

TENDER DOCUMENT

NAME OF THE WORK:

TENDER FORM FOR PROVIDING SANITATION /
HOUSEKEEPING SERVICES AT DWARKA CAMPUS

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI -110078

To

This Tender Document Contains 30 Nos. pages

Cost of tender form: - Rs.1000/-



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC. 16-C, DWARKA, NEW DELHI-75 ,PH : 25302138-39.WWW.IPU.AC.IN.

TENDER NOTICE

Guru Gobind Singh Indraprastha University invites sealed tenders from eligible contractors/ firms in two bid system (Technical & Financial Bid) for Sanitation / Housekeeping Services for its Dwarka Campus. Tender document can be obtained from 10.00 am to 3.00 pm upto 7th June, 2013 from room no. 036 Administrative Block of the University on payment of Rs. 1000/- only through Demand Draft drawn in favour of 'Registrar, GGSIP University, Dwarka, Delhi' and also be downloaded from University website: www.ipu.ac.in. The downloaded tender document can be used by paying Rs. 1,000/- in the form of draft/ pay order drawn in favour of Registrar, GGSIP University, Dwarka Delhi.

Duly completed tender forms are to be deposited in Room No. 036, Administrative Block of the University latest by 3.00 pm on 10th June, 2013.

(Dr. Bhasker P. Joshi)
Registrar

1. Definitions:

- i) **GGSIPIU** means Guru Gobind Singh Indraprastha University, Delhi
- ii) **University** means Guru Gobind Singh Indraprastha University, Delhi
- iii) **Employer** means the Registrar, GGSIPU and his successor
- iv) **Bidder/Tenderer/Agency** means the Agency supplying sanitation/housekeeping services, individual, proprietary firm, partnership firm, limited company private or public or corporation (dealing at first point)
- v) **“Year”** means “Financial year” unless stated otherwise.

2. Who can apply:

- i) A registered company, firm or agency with the competent authority and should have PAN/TAN number.
- ii) Memorandum of Understanding shall be provided in case the bidder comprises of Joint Venture / Consortium / Partnership.
- iii) If the bidder is a firm in partnership, the application shall be signed by all partners of the firm with their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the later case a certified copy of the power of attorney should accompany the application. In both cases, a certified copy of partnership deed and current address of all the partners of the firm should accompany the application.
- iv) If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

3. ELIGIBILITY AND SELECTION CRITERIA

(A) Initial Eligibility Criteria

The intending bidder should satisfy the following criteria:-

1. Should have minimum annual average turnover of **Rs. 5 Crores** during the last preceding three financial years ending 31st March, 2012.
2. Should have executed three similar work costing not less than Rs. 01 (one) crore or two similar work costing not less than Rs. 1.5 crores or one similar work costing not less than Rs. 02 crores in Central Govt/State Govt. Department/University/PSU/MNC/Bank/Hospital/Hotels etc. during the last three financial year ending 31st March, 2012 (**Annexure – VIII**). Performance certificate of private establishment should be supported by TDS issued by client / Form 26A. Similar work means work of sanitation services / housekeeping services.
3. Should have minimum Solvency issued by nationalized bank of Rs. 01 (one) Crore in the name of University. (**Annexure – X**). Solvency should be addressed to Registrar, G.G.S.I.P. University in sealed cover.
4. Should have minimum average strength of 400 manpower on rolls of the agency in last three consecutive years. Copy of EPF/ESIC return or any other statutory document certifying the above strength to be attached of last three consecutive years.
5. Should have valid registration with Trade & Tax Department of Govt. of NCT of Delhi on Works Contract, Service Tax Department, EPF & ESI Registration number. (Copies of registration to be attached).
6. Should not have incurred loss in more than 02 years in last 05 financial years ending 31/3/2012.
7. Should not have been blacklisted by any Govt., Semi –Govt., Deptt. Or any other organization as on date. (**Annexure – VI**)
8. Should submit Insect Control License from Govt. Authority in their own name. In case bidder propose to associate any agency for the same then acceptance letter of such agency in original alongwith copy of Insect Control License of the associated agency to be submitted.
9. Should submit E.M.D. of Rs. 08 (eight) Lacs in favour Registrar, GGSIP University.

The bids which do not meet the above specified eligibility criteria shall be summarily rejected.

(B) Evaluation Criteria

Those bidders who fulfill the initial eligibility criteria as mentioned in 3(A) above shall be further evaluated as per following criteria:-

S. No.	Criteria	Max. Overall Marks
1.	Financial Strength Turn over (20 Marks) Solvency (5 Marks)	25
2.	Availability of Human Resource	20

3.	Past Performance (Annexure - VIII & IX) Experience of Similar Projects (20 Marks) Clients Satisfaction (10 Marks)	30
4.	Availability of Machinery – Annexure-VII(b)	15
5.	Certification (a) Pest Control License (6 Marks) (b) ISO Certification (4 Marks)	10
	Total	100

Note:

- A tenderer should secure minimum of 50% marks in each criteria separately and overall 60% marks to qualify for opening of financial bids.
- The University reserves right to restrict the number of firms for opening of financial bids, i.e. it may decide to open the financial bids of lesser than eligible bidder(s) on the basis of marks obtained in technical bid evaluation.

(C) Financial Bid Evaluation:-

- Financial bid of only those bidders who fulfill the criteria of Technical Bid Evaluation as mentioned at 3(B) shall be opened.
- The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the higher marks in Technical Evaluation Criteria mentioned in 3(B).
- The University will open the 'Financial Bids' of technically qualified bidders, at notified time, date and place in the presence of the qualified bidders or their representatives.

