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#  SRCASW/e-Tender/2018-19

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**REQUIREMENT OF HOUSEKEEPING SERVICES**

**CONTENTS OF BIDDING DOCUMENT**

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**SRCASW/e-Tender/2/2018-19**

**SECTION-1**

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

 **NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES**

E-Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having proven capacity to provide Housekeeping services including cleanliness and sweeping services in the campus of Shaheed Rajguru college Applied Sciences for Women at Vasundhara Enclave, Delhi – 110096 (Adjoining Chilla Sports Complex) for a period of two years on contract basis. **Manual bids shall not be accepted.**

# Document Download: Tender documents may be downloaded from [www.rajgurucollege.com](http://www.rajgurucollege.com) (for reference only) and Central Public Procurement Portal (CPPP) site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

**CRITICAL DATE SHEET**

|  |  |
| --- | --- |
| **Published Date** | **23 July 2018( Monday,09.00 Am)** |
| **Bid Document Download** | **23 July 2018 ( Monday, 10.00 am)** |
| **Clarification Start Date** |  **24 July 2018 ( Tuesday, 10.00 am)** |
| **Clarification End Date** | **26 July 2018 ( Thrusday, 02.00 pm)** |
| **Bid Submission Start Date** | **28 July 2018 (Saturday, 10.00 am)** |
| **Bid Submission End Date** | **13 Aug 2018 (Monday, 11.00 am)** |
| **Technical Bid Opening Date** | **16 Aug 2018 (Thrusday, 12.00 noon)** |

1. **Bid Submission: Bids shall be submitted online only at CPPP website:** [**https://eprocure.gov.in/eprocure/app**](https://eprocure.gov.in/eprocure/app)**.**

Bidders are advised to follow the ‘Special Instructions to the Contractors/Bidders for the e-submission of the bids online’ available through the link ‘Help for Contractors’ at the e-Procurement Portal [**https://eprocure.gov.in/eprocure/app**](https://eprocure.gov.in/eprocure/app)

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have

business relationship with one another (i.e., when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate bidders. A breach of this condition will render the tenders of both parties liable to rejection.

1. Bidder who has downloaded the tender from the college website [**www.rajgurucollege.com**](http://www.rajgurucollege.com) and Central Public Procurement Portal (CPPP) website [**https://eprocure.gov.in/eprocure/app**](https://eprocure.gov.in/eprocure/app), **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with the college.
2. Intending bidders are **advised to keep checking the college** website [**www.rajgurucollege.com**](http://www.rajgurucollege.com) and **CPPP website** [**https://eprocure.gov.in/eprocure/app**](https://eprocure.gov.in/eprocure/app) **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

# Bid Security/EMD Payment:

Earnest Money Deposit of Rs.3,00,000/- (Rupees Three Lakhs only) in the form of Account Payee Cheque/ Bank Guarantee in favour of Principal, Shaheed Rajguru college applied sciences for women to be submitted in SRCASW or may transfer to the college Account as Bank Transfer (RTGS). College Bank details are:

Account Name: Principal, S.R.C.A.S.W Maintenance A/c Account Number: 0877104000035352

IFS Code: IBKL0000877

Bank: IDBI BANK C-35, 36, Acharya niketan, Mayur Vihar, Phase-I, Delhi-110091.

# Cash/Bank Draft will not be accepted.

EMD of unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

1. Bids (Technical) will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well as Financial-Bid opening date will be intimated later.

# Submission of Tender

Th**e tender shall be submitted online in two part, viz., Technical bid and Financial bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**Technical Bid:** As per details given in section 2 of the tender document.

**Financial Bid:** Financial bid.

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# Principal

 **SRCASW**

**SECTION-2**

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**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**INSTRUCTIONS FOR BIDDERS**

1. **GENERAL**: The present tender is being invited for Housekeeping Services under which the approved contractor shall provide uniformed trained personnel and will use its best endeavours to provide housekeeping services as specified in the SCOPE OF WORK (Annexure III).

# BIDDERS AND CONTRACTOR

Bidder is the person who places a bid under this application system and Contractor is a person/ joint venture/consortium/partnership whose bid wins and is appointed to serve the SRCASW with Housekeeping Services.

# Eligibility of the Bidders:

* + 1. All agencies that are providing similar kind of services for at least last three consecutive years and having annual turnover of Rs.1 crore or more during each of the last three financial years i.e. 2015-16, 2016-17 and 2017-18 in the books of accounts are eligible to bid as on the date of closing of bid. (Proof Audited Accounts)
		2. The bidder should have the experience of at least three years with similar work in any of the reputed MNCs/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public- Sector Banks or Local Bodies/Municipalities.
		3. The bidder should have awarded single work order for at least 30 lakh rupees during the last three consecutive years (2016, 2017, 2018 calendar years) from the date of closing the bid.

