

**THIS IS FOR INFORMATION ONLY. THE ACTUAL TENDER
DOCUMENT SHOULD BE PURCHASED FROM THE COLLEGE.**

SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN
JHILMIL COLONY VIVEK VIHAR, DELHI – 110095, PHONES 22146024, 22142517, 22168361

NOTICE INVITING TENDER

Sealed quotations are invited from the reputed firms for the award of contract for a period of two years for housekeeping services including cleanliness and sweeping services in the campus of College of Applied Sciences for Women at Vasundhara Enclave, Delhi – 110096

The quotations should be accompanied with Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) for each tender in the form of Pay Order/Bank Draft in favour of the Principal, Shaheed Rajguru College of Applied Sciences for Women. The tender should be superscripted as

“Quotation for House Keeping services in the College campus at Vasundhara Enclave”.

Only those tenders which have been submitted on the tender forms issued by the college shall be eligible for consideration. Each tender form shall bear a number and shall be issued to the party who has purchased the same. Tender form is non-transferrable

The tender form along with the terms and conditions can be obtained from Shaheed Rajguru College of Applied Sciences for Women, Jhilmil Colony, Vivek Vihar, Delhi - 110095 on any working day with effect from **08/11/2011 to 22/11/2011** from 10.00 a.m. to 3.00 p.m., on cash payment of Rs. 500/- (Rupees five hundred only)

Tender documents can be downloaded from College website for study.

Only those tenders which are on the tender forms purchased by the party concerned from the college shall be entertained while others including from the party who did not purchase the form and/or from downloaded from the website will be rejected.

Sealed tenders addressed to the **Principal, Shaheed Rajguru college of Applied Sciences for Women, Delhi** should be submitted **latest by 3 pm at 22/11/2011**. The tenders received beyond that date shall be summarily rejected. The College reserves the right to accept or reject any tender without assigning any reason thereof.

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PRINCIPAL

Shaheed Rajguru College of Applied Sciences for Women
Jhilmil Colony, Vivek Vihar, Delhi – 110095.

TERMS AND CONDITIONS FOR HOUSE KEEPING SERVICES

A. ELIGIBILITY CRITERIA

1. The tenderer should have the following qualifications for bidding:
 - a. The registered company, firm or an agency shall be having at least an experience of one similar works costing Rs. 10,00,000/- per annum in housekeeping and/or allied services;
 - b. The tenderer shall have minimum average annual turnover of Rs.15,00,000/- per annum for the preceding three financial years ending 31st March, 2011 in providing Housekeeping and/or allied Services;
 - c. The tenderer is registered with the competent authority and should have PAN/TAN Sales tax as well as Service tax registration;
 - d. The tenderer shall have a well-established office;
 - e. The tenderer has worked in at least one Government Department/ Public Sector Undertaking or Autonomous body; and
 - f. is not blacklisted by any Department of any Government/ Local Authority, PSU or any other organization. (Undertaking on stamp paper of Rs. 50/- need to be attached)
2. The Tenderer must submit duly filled tender form specified in Annexure-3 of this document.
3. The tender form shall be accompanied by the documents mentioned in checklist specified in Annexure-1 of this document and the Tenderer should make the paging of the documents and fill up the appropriate page number in Annexure-2 of this document.
4. A tenderer without the qualifications as mentioned at 1 above and a tender without all the documents mentioned at 3 above, shall be rejected. Tenders incomplete in any form are liable to be rejected outright.
5. Further, a tender is liable to be rejected if the tender is not accompanied by the EMD of Rs.1,00,000/- in the manner as stated above and if the demand draft is found to be drawn not in favour of Principal, Shaheed Rajguru College of Applied Sciences for Women.
6. All terms and conditions stipulated for award of the contract will be considered for selection of a Firm(s).
7. Selection of a tenderer for award of the contract will be made amongst others on the basis of lowest rates quoted by a tenderer. However, the tenderer would be required to comply, inter-alia, with all statutory obligations including payment of minimum wages prescribed for NCT of Delhi from time to time.
8. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm/Company.
9. In case any person signing the tender/agreement on behalf of Limited Company or Firm, he/she will produce letter of authority/resolution passed by the company/firm empowering him/her to sign the tender/agreement/contract on behalf of the company or firm.

