

TENDER DOCUMENT FOR
HOUSEKEEPING SERVICES



P.G.D.A.V. COLLEGE (M)
(UNIVERSITY OF DELHI)
NEHRU NAGAR, DELHI-65
WEBSITE: WWW.PGDAVCOLLEGE.IN

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Front page

NOTICE INVITING TENDER

Sealed manual bids are invited from experienced, resourceful, bona- fide registered companies/firms for award of housekeeping service including cleaning, sweeping, and dusting services in the campus area of P.G.D.A.V. College for a period of one year which will be extendable on satisfactory performance with mutual consent for further period of one year on same terms and conditions.

The sealed quotations super- scribed as "bid for housekeeping services" along with all papers with original signature, company seal and stamp must reach the office of the principal, P.G.D.A.V. College, University of Delhi, Nehru Nagar, New Delhi-110065 by Speed Post as per details given below latest by 25th November, 2024 till 02:00 p.m. Bids submitted by hand will not be acceptable. Separate envelopes should be used for technical and financial bids.

Document download: tender documents may be downloaded from the college website as per the schedule given in critical date sheet as under:

Publishing date	14.11.2024
Tender fee	Rs.1,000/-
EMD	Rs.50,000/-
Tender submission start Date	14.11.2024
Tender submission end Date	25.11.2024
Tender opening date	Will be notified later

- MSME registered companies are not exempted from furnishing the tender fee and EMD. Every bidder has to submit the tender fee and EMD.
- Bidder are requested to be present in the college at the time of the opening of tender.



Signature

TENDER DOCUMENT

Tender for award of contract for providing housekeeping services in
P.G.D.A.V. college, university of Delhi, Nehru Nagar, ring road, New Delhi,
Delhi-110065

ELIGIBILITY CRITERIA & TERMS AND CONDITONS

1. Tenders are invited from reputed housekeeping service providers for provision of housekeeping in P.G.D.A.V. college through two bid system.
2. the campus area consists of class rooms, library and laboratory halls, office blocks, open areas including gardens, grounds, lifts, terraces, sports complex, and toilets etc. situated at different locations, cleanliness of total campus.
3. Firms/companies who are doing similar type of work in educational institutions in Delhi and NCR region and having experience of not less than 03 years and minimum average turnover of rs.25,00,000/- (twenty five lakh) per annum during the preceding three financial years ended on 31st march 2024, are eligible for issue of tenders. (the tenderer who do not have minimum 03 years working experience will be rejected. experience certificates/ completion certificate must be attached with the tender).
4. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
5. Not more than one tender shall be submitted by one contractor or contractors having business relationship. under no circumstances 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.
6. Applicable law: the contract shall be governed by the laws and procedures established by govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings / processing, as may be applicable upon PGDAV COLLEGE, University of Delhi. all disputes are subject to exclusive jurisdiction of competent court and forum in new Delhi, India only.

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7. The bidder must be registered with the competent authority and should have below documents:

- A. Pan Card
- B. Gst Registration Number
- C. Iso Certificate.
- D. Incorporation Certificate
- E. Valid Registration Certificate Of P.F.or E.S.I.
- F. Labor License

8. The tenderer shall have a well-established office in Delhi/NCR.

9. The agency shall have equipment for mechanical scriber, vacuum cleaner, sever blockage cleaning tools, trollies, garbage trolley (with high quality rubber wheels), three tyres rickshaw for lifting garbage.

10. Further a tenderer shall be rejected if the tender is not accompanied by the EMD & tender fee in the manner as stated above and if the demand draft is found to be drawn not in favor of principal P.G.D.A.V. College.

11. Selection of a tenderer for award of the contract will be made strictly on the basis of lowest rates quoted by the tenderer.

12. Every paper of the tender should be signed by the tenderer with seal of agency/firm /company.

13. The contract shall ordinarily be in force for one year from the date of award of contract for further extension each year subject to satisfactory performance of the firm by the competent authority. The college shall have the right to terminate the contract by assigning reasonable reasons and by giving one month's notice.

14. The agency shall not engage the services of any sub-contractor or transfer the contract to any other person/firm.

15. Attendance report of all the staff deployed at the college shall be given to S.O. Admin./Caretaker of the college every day.

16. All the staff shall wear proper uniforms (to be provided by service provider), and badges/label id card, while on duty.

17. 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.



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18. 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 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.

