



**Kirori Mal College
(University of Delhi)
Delhi - 110007**

Phone: 011 - 27667861

Ref no.

**TENDER DOCUMENT FOR
HOUSE KEEPING SERVICES (WITHOUT MATERIAL)
YEAR: 2021-2022**

ISSUED TO

Dated

PRINCIPAL



**Kirori Mal College
University of Delhi
Delhi - 110007**

Phone: 011 - 27667861

Ref no.

HOUSE KEEPING SERVICES (WITHOUT MATERIAL) TENDER: 2021-2022

19.07.2021

NOTICE INVITING TENDER

E-Tenders are invited in two bid system (Technical & Financial bid) from reputed Registered Companies/firms for award of work of Housekeeping Services (without material) including, cleaning, sweeping, and dusting services in the premises of Kirori Mal College for a period of two years extendable on satisfactory performance, with mutual consent for further period of two years on same terms and conditions. The successful tenderer will start the work with effect from 01 October 2021.

Firms/Companies who are doing similar type of work in educational institutions in Delhi and NCR region and having experience of not less than 05 years and minimum average turnover of Rs. 50,00,000/- per annum for the preceding three years are eligible for issue of tenders. Tenders can be purchased on payment of Rs. 1000/- from the office of the Principal, Kirori Mal College from **19 July 2021 to 09 August 2021** or can be downloaded from the college website www.kmcollege.du.ac.in and the University of Delhi website www.du.ac.in and also from C.P.P. Portal by 09 August 2021 and shall be opened on **09 August 2021 at 3.30 P.M.** in the office of the Principal, Kirori Mal College.

Firm/Company applying shall attach their company profile mentioning list of works executed and in hand, financial capacity, Solvency certificate and availability of regular manpower, and copies of registration certificate, GST, P.F., E.S.I. and Income Tax, PAN/TAN no. etc. shall also be uploaded. Performance reports from clients with whom the firm has worked, if available, shall also be uploaded in the Technical Bid. E.M.D. of Rs. 1,00,000/- shall be deposited in shape of demand draft in favour of the Principal, Kirori Mal College, University of Delhi, in original and copy be uploaded in the Technical Bid at C.P.P. Portal <https://eprocure.gov.in/eprocure/app>.

Principal

TERMS AND CONDITIONS FOR HOUSEKEEPING SERVICES
Year 2021-2022

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, 2021 for providing Housekeeping and/or allied Services;
 - b. The tenderer is registered with the competent authority and should have PAN/TAN/GST tax registration;
 - c. The tenderer shall have a well-established office in Delhi.
 - d. The tenderer has worked in at least one Government Department/ Public Sector Undertaking or Autonomous body, and Educational Institution of University of Delhi; is not blacklisted by any Department of any Government/ Local Authority, PSU or any other organization. (Undertaking on stamp paper of Rs.100/- needs to be attached)
 - e. Shall have valid registration with P.F to E.S.I
 - f. Shall have equipment for Mechanical Schreiber found for vacuum cleaner sever blockage cleaning agreement unipeds, Trollies, baskets, bursting, brooms.
- 1.2. The Tenderer must submit duly filled-tender form specified in Annexure-C and D of this document.
- 1.3. The Technical Bid 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 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, Kirori Mal College, University of Delhi, Delhi.
- 1.6. All terms and conditions stipulated for award of the contract will be considered as accepted for selection of the 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

- 1. Tenders should be uploaded as specified format of C.P.P. Portal along with copy of 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, Kirori Mal College, University of Delhi, Delhi 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 has 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, Kirori Mal College, University of Delhi, Delhi.

3. Tenders should be uploaded at C. P.P. Portal upto 3:00 pm on or before 09.08.2021. Tenders received by post shall not be entertained, however hard copies of document uploaded in Technical Bid can be submitted in physical form in sealed cover in office of Principal Kirori Mal College on or before 3:00 p.m. 09.08.2021.
4. **The tenders will be opened at 3.30 pm on 09.08.2021 in the Computer Room, in the presence of such tenderers, who may wish to be present at the time of tender opening.**
5. At the first instance the Technical Bids will be opened and after evaluation of Technical Bids, the Financial Bids of those tenderers shall be opened, who qualify the Technical Bids and fulfill all the required terms and conditions of tender documents, for deciding the L1 and award of tender. Date of opening of final bid shall be next date (24hrs.) after uploading the result of Technical bid.
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.
7. Before submitting 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 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. Science Block: Ground, 1st and 2nd floors.
- iii. Seminar Hall
- iv. Academic Auditorium
- v. Canteen Block Ground and 1st floor
- vi. Parking Bays and open spaces including internal roads
- vii. Pathways, Roads, lawns, playgrounds, open air theatre etc.
- viii. Guard Rooms
- ix. Library (Ground, 1st and 2nd Floor)
- x. All Computer Labs
- xi. Toilets
- xii. Lifts
- xiii. Terraces
- xiv. Sports, Gym, NCC Office
- xv. Principal Bungalow open area and parking
- xvi. Garbage disposal and their adjoining areas.