# QUALIFICATION OF THE BIDDERS

* 1. The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint venture.
		1. Memorandum of Understanding has to be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.
		2. Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;
		3. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
		4. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
	2. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
	3. Bidder or members of a partnership, joint venture or consortium shall submit a self- attested copy of PAN card under Income Tax Act and Aadhaar Card.
	4. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
	5. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If Shaheed Rajguru College applied science for women subsequently finds to the contrary, the college reserves the right to declare the Bidder as non- compliant and declare any contract if already awarded to the Bidder to be null and void.
	6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.
1. **ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the tender applications are liable to be rejected.
2. **COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of this bid and the College will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
3. **VISIT TO COLLEGE:** The bidder is required to provide Housekeeping Services to this college and is advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the college and is aware of the operational conditions prior to the submission of the tender documents.

# TENDER DOCUMENTS

* 1. **Tender Documents**
		1. The Tender Invitation Document has been prepared for inviting tenders for providing housekeeping Services and disposal of garbage. The Tender document comprises of:
			1. Notice Inviting Tender **(Section 1)**
			2. Instructions for Bidders **(Section 2)**
			3. Terms and Conditions of the Contract **(Section 3)**
			4. Tender form for providing housekeeping services **(Annexure I)**
			5. Areas to be covered (**Annexure II)**
			6. Scope of Work **(Annexure III)**
			7. Check list for Pre-qualification Eligibility **(Annexure IV)**
			8. Check list for technical evaluation **(Annexure V)**
			9. Evaluation criteria for Technical Bid **(Annexure VI)**
			10. Financial Bid (Sample of BOQ) **(Annexure VII)**
			11. Undertaking **(Annexure VIII)**
			12. Form of Bank Guarantee for Bid Security **(Annexure IX)**
			13. Form of Bank Guarantee for Performance Security **(Annexure X)**
			14. Specification of Material Used in housekeeping services **(Annexure XI)**
			15. Form of Contract agreement **(Annexure XII)**
			16. Product mix recommendation **(Annexure XIII)**
		2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder’s risk and may result in rejection of his bid.
		3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

# Clarification of Tender Document

* + 1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages, the bidder shall immediately inform the Office of Principal (SRCASW).
		2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of Principal before submitting his bid. All communications between the bidder and the college shall be carried out in writing.
		3. Except for any such written clarification by the college, which is expressly stated to be an addendum to the tender document issued by the Office of Principal , no written or oral communication, presentation or explanation by any other employee of the College shall be taken to bind or fetter the college under the contract.

# PREPARATION OF BIDS

* 1. **Language:** The bids and all accompanying document shall be in English.
	2. **Documents Comprising the Bid:** Tender document issued for the purposes of tendering as described in and any amendments issued shall be deemed as incorporated in the Bid.
		1. Upload one copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.
		2. The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.3, 00,000/- (Rupees Three Lakhs only).
		3. All correspondence shall be addressed to the Principal, Shaheed Rajguru College of Applied Sciences for Women (SRCASW),VasundharaEnclave (Adjoining Chilla Sports Complex) Delhi – 110096, and submitted in the Office of Principal at the address given in the Tender document.
		4. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish the details regarding works completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power and equipments to provide Housekeeping Services.

# Bid Prices

* + 1. Bidder shall quote the rates in Indian Rupees excluding taxes for the entire contract on a ‘single responsibility’ basis such that the Tender price covers bidder’s all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Housekeeping Services at Shaheed Rajguru College of Applied Science for Women. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor cost of materials, maintaining hygienic conditions, manpower and all other statutory liabilities. Conditional bids/offers will be summarily rejected.

# 8.4 Form of Bid

All the documents attached with the bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, it shall be signed by a duly authorized representative of each member of participant thereof. Signatures shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

* 1. **Currencies of Bid and Payment:** The Bidder shall submit his financial bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
	2. **Duration of Contract:** The contract shall be valid initially for two years and the college reserves the right to curtail or to extend the validity of contract on the same terms and conditions for such period as may be agreed to, but not beyond further two years.
		1. Escalation Clause: After the initial duration of the contract of two years and the satisfactory performance of the service provider, the contract may be extended with a 10% escalation in the bid value for the duration of the extended period. The other terms and conditions would remain the same.

# Bid for Housekeeping Service

* + 1. The bidder shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.3,00,000/- (Rupees Three lakh only) along with the Tender document. (**Refer Section 1 point 5).** The Bid Security should remain valid for a period of Sixty days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them without any interest at the earliest after expiry of the final bid validity period and latest on or before the 30th day after the award of the contract.
		2. Any Tender application not accompanied by Bid Security shall be rejected.
		3. Bid security of the successful bidder shall be returned on receipt of Performance Security by the college and after signing the agreement.
		4. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
		5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security (Annexure X) within the time frame specified by the College.