19. Before taking up the contract the agency will give details of the employees with proper police verification who shall work in the college premises. Any change will be informed to the college immediately.

20. EMD will be refunded to the agency, 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. EMD of non-successful bidders will be returned after the completion of tender process.

21. The agency shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act omission or commission on their part.

22. Any damage caused to the college property due to negligence on the part of agency's personnel will be liable to be recovered from the agency.

23. The agency will be responsible for collecting garbage and disposal outside at the sites designated by mcd for this purpose.

24. The college will have the right to ask disbursement of the salary to workers as per minimum wages act.

25. Weekly performance of the services provider will be observed by the college officials entrusted with supervision.

26. In case the agency wants to terminate the tender/contract/agreement, it shall have to give two months' notice in advance to this effect to the college.

27. The service provider/agency must have license issued by of government.

28. 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

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any extra payment on this account.

29. TDS and applicable taxes etc. Shall be deducted as per government rules from dues of the contractor.

30. The agency shall have to produce evidence of remittance of PF/ESIC and other statutory dues each month along with monthly bill.



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FINANCIAL BID

ANNEXURE-I

REQUIREMENT OF THE COLLEGE FOR A PERIOD OF ONE YEAR

1. 10 Housekeeping Staff
2. 01 Supervisor

You are requested to quote the price of Single unit of each item mentioned below.

The indicative list is as under: -

- (A) Soft Broom
- (B) Hard Broom
- (C) White Duster
- (D) Mops Large
- (E) Urinal Cubes
- (F) Bucket
- (G) Toilet Brush
- (H) Toilet Cleaner
- (I) Hand Wash
- (J) Zing
- (K) Big Wiper
- (L) Small Wiper
- (M) Dry Mops
- (N) Bamboo Brush
- (O) Naphthalene Ball
- (P) Room Freshner
- (Q) Hit
- (R) Garbage Bags
- (S) Toilet Roll
- (T) Floor Shawa

The list given above is by way of illustration and is not limited to this.

You may contact Mr. Ritesh Kumar, section officer-8285308329 for any clarification regarding the tender.

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DETAILS OF JOB TO BE CARRIED OUT TWICE IN A DAY ARE AS UNDER:

- a. General cleaning (sweeping, mopping, dusting, and any other connected work) in the college campus.
- b. Removal of garbage on daily basis from dustbins in biodegradable bags and replacing old biodegradable bags with new bags. Garbage will be carried out in trolleys with high quality rubber wheels ensuring that the garbage is not spilled from the loading trolley as well as in its transportation. No garbage will be left on the site overnight. The biodegradable bags for the dustbins and trollies for carrying the garbage will be provided by the college.
- c. Collection of daily garbage and disposal from the college will be the responsibility of the successful bidder.
- d. Removal of waste paper, packing material and any other garbage from the entire campus.
- e. Cleaning of workstations, table tops, chairs, class rooms, benches and desks, almirahs, railings, glasses and cabin partitions with approved cleaning material.
- f. Re-stocking of toiletries in college toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, wcs, urinals wash basins, floor area of toilets and cleaning and wet dusting/wiping of mirrors, frames etc. In toilet with approved material, re-filling liquid soap dispensers, cleaning of rain water drains and removal of sewer blockage, if any.
- g. Removal of bird droppings and other dirt on the inner walls and on the foot outdoors, ventilators, cctv cameras etc. As and when required.
- h. The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting agency on day-to-day basis
- i. Supervision with duty assigned charts on each toilet and wash room.

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

- a. Machine and hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- b. Dusting of walls, roofs etc. From top downward and removal of cobwebs
- c. Thorough cleaning of all the shelves of the laboratories by removing materials from the shelves cleaning of windows and partition door cleaning of drinking water coolers area, dustbin buckets etc. With detergents.
- d. Weekly cleaning and dusting of venetian blinds and brushing of upholstered chairs and sofas.
- e. Removal of poster, banner etc. From inside and outside walls of the college building.
- f. Cleaning of terrace, rain water and sewer drains.
- g. Cleaning of window, window pans and other fixtures in the college.

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LABOR AND CLEANING RELATED EQUIPEMENT TO BE PROVIDED BY AGENCY.

- a. Adequate manpower will be deployed by the agency for the job.
- b. The work to be carried out by the agency shall also include arranging of vacuum cleaners, scrubbing and polishing machines, garbage trolley with high quality rubber wheels and three tyred rickshaw and other 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.
- c. All deployed persons shall be got verified from police and i-cards shall be issued to them and list of persons deputed shall be furnished to the college regularly.