4(A). SCOPE OF WORK

- Complete & comprehensive housekeeping service/job contract which involves daily sweeping, cleaning, dusting of furniture and all other items, wet washing/mopping and allied housekeeping jobs in G.G.S.I.P. University.
- The manpower (male + female) to be deployed at GGSIP University Dwarka Campus will be 200 sanitary workers including sewer man and 12 Supervisors. (30% deviation may be upper side or lower side) on all days including Saturday and Sunday.
- The Agency shall be fully responsible for the sanitation/ housekeeping services in the University, Dwarka Campus of the University.
- The cleaning area in the hostel/residential building limited to staircase landing area, corridors, roof top.
- Daily sweeping, cleaning, collecting & disposal of dried leaves of trees/plants in the open/closed corridor, approach road, vehicle parking area, backside open yard/grounds.
- Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 9.00 a.m. on all working days, Saturday & Sunday. In case the work is not completed before 9.00 a.m. on any day shall attract penalties as deemed fit by the University. Some activities such as garbage removal, insecticide/ pesticide application etc. shall be completed in the evening after office hours (i.e. 6:00 pm onwards), on day to day basis. No spillover of the above work for the next day shall be permitted under any circumstances.

- (vii) However, regular cleaning of toilets (including fixtures such as WC's urinals, washbasins tiles etc.) Lobby, Corridors and other areas shall be done continuously during office hours (**at the regular interval as per requirement, usage and instruction given by the department from 9.00 am to 6.00 pm i.e during office hours and beyond**)
- (viii) The Contracting agency shall make arrangements of providing adequate number of dustbins as also refill the sanitary cubes, deodorizer, and other consumable like Air Fresheners, Phenyl, toilet roll, tissue box and liquid soap for hand wash (in all the attached toilets of Officers, toilets and the cost of consumables and cleaning materials will be borne by the contracting agency)
- (ix) Agency shall arrange to spray air fresheners in officer's rooms, conference halls, auditorium, on daily basis and whenever required. The cost of the spray will be borne by the Agency.
- (x) All sanitation materials to be used for cleaning and consumables (**Annexure IV**), shall be in conformity with the specifications / brand / make of government approved standards. The samples have to be got approved from the General Administration Deptt. by the Contracting agency.
- (xi) The work to be carried out under this tender shall also include arranging of vacuum cleaners, scrubbing and polishing machines and equipments which are required to be used during execution of the work (**Annexure-VII B**). 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/ fixture/fitting/ furniture, the University 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 Registrar, Guru Gobind Singh Indraprastha University, Dwarka, Sector-16-C, Delhi-110078, will be final and binding on the agency.
- (xii) The above also includes computers, machines, other office equipments, internal vertical surface (marble, glass panels and printed surface etc.) ceiling & fixtures, electric fans etc., whose cleaning is **very much** within the scope of housekeeping.
- (xiii) The periodicity with which the job is to be carried out at the site is broadly divided into three categories namely 4(C) Daily, 4(D) Weekly and 4(E) Fortnightly
- (xiv) **The agency may visit the University campus on any working day between 11 a.m. to 4 p.m. under intimation to General Administration Branch, Room No. 36, Admn. Block, GGSIPU for the assessment of work.**

4(B) THE DETAILS OF THE AREA COVERED UNDER THIS SCOPE OF WORK ARE AS UNDER:-

Area details: Tentative area details are as under:

Campus Specification	Dwarka Campus
1. Built up Area	81,000 Sq. Meter (Approximately)
2. Plot Area	60.46 Acres
3. Toilet /Bathroom	284 (Approximately)

* Above details are given only as indicative, the bidders are requested to visit the Dwarka Campus to assess the area/toilets etc. Sanitation services are to be provided in complete campus.

4(C) DETAILS OF JOBS TO BE CARRIED OUT ON DAILY BASIS:-

1. Daily General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), Auditorium, Library, reception, corridors, stairs, Air Handling Unit area, space for water coolers & toilets, parking areas, service area, corridors & staircase of hostels and residential area, all roads inside the University etc. and all unspecified areas/ location within the University .
2. Daily Removal of garbage from dustbins in trolley with high quality rubber wheels or any other means other than plastic bags and disposal of the same at government/local body designated sites following provisions of clause 13.
3. Daily Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, open area etc.
4. Daily Cleaning of workstations, table top, chairs, almiraahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
5. Daily cleaning of all the terrace, stairs of all buildings/blocks, hostels, residential complex of the University.
6. Daily Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipments.
7. Daily Air freshener spray in conference room (if required), Auditorium, Air Handling Unit, officer's rooms once in a day and also on requirement basis as directed by the department.
8. Daily Cleaning and dusting of Lab equipments, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the site.
9. Daily Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's urinals wash basin, 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 toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
10. Cleaning and dusting of planters, paintings, posters, notice board etc.
11. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required.
12. Mosquito. Flies Control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flies. Spraying at all entry and exit points and reception area to be done on daily basis.
13. The bio degradable 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. The agency should follow the government guidelines/act in this regard.
14. Insect Control complaints should be attended on all days. Necessary, qualified , manpower for the purpose should be available on site for immediate attention.

4(D) DETAILS OF JOBS TO BE CARRIED OUT ON WEEKLY BASIS:-

1. Machine and hand scrubbing thorough cleaning /washing of the entire floor area by using approved cleaning material and dry /wet mopping.
2. Dusting of walls, roofs etc. from top downward and removal of cobweb, bee hives.
3. Polishing of Brass/ copper fixtures.
4. Cleaning of windowpanes and partition doors.
5. Cleaning of drinking water Cooler area, dustbins, buckets etc. with detergents.
6. Weekly cleaning and dusting of ventilators blinds and brushing of upholstered chairs and sofas.
7. Removal of Poster, Banners and hooding inside and outside university covered in the tender.
8. Insect control treatment should be extensively carried out in the site on every weekend.

4(E) DETAILS OF JOBS TO BE CARRIED OUT ON FORTNIGHTLY BASIS:-

1. Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
2. Cleaning of Name Plates and painting with Glass top.
3. Adult Mosquito insect control treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of adult insects hidden in A.C ducts, behind the furniture and all other hidden places.
4. Larva control treatment (along the Boundary wall) will be done by spraying of pesticides to stop breeding on any places of stagnant water.
5. Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
6. General cleaning/dusting of panels, poster, paintings. etc.
7. Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles etc.
8. Removal of cobwebs in back / hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.
9. Removal of weeds from edges of paths/ roads, paved-laid area, corners, crevices in terraces, etc.
10. Insect & Pesticide Control/Disinfection treatment will be done by means of spraying in Toilets to get rid of ticks, cockroaches, ants, beetles, etc.