# Format and Signing of Bid

* + 1. The bidder shall upload all the tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
		2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.
		3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the College, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

# SUBMISSION OF BIDS

* + 1. The bidder shall submit the Pre-qualification eligibility (Annexure IV) and Technical Bid (Annexure V) and the Financial Bid (Annexure VII) online.
		2. Pre-qualification eligibility (Annexure IV) and Technical Bid (Annexure V) should consist of the following documents:
			1. Bid Security (Earnest Money Deposit);
			2. One self-attested recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
			3. Undertaking on a non-judicial stamp paper of Rs. 100/- as per the format prescribed in Annexure VIII
			4. Self-attested copy of PAN card under Income Tax Act;
			5. Self-attested copy of GST Registration Number;
			6. Self-attested copy of valid Provident Fund Registration Number;
			7. Self-attested copy of valid ESI Registration Number;
			8. Self-attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
			9. Proof of experiences of last three years and performance certificates from the concerned employers;
			10. Proof of IT returns of previous three years supported by audited balance sheet and P/L A/C.
			11. Self-attested copy of valid Aadhar Card;
			12. Other documents, if any;
			13. Duly filled and signed Annexure(s).
		3. The tender bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of tender.

# Late and Delayed Tenders

* + 1. Bids must be uploaded online not later than the date and time stipulated in the notice-inviting tender. The College may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the college and the Bidder will be the same.
		2. Any bid uploaded online after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

# BIDDING PROCESS

* 1. **Bid Opening and Evaluation**
		1. The authorized representatives of the College will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the scheduled place and time.
		2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.
		3. Conditional bids will also be summarily rejected.
		4. Technical bids will be evaluated as per the methodology given in the Annexures - IV, V and VI of the Tender document.
		5. Financial bids for evaluation will be opened in the presence of only qualified bidders who qualify from Technical bids.
		6. Financial bid will be evaluated as per methodology given in the Annexure – VII of the Tender document.

# Right to accept any Bid and to reject any or all Bids

* + 1. Shaheed Rajguru College of Applied sciences for Women (SRCASW) is not bound to accept any bid and may at any time by notice in writing terminate the tendering process.
		2. SRCASW may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Colleges / Institutions / Local Bodies / Municipalities

/ Public Sector Undertakings / MNCs, etc.

* + 1. SRCASW may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security (Annexure X) or fails to execute the contract agreement. Also the EMD shall be forfeited.

# AWARD OF CONTRACT

* 1. SRCASW will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
	2. SRCASW will communicate the successful bidder by email, followed by letter transmitted by post that his bid has been accepted. This letter hereinafter and in the condition of contract called the “Letter of Award”.
	3. The successful bidder will be required to execute a contract agreement in the form specified in Annexure X within a period of 30 days from the date of issue of Letter of Award.
	4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of “Letter of Award” @ 10% of the contract value in the form of an Account Payee Cheque or Bank Guarantee Annexure-VIII) in favour of Principal Shaheed Rajguru College of Applied science for Women or may transfer to the college Account as

Bank Transfer (RTGS). College Bank details are:

Account Name: Principal, S.R.C.A.S.W Maintenance A/c Account Number: 0877104000035352

IFS Code: IBKL0000877

Bank: IDBI BANKC-35, 36, Acharya niketan, Mayur Vihar, Phase-I, Delhi-110091.

The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the college and the contractor under the contract shall also extend the validity of Performance Security accordingly Contract value is the total value of bid for contract by the contractor.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Performance Security.

# SECTION-3

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**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**TERMS AND CONDITIONS OF THE CONTRACT**

