

NOTICE INVITING TENDERS
(NATIONAL COMPETITIVE BIDDING)
SHIVAJI COLLEGE, UNIVERSITY OF DELHI
RING ROAD, RAJA GARDEN
NEW DELHI -110027

1. Online bids are invited on single stage two bid system for "Tender for Housekeeping services". Manual bids shall not be accepted.

2. Document Download: Tender documents may be downloaded from Shivaji College, University of Delhi web site <http://www.shivajicollege.ac.in/tender.php> and 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	27.12.2018 (03.00 PM)
Bid Document Download	27.12.2018 (03.30 PM)
Bid Submission Start Date	28.12.2018 (10.30 AM)
Bid Submission End Date	19.01.2019 (06.00 PM)
Technical Bid Opening Date	24.01.2019 (10.00 AM)

3. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Tenderer/Contractor are advised to follow the instructions "Instructions To Bidder for Online Bid Submission" provided in the Annexure "Tender for Housekeeping services" for online submission of bids - .

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

4. Not more than one tender shall be submitted by one contractor or contractors 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 competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://shivajicollege.ac.in/Staffctrl/Tender> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> , <https://eprocure.gov.in/epublish/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 tenderer is liable to be banned from doing business with Shivaji College .

6. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/> and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Applicant contractor must provide demand draft for Rs 2000/- (Rupees Two thousand only) in favour of **Principal, Shivaji College, payable at New Delhi** from any Nationalized/ scheduled Bank valid for three months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

EMD Payment:

Earnest Money Deposit of **Rs 50,000/-** is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Housekeeping deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Housekeeping/ EMD as mentioned above

8. **The Hard Copy of original instruments** in respect of cost of tender document, earnest money, original copy of ITRs, and Audit Reports(last three years) must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027 on or before bid opening date/time as mentioned in critical date sheet.** Tenderer shall likely to be rejected for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.

9. The bidders should have the minimum turnover of **Rs 70 lacs (Receipt from Manpower Supply)** each in the last 3 financial years (2015-16 and 2016-17 and 2017-18). Certificate from Chartered Accountant for supporting the same shall be submitted

OR

The Bidders should have experience in the similar field of providing Housekeeping of service in the Government Departments/Reputed Private Institutions(depute minimum 10 persons) for the last three years. Relevant proof for supporting (like copy of MOU, work/job order \ etc) the above shall be submitted.

OR

The Bidders who have already at least three completed similar nature of contract of **value Rs. 30 Lacs** in a single contract in Govt., Semi Govt., Govt. Undertakings, and Govt. Autonomous Organizations / Institutes will be selected. Relevant proof for supporting (like MOU, work order etc) the above shall be submitted.

AND

The Bidders should submit for the three years audit report, ITR and EPF & ESI challan for last six months. **(Hard copy to be submitted before closing date)**

10. Bids 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 Price-Bid opening will be intimated latter

11. The bidders shall at its own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to College and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965. The Minimum Wages Act, 1948, Employment of children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the College indemnified from all acts of omission, fault, breaches and/or any demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision.

12. **Panel validity** : - The College will prepare panel for lowest three bides for Housekeeping services. In case of unsatisfactory service, Housekeeping services contract will be award to next bidder. The panel will be valid for two years for award any part of contract. In case of tie between two or more bidders, then comparative will be finalized based on composite rate of discount and on recommendations of development committee after recording reasons in writing.

13. **Housekeeping** :- Rs.1,00,000/- as Housekeeping deposit(Performance Guarantee) to be deposited before signing of agreement and refundable after the expiry of contract and no interest shall be payable on it. This may be adjusted in case of any dues / damages/penalty are reported during the tenure of contract period

14. **Period** :- Initially, Housekeeping services contract will be award for two months w.e.f.01.02.2019. Agreement will be signed for one year after two months on satisfactory report of development committee and approved by Principal.

15. **Penalty** :- In case of non-complication of any terms & conditions mentioned in tender documents, penalty may be imposed from 20% to 100% of monthly bill.

16. **Extended** :- The agreement may be extend upto five years by Principal after satisfactory service report by development committee on same terms and condition.

17. **Duties & responsibility**:- The bidders will responsible for all duties assigned by the administration of college under supervision of Principal.

18. **Number of persons/Staff (Unskilled or Skilled)** :- The Principal of college have power to increase or decrease number of unskilled or skilled persons as per requirement of administrations on same terms & conditions.

19. Other terms & conditions shall be mutually decided with the bidder at the time of finalization of contract.



SUBMISSION OF TENDER

The tender shall be submitted online in two part, viz., technical bid and price 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

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- 1) Signed and Scanned Copy of Tender fee and EMD.
- 2) Signed and Scanned copy of GST certificate, PAN No. EPF & ESI Registration No, License certificate under the Contract Labour (Registration & Abolition) Act, 1970, etc.
- 3) Signed and Scanned Copy of Incorporation certificate shall be submitted. (like partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade licence certificate/ Enlistment certificate / Incorporation certificate in any Govt. depts. / Statutory body / PSU).
- 4) Signed and scanned copy of supporting documents of the point 9 as per indicating in NIT.
- 5) Signed and Scanned copy of Tender Acceptance Letter. (**Annexure -I**) and Technical data sheet (**Annexure -II**)
- 6) Signed and Scanned Copy of An Undertaking as per attached Format duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Govt. Departments, Public Sector Undertakings and/or by Central Vigilance Commission during the last three years.
- 7) Scanned copy of valid latest Bank solvency certificate for Rs. 20.00 lakh (Twenty lakh only). The Bank solvency certificate should not be more than six months old

PRICE BID

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ_XXXX .xls

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder)
To,
The Principal
Shivaji College, University of Delhi
Ring Road, Raja Garden
New Delhi -110027

Dear Sir/Madam,

I submit the Price Bid for **Tender for Housekeeping services** and related activities as envisaged in the Bid document.