4(F) MATERIAL & EQUIPMENT

(i) The indicative list of tools and cleaning equipment to be deployed by the agency are as under :-

- (a) Two, Three, Four wheeled Trolley and Cycle rickshaw (for garbage lifting/removal)
- (b) Four legged stools Industrial or balanced ladders

- (c) Industrial Vacuum cleaners
- (d) Heavy duty scrubbing machine
- (e) High Power Jet machine – (02No)
- (f) Heavy duty polishing machine with pads
- (g) Mops/swabs
- (h) Feather brushes
- (i) Upholstering brushes
- (j) Brooms
- (k) Scrubbing brushes. (hand)
- (l) Squeezes 18”, 24” etc.
- (m) Glass squeezes (wet and dry)
- (n) W/C brush
- (o) Buckets
- (p) Long handled cobweb brushes pads
- (q) Metal dust pans
- (r) Nylon scrubbers
- (s) Dusters
- (t) Any other similar equipment required for cleaning

(ii) The Indicative list of material to be used by the agency is as under:-

- (a) Cleaning agents of standard company for WC’s, urinal pots, etc.
- (b) Detergents of standard company for cleaning wash basin, sinks & other items.
- (c) Liquid soap of standard company for scrubbing of floors & wall.
- (d) Anti – bacterial disinfection disinfectants of standard company for cleaning toilets, lobby/ floors/
- (e) Glass cleaning liquid of standard company.
- (f) Deodorizer of a standard company.
- (g) Air – fresheners / Aerosols (eco= friendly) of standard company.
- (h) Urinal cubes

5. Payment of Wages

- (i). The University will pay the Basic Salary of the manpower deployed in conformity with the latest minimum wages notified by the Labour Department, Govt. of NCT of Delhi. Presently the following are the rates of Basic Pay as per Order No. F.No.12(142)/02/MW/VII/296 dated 16.04.2013:-

Particulars	House Keeping Workers	Supervisors
	Unskilled	Semi skilled
Basic for per month (including one day off in a week)	7722/-	8528/-

- (ii). Service Tax will be reimbursed by the University on production of challan towards deposit of the service tax to the concern office / in the bank in respect to the services provided to the University.
- (iii). ESIC @ 4.75% will be reimbursed by the University on production of challan towards deposit of the service tax to the concern office / in the bank in respect to the services provided to the University.
- (iv). EPF, if applicable, will be reimbursed by the University on production of challan towards deposit of Provident Fund to the concern office/ in the bank in respect to the services provided to the University.

- (v). Paid holiday 1.5 per month and 3 national [holidays@5.77%](#) will be reimbursed by the University on production of acquittance and/or bank scroll in support of electronic fund transfer or cheque payments towards payment to the concerned officials in respect to the services provided to the University.
- (vi). As per Minimum Wages Act, bonus is not applicable to the educational institutions. Therefore, the University will not pay any bonus.
- (vii). These wages are minimum wages for different categories of sanitation personnel. Any payment made by the Agency over and above these minimum wages owing to market factors to deemed to have been included in the service charges quoted by the Agency in the Financial Bid. Nothing extra shall be paid on this account.
- (viii). The payment to the Sanitation Personnel's shall be under Electronic Fund Transfer or by cheque by the Contractor. The bills seeking payments (except for the first bill) should support with original copy of bank scroll through which the payments of the previous months have been released to the Sanitation Personnel along with a certificate that wages not below the Minimum Wages in force as prescribed by Govt. has been paid to the Sanitation Personnel.
- (ix). It may be noted that the University reserves the right to use lesser man power. Payment for which shall be made on pro-rata basis on the basis of actual deployment.
- (x). Rates of the Sanitary personnel shall be revised as and when new rates and applicable allowances are revised by Govt. This shall be applicable from date revised wages become applicable as per Govt./GGSIPIU notification.
- (xi). Contractor shall promptly pay contribution towards EPF (if applicable), ESIC, Service Tax as applicable under relevant laws. Delay in submission and penalty/interest thereof levied by respective departments shall be on contractor account and shall not be reimbursed by the University. In case of delay or instance of levy of penalty/interest by respective department on two consecutive occasions, University shall be at its liberty to take action under relevant clause of agreement for cancellation of the contract.

6. WORKING HOURS FOR ALL DAYS

1. 8.00 a.m. to 4.00 p.m. ---- 90% of total staff
2. 12.00 noon to 8.00 p.m. ---- Remaining 10 % of total staff

7. LABOUR AND MANPOWER

Adequate manpower will be deployed by the agency for the job.

In case, the agency fails to maintain the aforesaid strength of the labour and supervisor, the University shall levy penalties as deemed fit.

8. PERFORMANCE EVALUATION:

University reserves the right to satisfy itself about the quality of the Housekeeping services provided by the tenderer. In the Event the agency does not achieve the level of satisfactory performance, the tenderer /agency is liable to be penalized by the deduction. The decision of the Department/University will be final in this regard.