1. The contractor is required to provide a list along with police verification of those employees who are engaged by contractor for housekeeping duties in the College. Any unauthorized absence and presence shall be dealt with severely.
2. The College shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The College does not recognize any employee- employer relationship/principal-agent relationship with any of the workers of the contractor.
3. The contractor shall engage the men/women whose age shall be above 18 years. The contractor shall deploy only physically fit personnel for duty.
4. The contractor shall be responsible to provide additional staff as may be required with prior information.
5. The contractor shall abide by and comply with all the relevant and concerned laws and statutory requirements.
6. The College shall have the right to ask for the removal of any person deputed by the contractor, who is not found to be competent and orderly in the discharge of his duty.
7. The contractor from local police authority shall verify the antecedents of staff deployed and an undertaking in this regard has to be submitted to the College. To ensure compliance to law and towards necessary fulfillment of its internal regulations, the college may ask for necessary information and records on workers, as and when required.
8. All liabilities arising out of any accident or death of worker while on duty shall be borne by the contractor.
9. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the College and shall not knowingly lend to any person or company any of the effects of the college under its control.
10. The staff engaged by the contractor shall not accept any gratitude or reward in any shape from any student, faculty, staff, vendors, visitors to the college.
11. The contractor shall be responsible to maintain all property and equipment of the College entrusted to it. Any damage or loss caused by contractor’s persons to the College would be recovered from the contractor.
12. That in the event of any loss occasioned to the College, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the College, the said loss can be claimed from the contractor up to the value of the loss. The decision of the College Authorities will be final and binding on the contractor.
13. The staffs deputed by the contractor have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline and follow rules and regulation of the college.
14. The contractor shall disburse the wages to its staff deployed in the college every month through ECS/on line latest by 7th day of each month as per the relevant Acts/rules. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the college, such money shall be deemed to be payable by the contractor to the college within seven days. The college shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
15. The contractor shall not engage any sub-contractor or transfer the contract/part of contract to any other person in any manner.
16. The College may direct the contractor, to have any person removed that is considered undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the College.
17. The contractor shall ensure the desired standards of services with the help of effective supervision.
18. The contractor shall ensure that its personnel shall not at any time, without the consent of the College in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the College and shall not disclose to any information about the affairs of College. This clause does not apply to the information, which becomes public knowledge.
19. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor’s personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor’s personnel shall attend the court as and when required.
20. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the College for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the College.
21. The contract period shall be Twenty four months from the date of the commencement of the contract.
22. During the course of contract, if any of contractor’s personnel are found to be indulging in any corrupt practices causing any loss of revenue to the College or any impact on operations of college, the college shall be entitled to terminate the contract forthwith duly forfeiting the contractor’s Performance Security.
23. The contractor shall indemnify and hold the College harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
24. The contractor should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970, etc. (Wherever applicable).
25. The contractor shall have his own Establishment/Setup/Mechanism, etc. outside the campus at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
26. The contractor shall submit police verification report of the House Keeping employees within one month of such appointment.
27. The college reserves the right to cancel or reject all or any of the tender without assigning any reason.
28. Any act on the part of the tenderer to influence anybody in the College is liable to rejection of his tender.
29. Attendance report of all the staff deployed at College shall be given to Caretaker of the College every day.
30. All staff shall wear proper uniforms (to be provided by Service provider), and badged / label ID card, while on duty.
31. 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.
32. 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.
33. The Agency shall be responsible for the good conduct/behavior and integrity of his personnel and will be responsible for any act of omission or commission on their part.
34. 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.
35. 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.
36. TDS and other taxes as applicable will be deducted from each bill.
37. The College will have right to ask for disbursement of the salary in its presence as per Minimum Wages Act.
38. The College officials entrusted with supervision will observe weekly performance of the Service Provider.
39. Bill in (duplicate) shall be submitted at the end of each month to College along with the certificate for satisfactory Performance from the user section /officers.
40. The College with one-month notice can terminate the contract, 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.
41. 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 College.
42. 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 contact, the contract shall be liable for termination besides other legal action which may be initiated against the Agency or its owner/partners/directors or any person responsible for the affairs of the Agency under law.
43. No change in constitution/shareholding of the successful tenderer will be allowed under any circumstances without the prior approval of the College in writing.
44. 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.
45. Any person who is in an employee of the College should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.
46. 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.
47. 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.
48. 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.

**FORCE MAJEURE:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more; either party may at its option terminate the contract.

**OBLIGATION OF THE CONTRACTOR:** The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep SRCASW fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

#  DISPUTE RESOLUTION

1. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities’ representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal, SRCASW.
2. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding’s shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
3. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

**JURISIDICTION OF COURT**: The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**ANNEXURE-I**

****

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES**

1. Due date for submitting tender : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Opening time and date of tender :
3. Names, address of firm/Agency/Company : and Telephone numbers.
4. Registration No. of the Firm/ Agency/Company :
5. Name, Designation, Address and Telephone No. : Of Authorized person of Firm/ Agency to deal with.
6. Please specify as to whether tenderer is sole : proprietor/ Partnership firm/Company. Name,
	* 1. Address and Telephone No. of Directors/partners should be specified.
7. Copy of PAN card issued by Income Tax : Department, copy of previous three Financial
	* 1. Year’s Income Tax Return and audited Balance Sheet and profit loss account
8. Employee Provident Fund Registration No. :
9. ESI Registration Number :
10. Licence number under Contract Labour : (R&A) Act, if any.
11. Details of Bid Security (EMD) deposited :
12. Amount (Rupees in words also) :
13. Cheque No. or Bank Guarantee in favour of :
14. Date of issue :
15. Name of issuing authority :
16. Any other information :
17. Declaration by the bidder :
18. Aadhaar No. :