B. SUBMISSION & OPENING OF TENDERS

1. Tenders should be submitted on specified format supplied by the College along with an account payee Demand Draft of Rs.1,00,000/- (Rupees One Lakh only), valid for not less than three months, drawn in favour of **Principal, Shaheed Rajguru College of Applied Sciences for Women.** and all other required documents.
2. The EMD of unsuccessful tenderers will be returned after finalization of the contract. No interest shall be paid on the EMD. The successful tenderer have to deposit 10% of the total cost of the tender for one year as performance security and amount of EMD will be returned after executing performance security/guarantee.
3. **Tenders should be deposited at Shaheed Rajguru College of Applied Sciences for Women, Jhilmil Colony, Vivek Vihar, Delhi - 110095 between 10.00 AM to 3.00pm. No tender shall be accepted after 3.00 PM. Tenders received by post shall not be entertained.**
4. **The tenders will be opened at 4:00PM on the 22/11/2011 in Room of Principal, Shaheed Rajguru College of Applied Sciences for Women on the same day of closing of Bids, in the presence of such tenderers, who may wish to be present at the time of tender opening.**
5. At the first instance the technical bids will be opened and after evaluation of technical bids, the financial bid of those tenderers shall be opened, who qualify the technical bids and fulfill all the required terms and condition of tender documents, for deciding the L1 and award of tender.
6. The College will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
7. Before submitting the tenders, the tenderers must ensure that they strictly fulfill all the eligibility conditions and submit all the necessary documents to avoid rejection of their tenders.
8. The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

C. Areas to be covered.

The entire premises of the College including

- i. Administrative Block
Ground, 1st, 2nd, and 3rd floors
- ii. Teaching Block
Ground, 1st, 2nd, and 3rd floors
- iii. Auditorium
- iv. canteen

- v. Basement
- vi. Hostel Block
Ground, 1st, 2nd, and 3rd floors
- vii Principal's residence
- viii Common areas of staff quarters
- ix Parking Bays and open spaces including internal roads
- x 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.

D. Scope of work.

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

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

- a. General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), Auditorium, Library, cleaning of books, reception, corridors, stores, pantry area, stairs, space for water coolers & toilets, class rooms, labs staff rooms, parking areas, service area, pavements and roads surrounding College campus. and all unspecified areas/location within the College Complex.
- b. Removal of garbage from dustbins in biodegradable bags and replacing old biodegradable bags with new biodegradable bags. Garbage would be carried in trolley with high quality rubber wheels ensuring that the garbage is not spilt in loading trolley as well as in its transportation. No garbage will be left in the site overnight. The biodegradable bags for the dustbins and trollies for carrying the garbage will have to be provided by the successful tenderer.
- c. Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.
- d. Cleaning of workstations, table tops, chairs, class room benches and desks almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
- e. Stain removal treatment of entire premises including stairs, area of office cabins, halls, conference halls, Auditorium, stores, reception, toilets and lifts etc. and stain removing of the furniture and equipment.
- f. Air-freshener spray in conference room (Halls), Auditorium and officer's rooms once in a day and also on requirement basis as directed by the College.

- g. Cleaning and dusting of computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, electric fans and any other article on the Site.
- h. Re-stocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in Public toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
- i. Cleaning and dusting of planters, paintings, posters, notice boards etc.
- j. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required.
- k. The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the Agency.
- l. The above mentioned work from (a) to (k) are to be carried out on twice a day and also on requirement basis as directed by College.

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

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

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

(a) Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills and filters and room/ Desert Coolers.

(b) Cleaning of nameplates and paintings with glass top.

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

(a) Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.

(b) General cleaning / dusting of panels, posters, paintings, light fittings, fans, tube lights and electrical fittings.

(c) Polishing of non-carpeted floor area, cleaning of sanitary / water supply fixtures, wall tiles etc.

(d) Removal of weeds from edges of paths / roads, paved-laid area, corners, crevices in terraces etc.

(e) Insect Control/Disinfestations treatment will be done by means of spraying in kitchens, Pantries and Toilets to get rid of ticks, cockroaches, ants, beetles etc.

WORKING HOURS

(1) Working hours of the College will be from **8.30 a.m. to 5.30 p.m.** from **Monday to Saturday**. Therefore extensive housekeeping work has to be generally done before 8.30 AM or after 5.30 PM on all working days. Between 8.30 A.M. and 5.30 P.M., general upkeep of the site would be required to be done. The College shall make no extra payment to the Agency for working at odd hours.

(2) Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30A.M on all working days. In case the work is not completed before 8.30 A.M. on any working day, then the same shall not be considered for payment for that particular day and prorata deduction will be made for that day and damages of Rs. 5000/- per day for such delay shall also be imposed on the Contractor and will be recovered from the Contractor bills. Some activities such as garbage removal etc. shall be completed in the evening after office hours (i.e. 5:30 PM onwards), on day-to-day basis. No spillover of the above work for the next day shall be permitted under any circumstances.