9. Contractor Obligations:

- I. The contractor shall be responsible to undertake the activities as per the periodicity indicated against each activity and shall use the modern machine like: Vacuum cleaner, wet & dry mopping machine, scrubber etc.**
- II. Area to be cleaned under the contract including Scope of Work is as follows:**
 - a) University Academic and Administrative Campus: All building, all rooms, open area, common area, stairs, toilets, water cooler, Solar Panel etc. to be cleaned**
 - b) University Residential Campus: Boys & Girls hostels, transit hostels, open area, common area, stairs & open area of all the buildings, toilets, balcony, water cooler, porta Cabins, road, path, water tank etc. to be cleaned**
- III. Effective cleaning, sweeping & mopping of all the hostels (excluding rooms of Boys/Girls) including toilets and bathrooms has to be ensured taking into account the convenience of the occupant, to be done daily with phenyl, detergent & disinfectant. Staircases, corridors, lobby, open area, roads and foot path are to be cleaned daily.**
- IV. Effective cleaning, sweeping & mopping of all the office rooms, laboratory has to be done daily with phenyl, detergent & disinfectant. The first cleaning should be completed by 08:30 am daily.**
- V. The contractor shall be responsible to maintain the aesthetic looks in the University premises and surrounding areas by maintaining pleasant odor and cleanliness, keeping the buildings & the surrounding area neat, clean & tidy every day, keeping them in hygienic & sanitary conditions of high standard as per contract. staircases, corridors, lobby, toilets, bathrooms, washbasin, kitchen, dustbins are to be cleaned twice daily with phenyl, detergent & disinfectant. The first cleaning should be completed by 08:30 am daily.**
- VI. Dusting of all the buildings, rooms, hostels, furniture & fixtures, equipment's, partition walls, doors, windows, notice boards, flower vases & pieces of decoration and other materials available in the University buildings and removal of cob-webs are to be done daily. The first cleaning should be completed by 8:30 am daily.**
- VII. Toilets & urinals including floors to be cleaned regularly and continuously at every 3 hours throughout the day with phenyl and other disinfectants. Suitable number of female cleaners should be deployed for taking care of cleaning works of ladies toilets and ladies rooms.**
- VIII. Only male workers should be deployed to clean the Gent's toilets in the premises and only female workers to clean ladies toilets. The toilets should be cleaned every day with utmost care.**
- IX. Naphthalene balls, toilet rolls, liquid soap, air-fresheners etc. are to be re-filled daily.**
- X. To attend, clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes and underground sewer lines, whenever required for smooth functioning and as required or as directed.**
- XI. Daily removing of wastage / garbage etc. are to be dumped at the place earmarked by the local body for the purpose.**
- XII. Cleaning of carpets, curtains, venetian / vertical blinds, phones and electrical fittings on walls in rooms, passage and corridors in the building, and terraces in all buildings are to be cleaned weekly.**
- XIII. The contractor shall be responsible to extract work, manage work, maintenance of accounts of cleaning items, and for interaction with "Authorized Person" (person designated by Registrar, GGS IP University) for the upkeep of the complex. He should maintain account of materials taken outside the premises and brought back. These materials can be taken outside only with the approval of "Authorized Person".**
- XIV. The contractor shall deploy the worker after Police Verification on regular basis. The contractor shall deploy workers of decent character, sound health and general abilities to carry out such work.**
- XV. The worker(s) deployed shall wear uniform and keep Identity Card provided by the contractor.**

- XVI. Contractor shall provide the 2(two) sets of uniform each for summer and winter to his worker(s) as prescribed by the University for both male and female worker(s) while on duty from out of his service charges. The contractor shall also provide 15 Nos. of Walkie-Talkie for the Sanitary supervisors / controlling officials etc.**
- XVII. The worker(s) deployed should be able to read instructions written in Hindi / English. Contractor need to submit the Police verification & Medical fitness certificate of each and every worker to the University**
- XVIII. The contractor shall pay his worker(s) wages not less than the minimum wages fixed by the Central Govt. and all other statutory dues like EPF (if applicable) & ESI throughout the tenure of contract.**
- XIX. The contractor would be required to ensure that the payment of the worker(s) in the strict observance of Minimum Wages Act will be made on or before 7th day of every month and there should be no linkage between worker(s) payment and settlement of the contractor bill from the Institute.**
- XX. The contractor shall provide at his own cost all tools, items, appliances (like: Vacuum cleaner, wet & dry mopping machine, scrubber etc.) required for proper execution of works.**
- XXI. The Contractor shall abide by all laws and rules and regulations framed there under or any other statutory obligations which are in force from time to time in respect of worker(s) deployed. The contractor shall indemnify the Institute from any claims in this regard.**
- XXII. The contractor will submit the pre-receipted duly stamped bill in prescribed format for reimbursement of services covered under the contract in triplicate of preceding month, monthly pre-receipted, printed & dully signed. Each Monthly bill must accompany the:**
 - a) Satisfactory work completion certificate issued by concerned Office,**
 - b) Certificate to the effect that no Labour Law or any other Law governing the worker(s) deployed has been violated and any dispute or claim arising out of this shall be concerned and responsibility of Contractor.**

10. EARNEST MONEY DEPOSIT AND PERFORMANCE SECURITY DEPOSIT

1. Tenderer will submit the tender form for sanitation / Housekeeping services in the University along with Earnest Money Deposit amounting to Rs. 8 lakhs to be paid in the form of Bank Draft of any Nationalized scheduled bank in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi. In no case, cheque and/or cash will be accepted. The tender will not be accepted if it is not accompanied by Earnest money deposit as earlier explained.
2. The Earnest money Deposit shall be adjusted towards Performance Security Deposit of the Successful Bidder. The Department shall not pay interest on Earnest money or performance security deposit.
3. Total performance security deposit will be 10% of the total value of the contract per annum of the qualifying Tender. This will be in the form of D.D. or Bank Guarantee of total value. Performance security will have to be submitted with in 10 (ten) days from award of work extendable by 05 (five) days for genuine reasons under satisfaction of the Registrar. Non submission of Performance Security Deposit within the said 10 days or the extended 05 days will entail forfeiture of the EMD and recalling of the tender without any notice to the accepted agency. In such case, the said agency should not be allowed to participate in the re-tendering process.
4. The tenderer should submit the duly filled and signed Tender Form along with the following documents. In case the tenderer is found to have not fulfilled any/all of the following requirements, the entire bid is liable to be rejected without assigning any reason there of. All the documents pertaining to the Firm/Company submitted by the tenderer should bear the same Name and Address as recorded in the Tender Form. In case of any variation , it should be specifically clarified as to whether the changes have been duly notified to the respective Authority and proof of acceptance by such Authority must be attached with the respective document submitted by the tenderer
 - a. Earnest money deposit of Rs. 08 (eight) lacs.
 - b. Original Notice Inviting Tender (to be signed by the tenderer)
 - c. Service tax Registration Certificate from the concerned taxation Authority.
 - d. DVAT Registration Certificate.