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

**(Signature of the Bidder) Name and Address (with seal)**

**ANNEXURE-II**

# AREAS TO BE COVERED

The entire premises of the College including

1. Administrative Block

Ground, 1st , 2nd, and 3rd floors

1. Teaching Block

Ground, 1st, 2nd, and 3rd floors

1. Auditorium
2. canteen
3. Basement
4. Hostel Block

Ground,1st , 2nd , and 3r floos

 Vii Principal’s residence

1. Common areas of staff quarters
2. Parking Bays and open spaces including internal roads
3. Pathways, Roads, lawns, playgrounds, open air theatre etc.

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

* 1. Total covered area of Administrative , teaching, hostel, Principal’s residence, including Library, Governing Body meeting ,seminar hall all the labs and classrooms, auditoriums, all the toilets in all the floors of the buildings etc. covering an area of about 18318.7 Sq. Meters
	2. Open space like lawn, playgrounds, pathways, internal roads, open air theatre etc.15750 sq. Meters.

# WORKING HOURS

1. Working hours of the College will be from **8.30 a.m. to 5.30 p.m.** from **Monday to Saturday**. Therefore extensive housekeeping work has to be generally done before

8.30 AM or after 5.30 PM on all working days. Between 8.30 A.M. and 5.30 P.M., general upkeep of the site would be required to be done. The College shall make no extra payment to the Agency for working at odd hours.

1. Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30A.M on all working days. In case the work is not completed before8.30 A.M. on any working day, then the same shall not be considered for payment for that particular day and prorata deduction will be made for that day and damages of Rs. 5000/- per day for such delay shall also be imposed on the Contractor and will be recovered from the Contractor bills. Some activities such as garbage removal etc. shall be completed in the evening after office hours (i.e. 5:30 PM onwards), on day-to-day

basis. No spillover of the above work for the next day shall be permitted under any circumstances.

1. 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).

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

1. **Labour: Adequate manpower will be deployed by the Agency for the job.**
2. **Material and equipment**
	1. The service provider should use best quality or brand
	2. The indicative list of Tools and cleaning equipment to be deployed by the agency would be out of the items mentioned in Annexure-XI. However if the items mentioned in Annexure XI are not available, the Agency would be required to use substitute thereof only with the prior approval in writing of the Principal. The indicative list is as under: -
		1. 4 wheeled Trolley. (For garbage removal);
		2. 4-legged stools Industrial or balanced ladders;
		3. Industrial Vacuum cleaners
		4. Heavy duty scrubbing machine
		5. Mops /swabs;
		6. Feather brushes;
		7. Upholstering brushes;
		8. Brooms;
		9. Scrubbing brushes. (hand);
		10. Squeezes 18”, 24” etc.;
		11. Glass squeezes;
		12. W/C brush;
		13. Buckets;
		14. Long handled cobweb brushes;
		15. Metal dust pans;
		16. Nylon scrubbers;
		17. Dusters.
		18. Any other items required for discharging the work stated above.

The list is given by way of illustration and is not exhaustive.

* 1. The Agency shall deploy the necessary machinery required for efficient house keeping.
	2. The consumable material and its make, to be used by the Agency shall be as per Annexure-XI of this document.The Agency shall be liable to pay damages in case the machinery/ equipment are not available and remains out of order for more than three days.
	3. The Agency shall make arrangements to 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 toilets and the cost of consumables and cleaning materials will be borne by the contracting agency.
	4. 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.
	5. All materials to be used for cleaning and other consumables shall be inconformity with the specifications / brand /make of government approved standards.
	6. 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.

