any other information	
3.	Name and Designing of the Authorized Signatory.	
4.	Telephone Nos. of the office/ Mobile No./Fax No./E-mail	
5.	Declaration by the Contractor	

It is to certify that I/we before filling & signing this PART-II tender document have read and fully understood in the Annexure-I (General Guidelines, Annexure-II (Agreement and terms & condition) of the contract and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with
seal Name

Designatio

n Address

Phone No.

office

Residence

Phone No.

Mobile No.

E-mail

Fax No.