(3) The cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) lobby, Corridors and other areas shall be done continuously and regularly during office hours (at the regular interval of every two hours or less, as per requirement, usage and instruction given by the College from 8.30 Am to 5.30 PM i.e. during office hours and beyond).

F. 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

- (A) The service provider should use best quality or brand (Annexure 4).
- (B) The indicative list of Tools and cleaning equipment to be deployed by the agency would be out of the items mentioned in Annexure-4. However if the items mentioned in Annexure 4 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: -
- (a) 4 wheeled Trolley. (For garbage removal);
 - (b) 4-legged stools Industrial or balanced ladders;
 - (c) Industrial Vacuum cleaners (As per Annexure „5“);
 - (d) Heavy duty scrubbing machine (As per Annexure „5“);
 - (e) Mops /swabs;
 - (f) Feather brushes;
 - (g) Upholstering brushes;
 - (h) Brooms;
 - (i) Scrubbing brushes. (hand);
 - (j) Squeezes 18”, 24” etc.;
 - (k) Glass squeezes;
 - (l) W/C brush;
 - (m) Buckets;
 - (n) Long handled cobweb brushes;
 - (o) Metal dust pans;
 - (p) Nylon scrubbers;
 - (q) Dusters.
 - (r) Any other items required for discharging the work stated above.

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

- (C) The Agency shall deploy the necessary machinery specified in Annexure- 5 of this document.
- (D) The consumable material and its make, to be used by the Agency shall be as per Annexure-4 of this document.
- (E) 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 as specified in Annexure-5 of this Document.
- (F) 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.
- (G) 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.
- (H) All materials to be used for cleaning and other consumables shall be in conformity with the specifications / brand /make of government approved standards (as mentioned in Annexure-4).

- (1) 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.

G. Performance Evaluation. –

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

H. Experience and Annual turnover. –

- 1 The Agency should have a minimum annual turnover during the preceding three financial years ending 31st March 2011 for Rs.15,00,000/- in Housekeeping Services. The details of the turnover for the financial year 2008-09, 2009-10 and 2010-11 should be produced and verified by submitting the copy of Income Tax Return filed for the corresponding years. The tenderer will have to furnish the details of the turnover in Housekeeping Services, which should total up to at least Rs.15,00,000/- for each financial year, in the following format, on the Letter Head of the Tenderer.

Financial Year	Name of the client	Period Serviced	Amount of Contract	Total for the
2008-09	(a)			
	(b)			
	(c)			
2009-10	(a)			
	(b)			
	(c)			
2010-11	(a)			
	(b)			
	(c)			

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

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

S.No	YEAR	Year Name of the client where the Experience in Providing Housekeeping services is claimed (One year or more)
1.	2008-09	
2.	2009-10	
3.	2010-11	

3. In the column meant for experience in Housekeeping Services, the tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the clients of the tenderer. The minimum qualifying rating for performance certificate is prescribed as Satisfactory. The tenderers who do not attach the satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected. The sample performance certificate to be attached by the tenderer is given below and it should be issued by the client of the Tenderer (on client's letterhead).

Performance Certificate

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

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

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

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

I. FINANCIAL BID:

The rate should be quoted in figures and as well as in words on monthly rate basis and amount of tender shall be inclusive of liability arising out of compliance of all statutory obligations including Minimum Wages Act, Provident Fund, ESI, Bonus, Gratuity, Delhi Works Act, and Contract Labour (Regulation & Abolition) Act.

1. The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the Financial Bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.
2. The rates quoted shall be valid for a period of tender/contract/agreement including the extended period (if any).
3. The Tenderer should quote the amount tendered/financial bid in the format specified in Annexure-6 of this document and it should be given on the letter head of the Company/Firm/Tenderer.
4. The financial bid should have the stamp of the Firm or Company and signed by the tenderer on every page.
5. The technical and financial bid must be submitted in separate wax sealed envelopes. The words „Technical Bid“ and „Financial Bid“ should be super scribed on each envelope.

J. Period of Contract: The contract for housekeeping will be awarded for a period of two years from the day the selected agency starts providing the Housekeeping Services in the College

K. Payment to the Agency. –

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

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

M. No liability of the College.

1. The Principal shall not provide any residential accommodation to the Housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the College Building for the staff engaged by the contracting agency.