**ANNEXURE-III**

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**SCOPE OF WORK**

# 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:

1. **DETAILS OF JOBS TO BE CARRIED OUT TWICE IN A DAY AREAS UNDER**:
2. General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), Auditorium, Library, cleaning of books, reception, corridors, stores, pantry area, stairs, space for water coolers & toilets, class rooms, labs staff rooms, parking areas, service area, pavements and roads surrounding College campus and all unspecified areas/location within the College Complex.
3. Removal of garbage from dustbins in biodegradable bags and replacing old biodegradable bags with new biodegradable bags. Garbage would be carried in trolley with high quality rubber wheels ensuring that the garbage is not spilt in loading trolley as well as in its transportation. No garbage will be left in the site overnight. The biodegradable bags for the dustbins and trollies for carrying the garbage will have to be provided by the successful tenderer.
4. Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.Cleaning of workstations, table tops, chairs, class room benches and desks almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
5. 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.
6. Air-freshener spray in conference room (Halls), Auditorium and officer’s rooms once in a day and also on requirement basis as directed by the College.
7. Cleaning and dusting of computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, electric fans and any other article on the Site.
8. Re-stocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WC’s, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in Public toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
9. Cleaning and dusting of planters, paintings, posters, notice boards etc.
10. Removal of bird droppings and other dirt’s on the inner walls or on the foot of doors, ventilators etc. as and when required.
11. 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.
12. 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.
13. **DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER**:
	1. Machine and Hand scrubbing and 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.
	3. Thorough cleaning of all the shelves of the laboratories by removing materials from the shelves.
	4. Cleaning of windowpanes and partition door.
	5. Cleaning of drinking water coolers area, dust bins, buckets etc. with detergents.
	6. Weekly cleaning and dusting of Venetian blinds and brushing of upholstered chairs and sofas.
	7. Vacuum cleaning of carpeted areas.
	8. Removal of poster, banner etc. from inside and outside walls of the building.
	9. Thorough cleaning of all the bookshelves of the library by removing books from the shelves
	10. Cleaning of terrace
14. **DETAILS OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE ASUNDER**:
	1. Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills and filters and room/ Desert Coolers.
	2. Cleaning of nameplates and paintings with glass top.
15. **DETAILS OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER**:
	1. Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
	2. General cleaning / dusting of panels, posters, paintings, light fittings, fans, tube lights and electrical fittings.
	3. Polishing of non-carpeted floor area, cleaning of sanitary / water supply fixtures, wall tiles etc.
	4. Removal of weeds from edges of paths / roads, paved-laid area, corners, crevices in terraces etc.
	5. Insect Control/Disinfestations treatment will be done by means of spraying in kitchens, Pantries and Toilets to get rid of ticks, cockroaches, ants, beetles etc.

**(Signature of the Bidder) Name and Address (with seal)**

**ANNEXURE-IV**



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**CHECK-LIST FOR PRE-QUALIFICATION ELIGIBILITY FOR HOUSE KEEPING SERVICES**

|  |  |  |
| --- | --- | --- |
| **S.****No.** | **Documents required for** | **Page number at which document is placed** |
| 1. | Earnest Money Deposit of Rs.3,00,000/- (Rupees Three Lakhs only) in the form of Account Payee Cheque/ Bank Guarantee in favour of Principal, Shaheed Rajguru College of Applied Sciences to be submitted in SRCASW or may transfer to the college Account as Bank Transfer (NEFT/RTGS). College Bank details are (Account Name: Principal, SRCASW Maintenance A/c, Account Number: 0877104000035352, IFS Code: IBKL0000877, Bank: IDBI Bank, Mayur Vihar,PH-1, Delhi. |  |
| 2. | One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also. |  |
| 3. | Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VIII). |  |
| 4. | Self-attested copy of the PAN card issued by the Income Tax Dept. |  |
| 5. | Self-attested copy of GST Registration No. |  |
| 6. | Self-attested | copy | of | valid | Provident | Fund Regn. Number. |  |
| 7. | Self-attested copy of valid ESI Registration No. |  |
| 8. | Self-attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970, etc. |  |
| 9 | Proof of Experience along with satisfactory performance certificates from the clients. |  |

|  |  |  |
| --- | --- | --- |
| 10. | Annual I.T. Returns of previous three years supported by audited balance sheet and P/L A/C . |  |
| 11. | Self-attested copy of Aadhaar card |  |
| 12 | Copy of contracts awarded . |  |
| 13 | Other documents, if any. |  |

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

**(Signature of the Bidder) Name and Address (with seal)**

**ANNEXURE-V**



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**CHECKLIST FOR TECHNICAL EVALUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Information to be provided** | **To be filled by the Bidder** | **For office use** |
| 1. | Annual Turnover (in Lakhs) (Audited Profit and Loss Accounts) |  |  |
| 2. | Experience certificate of HOUSE KEEPING SERVICES |  |  |
| 3. | Volume of work order done during the last three years (Awarded contract copy) |  |  |
| 4. | Evaluation(as per Annexure V) |  |  |
| **Note:** Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided. |

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

**(Signature of the Bidder) Name and Address (with seal)**

**ANNEXURE-VI**



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**EVALUATION CRITERIA OF TECHNICAL BID**