- e. Original terms and conditions of tender (each page to be signed by the tenderer).
- f. Demand Draft/Pay order for Rs. 1000/- in favour of registrar, Guru Gobind Singh Indraprastha University, Delhi. (As cost of the tender document, if the same was downloaded from the website).In case Tender Document is purchased by cash, enclose the cash receipt.
- g. Valid 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)
- h. Valid PAN card of the Company/Firm(attach attested copy of PAN card)
- i. Valid Provident Fund Account No. of the Firm (attach attested copy of registration)
- j. Valid ESI No. of the company/Firm (Attach attested copy of registration certificate)
- k. Valid Pest control License No. In case Pest Control Service is intended to be sub contracted, sub contractor's Pest control License Number along with sub contractor's acceptance letter to associate with the tender to provide services on site(attach attested copy of License)
- l. The tenderer should have a minimum annual turnover during the preceding three financial years ending 31st March of 2010, 2011 and 2012 for Rs. 05 crores in Housekeeping Services. The details of the turnover for the financial years should be produced and verified by the chartered Accountant.
- m. Balance Sheet and profit loss account for the last 05 years ending 31.03.2012 duly certified by chartered accountants.
- n. Tenderer should give the documentary proof of minimum 05 years experience(for the last five financial years) in providing Sanitation /Housekeeping Services.
- o. The tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the client of the tenderer. The minimum qualifying rating for performance certificate is prescribed as satisfactory. The tenderers who do not attach the minimum of Satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected.

11. SUBMISSION & OPENING OF TENDERS

1. **Before submitting the tender, the tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of tender.**
2. Tenders should be submitted on specified format supplied by GGSIP University or downloaded from university website along with Account payee Demand Draft, of any nationalized scheduled bank amounting to Rs. 8 lacs with validity of not less than 3 months beyond the validity period of tender, drawn in favour of Registrar GGSIP University towards E.M.D. in case the downloaded Tenders Document is submitted an addition demand draft (separate) of Rs. 1000/- will be required to be attached.
3. The E.M.D. of unsuccessful tenders will be returned after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
4. No tender will be accepted after 03:00 p.m. dated 10th June, 2013
5. **Both the technical Bid & Financial Bid should be placed in separate sealed envelopes and both sealed in bigger envelope super-scribing "Tender for Sanitation / Housekeeping Services". EMD should be with Technical Bid.**
6. Technical Bid will be opened on 10th June, 2013 at 04.00 pm in the Seminar Hall of Administrative Block of the University in the presence of Tenderers' if any. For opening of financial bid, date, time, venue will be conveyed to technically qualified tenderers' by post/ telephonically.
7. Solvency Certificate by banker of the bidder in sealed cover addressed to tendering authority should be enclosed in sealed technical bid envelope.
8. The Registrar, GGSIPU will have full authority to reject any / all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
9. The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entrained in respect of acceptance / rejection of tender.

10. Tenders should be deposited in Room No. 036, Admin. Block, General Administration Branch Deptt., GGSIPU, Dwarka, Sector -16 C. between **10.00 am to 03.00 pm**. No tender will be accepted after **03.00 pm on 10th June, 2013**. Tenders received by post shall not be entertained.
11. Tenderer are advised to carry out survey of the University campus (Dwarka), before quoting so as to fully acquaint themselves of the conditions on ground.
12. Envelope system (i) Sealed Technical Bid alongwith, EMD & Solvency envelope
(ii) Sealed Financial Bid envelope
(iii) (i) & (ii) both sealed in bigger envelope

12. FINANCIAL BID :

1. The rate should be quoted by the agency in accordance with terms and conditions, scope of work, all incidental expenses and as per **Clause 5** of this tender document. The quoted rates will be treated as inclusive service charges, cost of consumable materials, cost of providing machinery and equipment, overhead expenses, incidental expenses and also the VAT component deductible. Nothing extra other than that provided under clause 5 shall be paid under any circumstances.
2. The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No over writing in the financial bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.
3. The tenderer should quote the amount tendered / financial bid as per **Annexure-V**.
4. The financial bid should have the stamp of the firm of Company and signed by the tenderer on every page.

13. PERIOD OF TENDERED WORK

The tender will be awarded for a period of three years from the day the selected agency starts providing the Sanitation / Housekeeping Service in University Campus. However University reserves right to cancel/ terminate the contract any time during the Currency of contract. Extension of one/ two years may be considered by the University, depending upon Agency's performance.

14. PAYMENT OF BILLS

1. Bills payment will be made by University within ninety days from the date of submission of the bills in respect of undisputed bills. The agency while preferring the bill for payment will have to certify that the wages (as per Minimum Wages Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN NO. & TIN NO. should be quoted on the body of the bill.
2. Wherever any over payment comes to the notice of University the same shall be deducted by University 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 University or from the performance security deposit of the tenderer.
3. Reimbursable as per Clause 5 to be paid on production of required document as defined therein.
4. University reserves the right to carry out at payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. University further reserves the right to enforce recovery of any overpayment whenever detected.
5. 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 University from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.

6. If any underpayment is discovered, the amount shall be duly paid to the agency by the University as and when pointed out and found justified.
7. University reserves the right to make payment of only such persons who actually worked during the period of bill.

15. OTHER CONDITION OF THE TENDER

1. The tenderer should deposit Earnest Money Deposit (EMD) for Rs. 8,00,000/- only in the form of an account payee demand draft in favour of **Registrar, G.G.S.I.P. University** valid for at last three months from the opening date of tender failing which the quotation will be rejected.
2. The tenderer must submit duly filled tender form specified in **Annexure III** of this document.
3. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
4. The tender form shall be accompanied by the documents mention in check list. (**Annexure – I**)
5. In case any person signs the tender/ agreement on behalf of a limited company or firm, letter of authority/ resolution passed by the Company/ firm empowering him/ her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
6. The tender form should be clearly filled in ink legibly or typed and no column should be blank. No interpolation is permissible.
7. Change in the name of the tenderer during the tender process shall not be allowed under any circumstances.
8. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm/Company.
9. No change in constitution/share holding of the successful tender will be allowed under any circumstances without the prior approval of the university in writing.
10. The University will deduct Income Tax, VAT and any other taxes and levies at source as applicable from time to time.
11. 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.
12. The contracting Agency shall indemnify the university against all other damages/changes and expenses for which the university is held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident ,injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
13. In case of any person signing the tender/contract/agreement on behalf of limited Company or firm, letter of authority/resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm shall be enclosed with the tender.
14. If any damage/theft is caused to the assets/ property /office equipment by Sanitation/Housekeeping personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair or replacement or damages as the case may be.