- 2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
- 3. I offer to work at the rates as indicated in the price Bid, Annexure III inclusive of all applicable charges by whatever name called.

Yours Faithfully,

Signature of
authorized
Representative:



TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Principal,
Shivaji College, University of Delhi
Raja Garden, Ring Road
New Delhi - 110027

Sub: Acceptance in respect of Terms & Conditions of Tender Document of "Tender for Housekeeping services"

Ref: NIT NO-Dt.

Sir,

- i. I/We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the web site <http://eprocure.gov.in/eprocure/app>.
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. In case fail to upload any documents in technical bid or any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We confirm that our bid shall be valid up to 120 days as mentioned in this tender document from the date of opening of cover-1, Techno-commercial Bid.
- vii. I/We hereby certify that all documents have been uploaded as mentioned in NIT.
- viii. I/We hereby certify that I/We am/are able to start contract w.e.f. from 01.02.2019 and deliver the list of employees with 48 hrs from date of award of contract.
- ix. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- x. I/We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information.
- xi. I/We understand that you are not bound to accept the lowest or any bid you may receive.
- xii. I/We hereby undertake that the administrative charges quoted in BOQ is more than 2 % upto two decimal after considering all statutory obligations and Housekeeping equipment's.
- xiii. I/We certify that comply with the eligibility requirements as per Bid documents.
- xiv. I / We do hereby declare that there is no criminal legal suit pending or contemplated against us.

Seal and Sign of Agency

Name:
Address:



TECHNICAL DATA SHEET

<i>S.No</i>	<i>Particular</i>	<i>Per required</i>	<i>Current rate and percentage</i>	<i>Remarks</i>
1.	Supervisor (semi-skilled category)	1	₹ 15,400/-	Change time to time as per Govt. of NCT, Delhi notifications
2.	Sweeper (unskilled category)	11	₹ 14,000/-	Change time to time as per Govt. of NCT, Delhi notifications
3.	EPF	On total amount	13.36 %	Change time to time as per govt notification .
4.	ESI	On total amount	4.75 %	Change time to time as per govt notification .
5.	Administrative Charges	upto two decimal in percentage		To be quoted by bidders (more than 2%)
6.	GST	<i>As per applicable rates</i>		Extra as per govt notification.
7	Discount offered on Cleaning Material MRP			To be quoted by bidders

1. Minimum wages is only for 26 days. Therefore, salary will pay to the contractor on actual number of duties
2. Administrative charges include Bonus, uniforms, Housekeeping equipment's and any other charges (if any).
3. As per notification no. 29(1)/2014-PPD dated 28/01/2014 issued by ministry of finance, it has advised that an agreement without consideration become null and void.
4. The bidders shall quote the administrative charges in percentage **upto two decimal more than 2 %.**
5. Comparative will be made only on administrative charges (in %) only. Composite rate of discount offered on total value of cleaning material MRP. GST extra as applicable.

6. The following is cleaning material details(tentatively) to be used monthly in the college during contract period.

S.No.	Particulars	Qty.
1	Bucket Plastic 16 ltr.	1 no.
2	Citronella	1 no.
3	Chock Pump Unique	1 no
4	Sparsh 5 ltr.	5 can
5	Colin 500 ml.	4 nos.
6	Dettol Liquid Soap 250 ml	2 no.
7	Duster Floor (30x30) Special	2 doz.
8	Duster White (20x20)	2 doz.
9	Duster Yellow 27x27	1 doz.
10	Dustpan	1 no.
11	Garbage Bag 100 kg (100 lt)	5 kg.
12	Hand Brush Round	5 pc
13	Hard Broom 500 gm	5 nos.
14	Harpic 500 gm	14 nos.
15	Hockey Brush Unique	4 nos.
16	Jala Brush	1 pc.
17	Juna Plastic	2 doz.
18	Liquid Soap Hand Wash - Fem/Homocol (5 Ltr. Can)	1 can
19	Lizol	2 pc
20	Mug 1.5 ltr	2 pcs
21	N, Ball Bengal	1 kg.
22	Odonil 100 gm	12 pcs
23	Phenyle White Tiger 5 ltr.	1 can
24	Platform Brush - Complete	1 pcs.
25	PVC PIPE (quaterly)	1 bundl.
26	Road Broom	5 pcs
27	Room Freshner Lemon 350 ml.	2 pcs
28	Soft Broom 500 gm.	22 pcs.
29	Surf 750 gm.	2 pcs
30	Teepol 10 ltr.	1 can
31	Urinal Cube 400 gm. Glamic	6 pcs
32	Vim Popular	12 pkts.
33	Wheel Detergent	10 pkts.
34	Wiper Mr. Clean Big with Handle	2 no.
35	Wiper Supreme	3 no.

Cleaning material value to be used upto value of ₹ 20,000 subject to monthly requirement of college . Material list will be change as per requirement of college on monthly basis

Annexure -III

Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify 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 tenderer is liable to be banned from doing business with BRO .

Sl. No.	DESCRIPTION	In percentage (To be filled in by Bidder)
i.	Administrative charges	% in figures..... Percentage in Words
ii.	Composite rate of discount offered on total value of cleaning material MRP	% in figures..... Percentage in Words

1. The rates shall be quoted in percentage only.
2. The administrative charges will be inclusive of all statutory obligations, uniforms, housekeeping equipment's and any other charges (if any).
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the consultant at any Bank Account maintained in India by way of ECS/RTGS after statutory deductions.
5. The quoted percentage shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