* 1. The Technical proposals will be verified with respect to the eligibility criteria.
	2. Eligible proposals shall be evaluated by the Screening Committee with respect to the following parameters:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.****No.** | **Parameters for evaluation** | **Grading Pattern** | **Max. Marks** |
| 1 | Annual Turnover | 1 Cr. to 1.5 Cr - 10 marksAbove 1.5 Cr. to 2 Cr. - 15 marksAbove 2 Cr. - 20 marks | 20 |
| 2 | Experience of house keeping Servicesfor three consecutive years. | 3 to 5 years – 10 marksAbove 5 years upto 10 years – 15 marksAbove 10 years – 20 marks | 20 |
| 3 | Volume of work order done during the last three years | Single Work Order for:30 lakh to 60 lakh p.a. – 10 marks Above 60 lakh p.a. – 20 marks | 20 |
| 4 | Demonstration of Understanding the Scope of Work & Execution Plan through PPT (Power Point Presentation of **10 minutes**) along with the hard copy of the same ( in Word/PDF) | * Action Plan for ensuring cleanliness and hygiene in the food preparation process, kitchen & mess premises including disposal mechanism for extra food, if any
* Organizational Chart of their own setup detailing number of chefs, workers, cleaners and supervisor
* Atleast one client testimonials/satisfactory certificates from different employers with contact details
* Assessment of existing facilities and live feedback of contractor in other existing institutes observed during the surprise visit by the college.
 | 10 |
| **Total** | **70** |

# The Financial bids will be considered of all those successful bidders securing at least 50% marks in each of the above Evaluation Criteria by “Selection Committee” on plan of

**operations for providing housekeeping services in SRCASW at PSP Area-VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI -110096 ”.**

**The decision of the Screening Committee will be final and binding on all bidders.**

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

**(Signature of the Bidder) Name and Address (with seal)**

**ANNEXURE-VII**



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**FINANCIAL BID FOR HOUSEKEEPING SERVICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Scope of Work** | **Total Area** | **Rate per Sq. meter per month (including material cost)** | **Total amount for one Month** |
| 1 | Sweeping, washing,scrubbing, swabbing etc. in covered area | about 18318.7 Sq. Meters | Rs.--------- | Rs.--------- |
| 3 | Sweeping in open area like lawn, playground, pathways, Internal Roads etc. | About 15750 sq. Meters. | Rs.----------- | Rs.--------- |

I/We………………………on behalf of M/s. ……………………..hereby undertake to carryout entire housekeeping work as specify in this tender on above mentioned work. These rates are inclusive of all applicable charges with Service Tax extra as applicable from time to time and including consumables and machines mentioned in annexure-XI and annexure-XII respectively

**(Signature of the Bidder) Name and Address (with seal)**

**ANNEXURE-VIII**

**(ON A STAMP PAPER OF Rs.100/-)**

**UNDERTAKING**

To

The Principal

Shaheed Rajguru College of Applied Sciences for Women,

Vasundhara Enclave,

Delhi – 110096

Name of the firm/Agency:

Name of the firm/Agency:

Name of the tender:

Due Date:

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of the relevant Acts and regulations as applicable to this contract.
4. I/We shall provide trained housekeeping workers.

# (Signature of the Bidder) Name and Address (with seal)

**ANNEXURE-IX**



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**FORM OF BANK GUARANTEE FOR BID SECURITY**

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we (Name and address of Bank), having our registered office at (hereinafter called “the Bank”) are bound unto Shaheed Rajguru College of Applied Sciences for Women (hereinafter called “the College”) in sum of Rs. for which payment will and AND WHEREAS (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:

* 1. That the college may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
	2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
	3. That this guarantee commences from the date hereof and shall remain in force till:-
		1. The Bidder, in case the bid is accepted by the college, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
		2. Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
	4. That the expression “the Bidder” and “the Bank” herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
2. If the Bidder refuses to accept the corrections of errors in his bid; or
3. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in Para 11.c of the NIT.
4. If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
5. If the contract is terminated for, the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government. WE undertake to pay to the College up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness Signature of Authorized Official of the Bank Name of Official Designation

ID No.

Name of Witness (Stamp/Seal of Bank) Address of Witness

# ANNEXURE-X



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of between

 (Name of the Bank) (Hereinafter called the “Bank”) of the one part and Shaheed Rajguru College Applied Science for Women (hereinafter called the “College”) of the other part.

1. WHEREAS (Name of the College) has awarded the contract for Housekeeping services &sweeping of roads &disposal of garbage contract for Rs. (Rupees in figures and words) (Hereinafter called the “contract”) to M/s (Name of the contractor) (hereinafter called the “contractor”).
2. AND WHEREAS THE Contractor is bound by the said Contract to submit to the College a Performance Security for a total amount of Rs.

(Amount in figures and words).

1. NOW WE the Undersigned (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of

 (Full name of Bank), hereby declare that the said Bank will guarantee the College the full amount of Rs. (Amount in figures and words) as stated above.