15. Any person who is in Government service or an employee of the GGSIPU should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.
16. The contracting agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/firm/agency except for the purpose of pest control treatment for which agency can associate with a firm/company having pest control license. However the University has the right to get the insect control agency changed immediately, if their services are not found satisfactory.
17. Any other appropriate provisions as advised by the university 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 ensuring contract/agreement.
18. 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.(Wherever Applicable)
19. That the agency shall have to provide any additional personnel for allocating any additional Sanitation/Housekeeping duty as directed by the University or any authorized officer of the University in addition to those duties/personnel covered in this tender. The work order should be issued for deployment of extra manpower as per contract rate.
20. The contracting agency will have to ensure cleanliness of the site by using the requisite quantity and quality of materials to the entire satisfaction of the University. If the University indicates that the cleanliness or housekeeping services are not adequately satisfactory on account of insufficient Tools, material and/or manpower, then additional materials, Tools and/or manpower, as the case maybe, will have to be brought in by the agency without charging any extra cost.
21. The tools and material to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and/or other articles lying at the site.
22. The contracting agency shall not employ any person who has not completed Eighteen years of age and/or above 50 years of age.
23. A complete list of the Housekeeping staff, engaged by the agency for deployment in the site, shall be furnished by the contracting agency to the department along-with the complete address and other antecedents of the staff. The agency shall deploy only those staff whose antecedents have been verified by the agency. The agency should give a certificate to that effect to the department.
24. Each housekeeping services staff engaged by the contracting agency shall wear the prescribed uniform meant for Housekeeping according to season (i.e summer uniform in summer and winter uniform in winter season) and a badge shall be provided and maintained by the contracting agency at its own cost.
25. University shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the agency (including insect control agency engaged by it), who in the opinion of University misconduct himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulges in unlawful activities or the like and such person shall not be again employed on the work without written permission of the university.
26. Water supply for carrying out the work as per this tender shall be given in the toilets only. The contractor shall be required to make his own arrangement to carry the water wherever required by means of base pipes, buckets as per requirement.
27. In terms and condition contained in these tender documents will be a part and parcel of the agreement/contractor be executed by the contracting agency with the University.

28. Once the competent authority accepts the tender, the contracting agency shall be responsible to provide the Sanitation/Housekeeping services within 10 days from the date of issue of letter of acceptance.
29. 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 university as per the terms and condition of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the university whichever is earlier.
30. Canvassing in connection with the tender is strictly prohibited which may disqualify the tender. tender must be unconditional.
31. Tender not conforming to the requirement as per the terms and conditions will be rejected and no correspondence shall be entertained in this regard whatsoever.
32. All the intending tenders are advised to keep a photocopy of the tender documents with them for their future reference. All the intending tenderers are further advised to visit the university Campus with prior appointment of Dy. Registrar(GA) to understand the nature and volume of work before participating in the tender and then quote the rate\amount per month for the work, because no subsequent request of additional payment/claim on any account will be entertained by the University under any circumstances.
33. For any clarification regarding the scope of work and/or terms and conditions of tender, the intending tenderer can seek clarification from Dy. Registrar(GA) on any working day in person.
34. Attendance report of all the staff deployed at University Campus shall be given to General Administration Department, every day.
35. No manpower other than those on duty shall be allowed to stay in the premises 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 fitting and fixtures in the common areas in the building.
36. 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 university by the way of default, interest and penalty. The agency shall undertake to furnish all the details as and when relevant records of all payment made by the agency and will produce to the satisfaction of the university/G.A Department immediately whenever asked for.
37. The agency shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act of omission on their part.
38. The agency will be responsible for supply of the garbage bags, for collecting garbage from core and common areas of the university campus and disposal outside at sites designated by Government/Local Body for this purpose. The material so collected will be screened/checked by the Security Personnel.
39. Weekly performance of the service provider will be observed by the general Administration officials entrusted with supervision of particular units.
40. Bill shall be submitted at the end of each month(in triplicate) along with certificates for satisfactory performance from the user sections/officers in support of having performed the job of cleaning and sweeping in this office premises. This certificate will be counter signed by the Superintendent, Care Taking, General Administration Department.

41. The Contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (contract Labour Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and the Labour department.
42. The contractor shall abide by and comply with all the relevant laws and statutory requirement covered under various laws such as Labour Act ,Minimum Wages Act, contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the department.
43. The Designated manpower on a given day can also be deployed for other services like shifting equipments/furniture etc. apart from sanitation & Housekeeping Services.

16. NOTICE OF THE UNIVERSITY

Subject to as otherwise provided in this tender, all notices to be given on behalf of the University and all other actions to be taken on its behalf may be given and taking by the Registrar, or any authorized official by the University.

17. NO LIABILITY OF THE UNIVERSITY

1. THE University shall not provide any residential accommodation to the Sanitation/ Housekeeping personnel employed by the agency.
2. The University will be under no obligation to provide employment to any of the employees of the Housekeeping agency during or after expiry of tender/ agreement/ contract period and University recognizes no Employer- employee relationship between University and the Sanitation /Housekeeping employees deployed by the contraction agency.
3. The University shall not be responsible financially or otherwise for any injury to the Housekeeping personnel in the course of performing the Sanitation/ Housekeeping functions as per this tender. This liability shall be of the tenderer.

18. TERMINATION OF TENDER

1. If the agency at any time make default in executing housekeeping job with due diligence and care and continues to do so, and / or the Sanitation/ Housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy or fails to complete the work as per terms and conditions and does not complete them within the period specified in the notice given to him in writing, the University may without prejudice to any other right to remedy. which shall have accrue thereafter to the contracting agency, shall cancel the contract/ agreement after one month notice and security deposit will also liable to be forfeited by the University. University, on such cancellation, shall have powers to carry out /execute the work through other agencies by any mean at the risk and cost of the contracting agency.
2. The university reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice, the contract/agreement shall come to an end.
3. If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be terminated, and all deposits will also liable to be forfeited by the university.