3.2 Open space like lawn, pathways, internal roads, open air theatre, other open spaces around the buildings, parking lots etc. Terrace, Roads, approaches, staircase, terrace of Teaching and non-Teaching staff quarters open area and parking.

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, reception, corridors, stores, pantry area, stairs, space for water coolers & toilets, class rooms, lab 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 trolleys with high quality rubber wheels ensuring that the garbage is not spilled in loading trolley as well as in its transportation. No garbage will be left on 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. Provision for collection of daily garbage and disposal from the college will be the responsibility of the successful tenderer.
- d. Removal of waste paper, packing material and any other garbage from the entire premises including the staircases, open areas etc.
- e. Cleaning of workstations, table tops, chairs, class room benches and desks, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
- f. 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.
- g. Air-freshener spray in conference room (Halls), Auditorium and Principal office, Staff Room & other officers' rooms once in a day and also on requirement basis as directed by the College.
- 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, WCs, 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 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 cobwebs.
- c. Thorough cleaning of all the shelves of the laboratories by removing materials from the shelves.
- d. Cleaning of window panes 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. 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 tops.

(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 to get rid of ticks, cockroaches, ants, beetles etc.

5. WORKING HOURS

- a. Working hours of the College will lie 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 5.30P.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.
- b. 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 pro-rata 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.
- c. 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:

- a. Adequate manpower will be deployed by the Agency for the job
- b. All deployed persons shall be got verified from Police and 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

- a. 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).
- b. 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.

8. EXPERIENCE AND ANNUAL TURNOVER

1. The Agency should have a minimum annual turnover during the preceding three financial years ending 31st March 2021 for Rs.50, 00,000/- in Housekeeping Services. The details for the financial year 2018-2019, 2019-2020 and 2020-2021 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.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 Total Contract
2018-2019	(a)		
	(b)		
	(c)		
2019-2020	(a)		
	(b)		
	(c)		
2020-2021	(a)		
	(b)		
	(c)		

- Note: - The columns are indicative only and in case more number of clients is serviced during the Financial Year/s the same can be accordingly added appropriately. This information will be verified before award of tender.
- 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, 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 Services is claimed (One year or More)

- 2016-2017
- 2017-2018
- 2018-2019
- 2019-2020
- 2020-2021

3. In the column meant for experience in Housekeeping Services, the tenderer should give the details of clients serviced during the 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 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 proforma 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 the tenderer on every page. (including the performance certificate issued by tenderer's clients.)

10. FINANCIAL BID: (Annexure D)

The rate should be quoted in figures and as well as in words on monthly rate basis and the 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.

- 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 superscribed on each envelope.

11.PERIOD OF CONTRACT

The contract for Housekeeping services will be awarded for a period of **Two years** with effect from 01 October 2021, the day the selected agency starts providing the Housekeeping Services in the College. The 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 **twenty one 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 the 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. The college reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. The 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 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.

3.The Principal shall not be responsible financially or otherwise for any injury to the Housekeeping personnel in the course of performing the Housekeeping 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 badges/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 its 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 the 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. Computerized 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 a two-months' 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 two 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 immediately 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 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 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.
28. T.D.S. for I.Tax and GST etc. shall be deducted as per government. rules from dues of the contractor.

PRINCIPAL
Kirori Mal College

Kirori Mal College-HOUSEKEEPING Services

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES (WITHOUT MATERIAL) IN COLLEGE

ANNEXURE–A

CHECK LIST

The following documents shall be uploaded at C. P. P. Portal <https://eprocure.gov.in/eprocure/app>.

C.M. of D.D. of Rs. 1000/-(Cost of Tender) draw in favour of Principal Kirori Mal College.

Copy of the Earnest Money Deposit (Demand Draft/Pay order of Rs.1, 00,000/-(Rupees One Lakh Only) in favour of the Principal, Kirori Mal College, University of Delhi, Delhi, the original shall be placed in envelop mark as EMD for Housekeeping tenders and shall be deposited in college on or before 09.08.2021 upto 3.00 P.M.

Notice Inviting Tender.

Terms and Conditions of the Tender.