2. The College will not provide employment to any of the employees of the Housekeeping Agency during or after expiry of tender/agreement/contract. Parties agree that there will be no employer-employee relationship between the college and the housekeeping employees deployed by the contracting agency.

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

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

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

O. Other terms and conditions. –

1. Attendance report of all the staff deployed at College shall be given to Caretaker of the College every day.

2. All staff shall wear proper uniforms (to be provided by Service provider), and badged / label ID card, while on duty.

3. No manpower other than those on duty shall be allowed to stay in the premises of College during the specified working hours. The Agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common areas in the building.

4. All requirements under various statutory laws including relevant Labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the Government by way of default, interest and penalty. The Agency shall undertake to furnish all the details as and when asked for by the College. The Agency will also maintain the relevant records of all payment made by the Agency and will produce to the satisfaction of the College immediately when asked for.
5. Before taking up the contract the Agency will give details of the employees who shall work at the College premises. Any change will be informed to the College immediately.
6. The Agency shall be responsible for the good conduct/behavior and integrity of his personnel and will also be responsible for any act of omission or commission on their part.
7. Any damage caused to the property of this College due to negligence on the part of Agency's personnel will be liable to be recovered from the Agency.
8. The Agency will be responsible for supply of the garbage bags, for collecting garbage and disposal outside at sites designated by MCD for this purpose.
9. The Security Deposit will be refunded only after successful completion of the contract. No interest however will be paid. The contract may be cancelled/terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.
10. In case of non-compliance of terms and conditions of contract as detailed above the contract will be terminated and performance guarantee / Security will be forfeited.
11. TDS and other taxes as applicable will be deducted from each bill.
12. The College will have right to ask for disbursement of the salary in its presence as per Minimum Wages Act.
13. The deduction at the rate of Rs. 200.00 per day for the workers, and Rs. 300.00 per day for Supervisor will be made for each day of absence of manpower, regardless of the reason.
14. Weekly performance of the Service Provider will be observed by the College officials entrusted with supervision.
15. Bill in (triplicate) shall be submitted at the end of each month to College along with the certificate for satisfactory Performance from the user section /officers.
16. The contract can be terminated by the College with one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the College will be final and binding on the Agency.
17. Failure by the service provider to comply with any statutory requirements during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender.

18. In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months" notice in advance to this effect to the College.
19. If at any time during the period of contract, it comes to the notice of the College that the Agency has misled the College by way of giving incorrect/false information, which has been material in the award of contract, the contract shall be liable for termination besides other legal action which may be initiated against the Agency or its owner/partners/directors or any person responsible for the affairs of the Agency under law.
20. No change in constitution/shareholding of the successful tenderer will be allowed under any circumstances without the prior approval of the College in writing.
21. in case College or any of its officials is held liable for an act of Agency for its negligence, Agency undertakes to indemnify the College to pay all such amounts awarded as well as charges and expenses incurred by the College or any of its officials.
22. Any person who is in an employee of the College should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.
23. The Contracting agency shall not transfer and/or assign the tender to any other person in any manner. The Agency shall not be permitted to sub-contract the work to any other person/agency.
24. Any other appropriate provisions as advised by the College shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.
25. That the successful tenderer shall, take immediate steps to get a license under Contract Labour (R&A) Act, 1970 and Delhi Works Contract Act of Government of NCT of Delhi.
26. The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the College as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the College whichever is earlier.
27. That the agency shall have to provide any additional personnel for allocating any additional housekeeping duty as directed by the College or any authorized officer of the College in addition to those duties/personnel covered in this tender and the agency shall not claim any extra payment on this account.

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Dr. S. Lakshmi Devi

PRINCIPAL

Shaheed Rajguru College of Applied Sciences for Women

ANNEXURE-1

CHECK LIST

A The following documents shall be placed in an envelope and it should be wax sealed and super-scribed, as "Technical bid for Housekeeping Services in College)".

Duly completed tender form.

Earnest Money Deposit (Demand Draft/Pay order of Rs.1,00,000/- (Rupees One Lakh Only) in favour of Principal, Shaheed Rajguru College of Applied Sciences for Women

Notice Inviting Tender.

Terms and Conditions of the Tender.

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

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

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

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

The details of the Turnover on the Letter Head of the Tenderer as per the Format provided at H-1

The details of the turnover for the year 2008-09, 2009-10 and 2010-11 should be verified by submitting the copy of Income Tax Returns of respective financial years, as per the format provided at H-1.