1. After the Contractor has signed the aforementioned contract with the College, the Bank is engaged to pay the College, any amount up to and inclusive of the aforementioned full amount upon written order from the College to indemnify the College for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the College immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the College any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
2. THIS GUARANTEE is valid for a period of months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
3. At any time during the period in which this Guarantee is still valid, if the College agrees to grant a time of extension to the contractor or if the contractor fails to complete

the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the College and at the cost of the contractor.

1. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
2. The neglect or forbearance of the College in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the College for the payment hereof shall in no way relieve the Bank of their liability under this deed.
3. The expressions “the College”, “the Bank” and “the Contractor “hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the day of (Month) (year) being herewith duly authorized.

For and on behalf of the Bank.

Signature of authorized Bank official

Name \_ Designation

I.D. No. Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named

 In the presence of:

Witness-1.

Signature Name Address

Witness-2.

Signature Name Address

#  ANNEXURE-XI

****

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**Specification of Material Used in Housekeeping services**

This list is by way of illustration and not exhaustive.

|  |  |  |
| --- | --- | --- |
| **SI. No.** | **Work** | **Name of the Brand** |
| 1 | Cleaning agents of standard company for WC’s, urinals pots etc. | Phenyl, Trishul etc. |
| 2 | Detergents of Standard company for cleaning, wash basin, sinks, refrigeratorand other items. | Nirma, Surf |
| 3 | Liquid Shop of Standard company for scrubbing of floors & wall | Fem, Homocol |
| 4 | Anti-bacterial disinfectants of standard company for cleaning toilets, bathroom, kitchen and pantries | Cleaning, Lyzol |
| 5 | Glass cleaning liquid of standard company | Colin |
| 6 | Deodorizer of a standard company | Odonil |
| 7 | Air-fresheners /Aerosols (eco-friendly) of standard Company | Premium, Fresco |
| 8 | Urinal cubes (Standard Company) | Odonil |

The list given is by way of illustration and is not exhaustive

#  ANNEXURE-XII

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**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**PRODUCT MIX RECOMMENDATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SR.NO** | **UNIT** | **DESCRIPTION** | **No’s** | **UTILISATION****AREA** | **RECOVERY RATE PER MONTH PER EQUIPMENT (IF NOT AVAILABLE/OUT OF ORDER FOR MORE THAN 3 DAYS)** |
| 01 | Nilfisk N 421A Or TaskiDS 42+ | Scrubber/Polishing | 01 | Scrubbing and polishing for hard floors. | Rs.4,000/- |
| 02 | Nilfisk CA 530 or TaskiCombimat 1000 E | Auto Scrubber Drier | 01 | Daily scrubbing & Drying of all thefloors at all the levels. | Rs.10,000/- |
| 03 | Nilfisk CA 340 or Taski Combimat 300 E | Compact Auto Scrubber Drier | 01 | Daily scrubbing & Drying of all confined area floors at all the levels. | Rs.4,500/- |
| 04 | Nilfisk GWD 335 or equivalent model | Wet & Dry Suction Cleaner | 01 | Back-up unit for N421A forcollection of wet slurry, and wet required forcleaning of toilets. | Rs. 1,000/- |
| 06 | Nilfisk GD 930 or Taski Bora- 12 | Commercial Vacuum Cleaner | 03 | Daily Dusting &vacuuming needs at various carpeted areas and other general cleaning. | Rs.1,000/- |
| 07 | Nilfisk SDH 5120 or Taskiergodisc 1200 | Floor Furnisher | 01 | For daily buffing ofhard floors like kota,marble and granite. | Rs.5,000/- |

# ANNEXURE-XIII



**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

**VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096, PHONES 22623503, 22623504, 22623505**

**FORM OF CONTRACT AGREEMENT**

THIS AGREEMENT is made on the Day (Month) (Year) between the Principal, Shaheed Rajguru College of Applied Sciences for Women hereinafter called “the College”, which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND (Name and address of the contractor) Through Mr. / Ms. , the authorized representative (hereinafter called “the contractor”) (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide House keeping Services to the College.

NOW THIS AGREEMENT WITNESS as follows:

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz.:
	1. Letter of acceptance of award of contract;
	2. Terms and conditions;
	3. Notice inviting Tender;
	4. Bill of Quantities;
	5. Scope of work;
	6. Addendums, if any;
	7. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the College to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the House keeping Services w.e.f. as per the provisions of this Agreement and the tender documents.
4. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor For and on behalf of the SRCASW

Signature of the authorized official Signature of the Principal

Name of the official Name of the Principal

Stamp/Seal of the Contractor Stamp/Seal of the Employer

By the said by the said

Name Name

Signed, sealed and delivered for and on behalf of the

Employer in the presence of: Contractor in the presence of:

Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_-\_