4. In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months notice in advance to this effect to the University .however decision of University in this regards shall be final & binding on the agency.

19. ARBITRATION

In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and condition of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the university.

Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

20. CANCELLATION OF CONTRACT

University also reserves the right to cancel the contract/tender process without assigning any reason.

However, some of the ground on which contract can be cancelled are detailed below.

(This list is only illustrative and not exhaustive).

- Serious discrepancy in the provision of the required services by the contractor.
- Breach by the tenders of any of the terms and conditions of the tender.
- Any action by the bidder which is in breach of law or accepted practices in the financial transactions.
- If the Vendor goes into liquidation voluntarily or otherwise.
- In addition to the cancellation purchase order/award, University reserves the right to forfeit the performance guarantee.
- Any attempt to influence the decision of the University officials through direct/indirect methods/means.

CHECK LIST :-

1. Duly completed tender form (**Annexure-I**)
2. Earnest money deposit (Demand Draft of Rs 8,00,000/-(Rupees Eight Lacs Only) in favour of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi-110078.
3. Notice Inviting Tender.
4. Terms and Conditions of Tender duly signed on each page.
5. Demand draft/pay order for Rs. 1000/-(Rupees One thousand Only) in favour of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, Delhi, as cost of the tender document, if the same was downloaded from website.
6. In case Tender Document is purchased by cash, enclose the cash receipt.
7. 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).
8. Services Tax Clearance Certificate.
9. DVAT Registration.
10. PAN Card of firm/Company (attach attested copy of PAN card)
11. Provident fund Account no. of firms/Company (attach attested copy of certificate).
12. ESI No. of Firm /Company (attach attested copy of Certificate)
13. Insect control license No. (Attach attested copy of certificate and acceptance letter of sub-contractor, if applicable).
14. The details of the turnover for the year 2009-10, 2010-11 and 2011-12 should be shown and verified by submitting the copy of Income Tax Returns of respective financial year.
15. The details of the turnover on the letter head of the tenderer.
16. Details of similar work executed by the tenderer in its letterhead (**Annexure-VIII**)
17. Copies of similar Work orders issued by tenderer's client as per point 16 above.
18. Performance Certificate in Sanitation/Housekeeping Services.
19. Performance Certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of satisfactory. (**Annexure – IX**))
20. Financial Bid in the letterhead of the Firm/Company (**Annexure-V**) in a sealed envelope.
21. Page no. should be mentioned on each page.
22. ISO Certification no. of the firm / company.
23. Declaration / Affidavit of various machines (**Annexure VII B**)
24. Solvency Certificate issued by tenderer's banker (**Annexure-X**)
25. Declaration regarding Blacklisting/Debaring for taking part in Tender (**Annexure – VI**)
26. Documents in support of manpower strength

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. 8,00,000/- in favour of Registrar GGSIPU at page No. _____
3. Notice inviting Tender at page No. _____
4. Terms and conditions of the tender from Page _____ to _____
5. Demand Draft for Rs.1000/- in favour of Registrar, Guru Gobind Singh Indraprastha University, Delhi as cost of the tender document, if the same was downloaded from the website, in case Tender document is purchased by cash, enclose the cash receipt at page No. _____
6. Registration No. of the firm /Company attested copy at page _____
7. Service Tax Clearance Certificate at page No. _____
8. DVAT Registration at page No. _____
9. PAN card of firm/company attested copy placed at page No. _____
10. Provident Fund Account No. of firm/company attested copy placed at page _____
11. ESI No. of firm/company attested copy placed at page _____
12. Insect control license No., acceptance letter (if applicable) placed at page ____to____.
13. ISO Certification attested copy placed at page _____ to _____
14. Details of turnover of the firm, company to be submitted on the letterhead of the tenderer. Also attach the income tax return to prove the turnover claimed for the preceding three financial years from page____to page_____.
15. Details of work executed by the tenderer on its letterhead placed at page_____.
16. Copies of work order issued by the tenderer's clients attested copy placed at page_____.
17. Declaration / Affidavit of various machines placed at page _____ to _____
18. Details of experience in House Keeping services (to be submitted on the letterhead of the tenderer) placed at page_____.
19. Attested copies performance certificate issued by the clients of the tenderer placed from page____to page_____.
20. Financial Bid as prescribed in the Check List at Sl. No. 20 on the letterhead of the tendered is placed at _____.
21. Man power strength Certificate at Page _____.

(Signature of the tenderer with Name & Seal)

Place: _____

Date: _____

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
TENDER FORM FOR PROVIDING SANITATION HOUSEKEEPING
SERVICES IN UNIVERSITY DWARKA CAMPUS**

Affix duly
attested P.P. size
photograph of
the Tenderer

- a. Name of the Tenderer [in block letters] _____
- b. Status of 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 with proof _____
- g. Tenderer's Registered office address _____
- h. Tenderer's address for correspondence _____
- i. **Details of earnest money deposit**

Name of the Bank	Draft/Pay order No.	Date	Amount (Rs.)

I/We the undersigned being the tenderer as mentioned above, hereby apply to the university for providing sanitation/housekeeping services in the university campus as desired above in accordance with the terms and condition 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 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.
- Strike-out items whichever is not applicable.