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

Copies of Work Orders(s) issued by Tenderer's clients. (in support of item Para H-2).

Performance Certificate (attested copies) issued by the clients to Department/ Organization the tender, (which should have minimum rating of „satisfactory“) for three years 2008-09, 2009-10 and 2010-11, should be signed by client's authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency.

Detail of experience in housekeeping services (to be submitted in letter head of the tenderer)

Undertaking on stamp paper of Rs. 50 that the firm/Company has not been blacklisted.

B. Financial bid as specified in Annexure 6 must be submitted in wax sealed envelope and it should be super scribed as „Financial Bid „for housekeeping services in College) (packet II).

C. Both wax envelopes (Technical Bid & Financial Bid) shall be placed in a single large envelop super scribed as „Tender for Housekeeping Services in College of Applied Sciences for Women“ and it should also be wax sealed.

ENCLOSURE LIST

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

1. Duly completed tender form at Page no. _____
2. Earnest money deposit (Demand Draft/Pay order of Rs.1,00,000/- in favour of Principal, Shaheed Rajguru College of Applied Sciences for Women at Page no._____
3. Notice Inviting Tender at Page no._____
4. Terms and Conditions of the Tender (from item 1 to 18 above) from Page ____ to _____
5. Registration No. of the Firm/Company attested copy placed at Page____
6. PAN card of Firm/Company attested copy placed at Page_____
7. Provident Fund Account No. of Firm/Company (SI No. 8 of check list)- attested copy placed at Page_____
8. ESI No. of Firm/Company attested copy placed at Page_____
9. Details of Turnover of the Firm/Company to be submitted in the letterhead of the Tenderer (as required at item H-1). Also attach the Income Tax Return to prove the turnover claimed for the preceding three financial years 2008-2011 placed from Page_____ to Page _____
10. Details of work order executed by the tenderer in its letterhead placed at Page _____
11. Copies of Work Order issued by Tenderers clients. (In support of having executed work as per H-2 attested copy placed from page_____ to _____
12. Attested copies performance certificate issued by the clients of the tenderer, for three years copies placed from Page_____ to Page _____
13. Undertaking on stamp paper of Rs. 50 that the firm/Company has not be blacklisted at page _____

(Signature of the Tenderer
with Name & Seal)

Place: _____

Date: _____

SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN

TENDER FORM FOR PROVIDING HOUSEKEEPING SERVICES IN COLLEGE CAMPUS AT VASUNDHARA
ENCLAVE, DELHI – 110096

ANNEXURE- 3

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

- A Name of the tenderer [in block letters] :
- B Status of the agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/ Partnership/ Proprietorship :
- C Registration No. and Year of Establishment of firm / Company. :
- D Name and designation of the tenderer :
- E Name of Father / Husband of the tenderer :
- F Full residential address of the tenderer :
- G Tenderer's Registered office address :
- H Tenderer's address for correspondence :
- I Details of Earnest Money :
- (i) Draft/Pay order No
- (ii) Dated
- (iii) Bank
- (iv) Amount (Rs. In words)
- J Due Date of Draft/Pay Order :

I / We the undersigned being the tenderer as mentioned above, hereby apply to the Shaheed Rajguru College of Applied Sciences for Women, for providing Housekeeping Services in the College campus at Vasundhara Enclave, Delhi – 110096 as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

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

Place: _____

Date: _____

Note:

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

ANNEXURE-4

Sl. 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, refrigerator and 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-5

PRODUCT MIX RECOMMENDATION

SR.NO	UNIT	DESCRIPT ION	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 Taski DS 42+	Scrubber/Polishing	01	Scrubbing and polishing for hard floors.	Rs.4,000/-
02	Nilfisk CA 530 or Taski Combimat 1000 E	Auto Scrubber Drier	01	Daily scrubbing Drying of all the floors 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 N 421A for collection of wet slurry, and wet required for cleaning of toilets.	-
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 Taski ergodisc 1200	Floor Furnisher	01	For daily buffing of hard floors like kota, marble and granite.	Rs.5,000/-

FINANCIAL BID
FOR
HOUSE KEEPING SERVICES IN SHAHEED RAJGURU COLLEGE OF APPLIED
SCIENCES FOR WOMEN.

Sl.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		Rs.-----	Rs.-----
3	Sweeping in open area like lawn, playground, pathways, Internal Roads etc.		Rs.-----	Rs.-----

I/We.....on behalf of M/s.hereby undertake to carry out 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-4 and annexure-5 respectively

Signature of the Tenderer With
Seal of the Firm