1. 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).
2. Card of Firm/Company (attach attested copy of PAN Card).
3. Provident Fund Account No. of Firm/Company (attach attested copy of certificate). ESI No. of Firm/Company (attach attested copy of certificate).
4. 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 2018-2019, 2019-2020 and 2020-2021 should be verified by submitting the copy of Income Tax Returns of respective financial years, as per the format provided.
5. Details of work executed by the tenderer on its letterhead
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 three years 2018-2019, 2019-2020 and 2020-2021 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.
6. Detail of experience in Housekeeping services (to be submitted in letter head of the tenderer)
Note: copy of documents including co. Profile in physical form in College in addition to uploading the same by tenders.
7. Undertaking on stamp paper of Rs. 100 that the firm/Company has not been blacklisted, original shall be deposited in College in sealed envelope submitted as undertaking for Housekeeping tender.
8. Financial Bid as specified in Annexure 6 must be uploaded in given format and the documents EMD, Cost of Tender, Undertakings to be physically submitted.
All the envelopes (Technical Bid & Document and EMD cost of tender undertaking) shall be placed in a single large envelop superscribed as "Tender for Housekeeping at Kirori Mal College, University of Delhi". It should also be wax-sealed and submitted in physical form in addition to uploading the same of the Technical Bid only. Financial Bid shall only be uploaded on C.P.P. Portal <https://eprocure.gov.in/eprocure/app>. along with the Technical Bid on or before 09.08.2021 upto 3:00 p.m. Technical Bid will be opened first and the results will be uploaded after evaluation and checking of documents. Financial Bid shall be opened after 2 hours from date and time of uploading the result of Technical Bid on C.P.P.Portal.

Kirori Mal College-HOUSEKEEPING Services

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES (WITHOUT MATERIAL) IN COLLEGE

ANNEXURE-B

ENCLOSURE LIST of the documents to be provided along with the Tender

1. Duly completed tender form.
2. Earnest money deposit (Demand Draft/Pay order of Rs.1, 00,000/- in favour of Principal, Kirori Mal College, copy of be uploaded, original to be submitted in the College on or before 09.08.2021 up to 3:00 p.m.
3. Notice Inviting Tender.
4. Terms and Conditions of the Tender.
5. Registration No. of the Firm/Company self-attested copy to be uploaded in Technical Bid _____
6. PAN card of Firm/Company self-attested to be uploaded in Technical bid _____
7. Provident Fund Account No. of Firm/Company self-attested copy to be uploaded in Technical Bid _____
8. ESI No. of Firm/Company self-attested copy to be uploaded in Technical Bid _____
9. Details of Turnover of the Firm/Company to be submitted in the letterhead of the Tenderer. Also attach the Income Tax Return to prove the turnover claimed for the preceding three financial years 2018-2019, 2019-2020, 2020-2021 to be uploaded
10. Details of work order executed by the tenderer in its letterhead _____
11. Copies of Work Order issued by Tenderer's clients.
12. Self-Attested copies performance certificate issued by the clients of the tenderer, for five years copies to be uploaded.
13. Undertaking on stamp paper of Rs.100 that the firm/Company has not be blacklisted copy to be uploaded, original to be submitted in the college.

(Signature of the Tenderer with Name & Seal)

Date:

Kirori Mal College, Delhi - 110 007

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES (WITHOUT MATERIAL) IN COLLEGE

ANNEXTURE-C

- 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
- i. Details of Earnest Money
 - (a)Draft / Pay order No.
 - (b) Dated
 - (c) Bank
 - (d)Amount (Rs. In Words)
- j. Due Date of Draft/Pay Order

I / We the undersigned being the tenderer as mentioned above, hereby apply to the Kirori Mal College, University of Delhi, for providing Housekeeping Services on the College campus at Delhi University, Delhi-110007 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. Strike out items whichever is not applicable.

Kirori Mal College, Delhi - 110 007

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES (WITHOUT MATERIAL) IN COLLEGE

ANNEXTURE D

FINANCIAL BID

(Quotation Tender Form)

To be filled in properly, legibly and uploaded at C.P.P.Portal Financial bid.

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

S.NO. Description Sewer Man Sweeper Supervisor

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. Number of persons to be deployed: **01 Supervisor, 25 Labour (23 man + 02 Women), 01 Sewer man**
3. Any other information
4. Name and Designation of the Authorized Signatory.
5. Telephone Nos. of the office/ Mobile No./Fax No./E-mail
6. Declaration by the Contractor

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

Date:

Place:

Signature of the Tenderer with seal/Name:

Designation

Address

Phone No.

Office

Residence

Phone No.

Mobile No.

E-mail

Fax No.