LIST OF CLEANING AGENTS AND CONSUMABLES

S. No.	Work	Name of Brand
1.	Cleaning Agents of standard company for WC's , Urinals Pots etc.	Phenyle Gaivd, Trishul, etc.
2.	Detergents of Standard company for cleaning, wash basin, sinks, refrigerator and other items	Nirma, Surf
3.	Liquid Soap of Standard Company for Scrubbing of Floors and wall	Fem, Homocol, Dettol, Savlon
4.	Anti- bacterial Disinfectants of Standard Company for Cleaning Toilets, Bathrooms, Kitchen and pantries	Cleaning, Lyzol
5.	Glass cleaning liquid of Standard Company	Colin
6.	Deodorizer of a standard company	Odonil
7.	Air- fresheners / Aero Sols (eco- friendly) of Standard Company	Premium, Fresco
8.	Urinal Cubes (Standard Company)	Odonil
9.	Polythene Bag	Standard Quality/ISI Mark

(To be sealed in a separate envelope)

**FINANCIAL BID
FOR
SANITATION / HOUSE KEEPING IN THE GGSIP UNIVERSITY'S
DWARKA CAMPUS**

I/We (_____) on behalf of M/s _____
_____ hereby undertake to carry out entire Sanitation /Housekeeping work as specified in this tender document at GGSIPU, Dwarka as per terms and condition, scope of work and other conditions for:

Amount (in Rs.) per month	In Words

Note:

1. The rate quoted above includes all consumable, machinery items, worker uniforms, overhead expenses, all incidental expenses relates to works, fumigation/insect control/pest control, transportation, profit, component of VAT & other taxes and levies as applicable from time to time etc. This also includes cost component of relievers as defined in this document. (In consonance with the Scope of Work & Contractor Obligations of the tender)
2. Above amount shall be excluding reimbursable and basic salary of the manpower deployed which shall be paid as per **Clause 5**.
3. This rate/amount will be valid for the period of tender/contract/agreement from the date of actual start of work and shall also be valid for the extended period (if any) as per terms and condition of the tender.

Signature of the tenderer with Seal of the Firm

Witness (I)

Witness (II)

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s._____ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

Or

I / We _____ (Tenderer) hereby declare that the Firm / agency namely M/s._____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the University, and EMD / SD shall be forfeited.

In addition to the above, the University will not be responsible to pay the bills for any completed /partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Name _____

Address _____

During the technical evaluation stage, each bidder shall be assigned different marks out of a total of 100 marks.

Criteria for Evaluation for Eligibility

Agency Profile for Eligibility	Evaluation & Marks Assigned
1. Financial Strength (25 Marks) (a) Turn Over (20 Marks) (b) Solvency (5 Marks)	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for double the minimum eligibility criteria (iii) pro-rata in between (i) and (ii)
2. Availability of Human Resource (20 Marks)	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for double the minimum eligibility criteria (iii) pro-rata in between (i) and (ii)
3. Past Performance (30 Marks) (a) Experience of similar projects (20 marks) (b) Clients Satisfaction (10 marks)	(i) 60% marks for minimum eligibility criteria (ii) 100% marks for double the minimum eligibility criteria (iii) pro-rata in between (i) and (ii)
4. Availability of Machinery – Annexure-VII(B) (15 Marks)	
5. Certification (10 Marks) (a) Pest Control License (6 Marks) (i) In the name of associated agency (3 Marks) (ii) In the name of applicant (6 Marks) (b) ISO Certification (4 Marks)	

DETAIL OF MACHINERY

S. No.	Unit	Description	Nos.	Utilization Area	Marks per machine	Max. Marks
1.	Nilfisk N 421 A or Taski DS 42+ or equivalent	Scrubber/ Polishing	04	Scrubbing and polishing for hard floors	0.5 each machine	2
2.	Nilfisk CA 530 or Taski Combimat 1000 E or equivalent	Auto Scrubber Drier	04	Daily scrubbing drying of all the floors at all the levels	0.5 each machine	2
3.	Nilfisk CA 340 or Taski Combimat 300 E or equivalent	Compact Auto Scrubber Drier	04	Daily scrubbing drying of all confined area floors at all the levels	0.5 each machine	2
4.	Nilfisk GWD 335 or equivalent model or equivalent	Wet & dry Suction Cleaner	04	Back-up unit for N 421 A for collection of wet slurry, and wet required for cleaning of toilets	0.5 each machine	2
5.	Nilfisk N 412 or taski High Pressure TX 12-100 or equivalent	High Pressure Water Jet	06	Cleaning/ washing of toilets, red stone, porches etc.	0.25 each machine	1.5
6.	Nilfisk GD 930 or Taski Bora-12 or equivalent	Commercial Vacuum Cleaner	06	Daily Dusting & Vacuuming needs at various carpeted areas and other general cleaning	0.25 each machine	1.5
7.	Nilfisk SDH 5120 or Taski ergodisc 1200 or equivalent	Floor Burnisher	05	For daily buffing of hard floors like kota, marble and granite	0.4 each machine	2
8.	Ladder 28'/30'	for height cleaning	04		0.25 each machine	1
9.	Insect Spray Machine		04		0.25 each machine	1
Total Marks						15

Note:

- Declaration / Affidavit is required

Annexure-VIII

(This should be mentioned on the letter head of the agency)

DETAILS OF SIMILAR WORKS COMPLETED

Sr. No.	Description of Work	Postal Address of Client with Contact Numbers	Contract Value (in Rs.)	Completed Value (in Rs.)	Starting Date	Completion Date	Remarks
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

NOTE: Performance Report issued by Client for all above job(s) shall be furnished alongwith the Bid as per Annexure - IX.

(Stamp & Signature of Bidder)

PERFORMANCE REPORT OF EACH WORK REFERRED IN ANNEXURE - VIII

1. Name of work/ Project & Location :
2. Name of Client and Address with
Contact details :
3. Agreement No./ Work Order No. :
4. Value of work as per
work order/Award : Rs.
5. Total value of actual work done : Rs.
7. Date of start :
8. Date of completion :
9. Performance Report (Pls. tick one) : _____
Outstanding/Very Good/Good/Satisfactory

(Signature & Stamp of Director/Registrar/Admin. Officer/Ex. Engineer or Equivalent)
with Phone No./ Mob. No. & E-mail address

Dated :

(Stamp & Signature of Bidder)

Note :

1. This Annexure should be submitted separately for each work completed by the Bidder and the works indicated in **Annexure-VIII**.
2. This ANNEXURE shall be signed & stamped by the Bidder's Client not below the rank of Manager/Asst. Registrar/Admn. Officer or equivalent.
3. The Name, Address, Contact details (Mobile, Fax, E-mail, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

Solvency Certificate from Bankers of the company in the following form:

FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s..... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement upto a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

For the Bank

NOTE

- (1) Bankers certificate should be on letter head of the Bank, sealed in cover addressed to tendering authority,
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the bank.

Signature of Chartered Accountant with seal

Signature of Bidder(s) with seal