PERFOMANCE EVALUATION

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

Dr. Darvinder Kumar
14/11/2024

Prof. Darvinder Kumar
Vice-Principal
PGDAV College



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(TO BE FURNISHED IN OFFICIAL LETTER HEAD OF THE AGENCY)

ANNEXURE- II

Details filled in this form must be based on documentary evidence to be produce on demand by P.G.D.A.V. COLLEGE (M) for the correctness of the information.

S. NO.	ITEM	DETAILS
1.	Name of firm/contractor	
2.	Name of owner(s)/partner(s)	
3.	Mailing address	
4.	Telephone and fax numbers	
5.	Year of commencement of business (please Enclosed registration certificate of firm)	
6.	Name and designation of the person authorized To make commitments to the university/college	
7.	Pan no.	
8.	GST registration number	
9.	Details of registration appropriate labor Commissioner	
10.	College requirement: Manpower details indicating number of House keeping staff & supervisor	10 Housekeeping Staff 01 Superwiser
11.	Address of office in Delhi/ NCR	
12.	Details of EMD and tender fee	

Signature:
(Name and Designation)
(Authorised Signatory)
Date:

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(TO BE FURNISHED IN OFFICIAL LETTER HEAD OF THE AGENCY)

ANNEXURE III

Experience/details of operation at present and in the last 03 years.
(please encloseproof of experience letter/ completion certificate of contract)

Name of the Firm/Contractor _____

S. No.	NAME OF THE Client	PERIOD OF Contract (FROM - TO)	CLIENTS CONTACT Details (including NAME, EMAIL, PHONE AND FAX NO. AND ADDRESS)	VALUE OF THE Contract (P.A.)	Document Related to
1.					
2.					
3.					
4					
5					

Note: The Bidder can use extra sheets in case of insufficient space

(a) Bidder must fill the above annexure carefully with supported experience certificate/ completion certificate, those who will not fill the above annexure they may be technically disqualified.

(b) The supported experience certificates must be enclosed by the organization where workof housekeeping services awarded.

Signature:
(Name and Designation)
(Authorised Signatory)
Date:

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(TO BE FURNISHED IN OFFICIAL LETTER HEAD OF THE AGENCY)

ANNEXURE IV

Details of financial breakup during the last (03) three preceding years

Year	Name Of The Organization	Period Of Service Provided (State Clearly Date To Date)	Total Financial Turnover
2021-2022			
Total			
2022-2023			
Total			
2023-2024			
Total			

Signature of the agency with seal

Signature of the audit firm with seal

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(TO BE FURNISHED IN OFFICIAL LETTER HEAD OF THE AGENCY)

ANNEXURE V

DECLARATION

(To be furnished in official letter head of the agency)

1. I _____ son/ daughter /wife of shri.
_____ authorized signatory of the agency/firm
mentioned above is competent to
sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and
conditions of the tender and undertake to abide by them.
3. my agency has not been black-listed/de-barred from
participating in tender by any ministry/department of the
government of india or government of delhi an under taking
during the last three years.
4. the information/documents furnished along with the above
application are true and authentic to the best of my
knowledge and belief. i/we am/are well aware of the fact that
furnishing of any false information/fabricated document
would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Signature of authorized person

Full name:
(seal)

Place:

Date:

Name of the Company with address:

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The Bidder Must Provide The Below Documents Along With Signed Copy Annexures II, III, IV, V Along With Terms And Condition Of The Tender On The Company Letter Head For Technical Qualification In A Separate Technical Bid Envelope.

1. Incorporation certificate of the firm.
2. Pan Card
3. GST registration certificate
4. D.D. For tender fee & EMD
5. Bank details/ cancelled cheque
6. The firm should have minimum average turnover of 25 lakh in the last 3 financial year.
 - A. Audited balance sheet with turnover.
 - B. ITR of last 3 years
7. The firms must have minimum work experience of 3 years delivering at least 5 projects to the government institutions preferably (Delhi university/ central/ state/ UT) department.
8. Copy of workorders/experience certificates/ satisfactory reports.
9. M.O.U. With issued bills should be attached.

The Bidder Must Use Separate Envelope for The Financial Bid Submission Quoting The Rates Mentioned In Annexure-I

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