

College of Vocational Studies
(University of Delhi)
Sheikh Sarai, Phase-II
New Delhi-110017

CVS/2017/1059

Date: 10.03.2017


TENDER DOCUMENT

FOR PROVIDING HOUSE KEEPING SERVICES

DATE & TIME OF ISSUE OF TENDER DOCUMENT (downloaded from website)	From ^{10/14} 14.03.2017 by 17:00 HRS. <i>14/3/17</i>
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	UPTO 11:00 HRS BY 10.04.2017
DATE & TIME FOR OPENING OF TENDER DOCUMENT- TECHNICAL/FINANCIAL BID	AT 13:00 HRS ON 10.04.2017 through e-portal

- The e-Tender Form can be filled up from the TCIL portal.

The tender will be accepted under composite Bid System. The interested Service Providers are advised to submit Technical & Financial bids **through e-portal of TCIL.**


Principal
College of Vocational Studies
Trivani Sheikh Sarai, Phase-II,
New Delhi-110017

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10/03/17

**College of Vocational Studies
(University of Delhi)
Sheikh Sarai, Phase-II
New Delhi-110017**

CVS/2017/

Date: 10.03.2017


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Sealed tenders are invited for awarding contract for out-sourcing the Housekeeping in college. The tender form/ document can also be obtained through college website www.cvs.edu.in

- Note: 1. Tender document can be downloaded from the website www.cvs.edu.in
2. Last date for submission of tenders through online: 10.04.2017 up to 11:00A.M.
3. Opening of bid : 10.04.2017 at 01.00 P.M.
4. Earnest Money Deposit : Rs. 10,000/- in form of DD favoring "Principal, CVS".


PRINCIPAL



10/03/17

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERER FOR PROVIDING HOUSEKEEPING SERVICES
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1. Name of College: College of Vocational Studies.
2. Address / Location of Building: College of Vocational Studies, Triveni (Sheikh Sarai), Phase-II, New Delhi-110017
3. Total Area: Office Block, Primary Block, New building, Open Area, Cycle /scooter/ Car Stands & toilets in each block. The Area/ compound is surrounded by a boundary wall with gates.

(The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the College and is aware of the operational conditions prior to the submission of the tender documents)

4. SCOPE OF WORK:

- i. In general, the scope of work involves cleaning, sweeping, dusting, etc. of entire of the College building and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the authority. The contractor is required to provide sufficient sweeper. The sweepers are to be available at the College as per the followings timing for work or as may be decided by the College:

ON WORKING DAYS

07:30 to 12:30 hours

13:30 to 16:30 hours

DAILY WORK

- ii. The Contractor will be responsible for the following jobs daily through his employees: -
 - (a) Cleaning of the floor area of all class rooms, desks, corridors, offices & stair case, verandah etc. with wet floor dusters, detergent, disinfectants etc., once in the morning before opening of the College and thereafter after interval especially in the areas like corridors, stairs etc.
 - (b) Spraying of hygiene chemicals /disinfectants in the rooms for keeping the rooms free from mosquito's flies etc.
 - (c) Cleaning and washing of toilets and urinals using acids, phenyl, detergents and disinfectants once in the morning and again in the afternoon and after college hours or as may be specified by the Principal & committee formed for this purpose.
 - (d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available in each toilet in the building.

- (e) Regular dusting/cleaning of furniture (tables and chairs) and equipments, telephones, book cases, filling cabinets, almirahs and doors and windows in class-rooms, all other rooms and other spaces of the school every day before opening of the College.
- (f) Cleaning of durries, carpets, curtains, venation blend, and other stores and materials of College.
- (g) Sweeping and cleaning of open areas, roads, passages, lawns etc. within the boundary of the College. The garbage and foliage so collected is to be disposed off away from the College at specific places earmarked by Municipal Corporation.
- (h) In case of shortage of water or non-availability of water the contractor will be responsible for bringing water from outside for cleaning, at his own expenditure. College will not be responsible for providing water to the contractor in case of shortage.
- (i) Regular cleaning of taps, bottle traps, gully traps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24 hours of notice of complaint.
- (j) Immediate attendance to leakage in GI, or CI pipes and repair/rectification within 24 hours.

WEEKLY WORK

- iii. The contractor will be responsible for the getting the following jobs done through his employees once a week: -
 - (a) Washing and scrubbing of floor areas with detergents and dirt removing agents (standard ISI mark & branded).
 - (b) Acid cleaning of sanitary wares, without damaging their shines.
 - (c) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.
 - (d) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.
 - (e) Polishing of brass nameplates and numbers plates and cleaning of all other name plates/boards.
 - (f) Dusting and cleaning of fans, electrical fittings, window panes etc. with glass cleaning chemical agents and cleaning of partitions/paneling etc.
 - (g) Removal of cobwebs in all rooms and other spaces of the College.

QUARTERLY WORK

- iv. The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of Principal or monitoring committee: -
 - (a) Cleaning of overhead water tanks (Water tanks), all water coolers and any other water storage reservoir.
 - (b) After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank.
- 5. The tender shall be accepted under composite Bid System through e-portal. The interested Service Providers are advised to go through our e-portal through TCIL.
- 6. **Earnest Money of 10,000/- (Rupees Ten thousand only), refundable (without interest), in the form of Demand Draft / Pay Order drawn in favour**

of 'Principal, College of Vocational Studies, payable at New Delhi should be send in a sealed envelope.

7. The rates of contract awarded would be subject to review on revision of rates of service Tax after the award of the contract.
8. The successful tenderer will have to deposit Performance Security Deposit (SD) of 10% of the contract value in the form of an Account Payee Demand Draft. The performance security should remain valid for a period of **90 (ninety) days** beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the bidder including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.
9. Conditional bids shall not be considered and will be out rightly rejected.
10. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.
11. The TECHNICAL & FINANCIAL BID will be opened online
12. The TECHNICAL BID if not qualified will be summarily rejected.
13. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt./Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the earnest money/ Security Deposit of the firm/ Agency will be forfeited and the bid/contract will be rejected/ cancelled.
14. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw opening of technical bids, it's Earnest Money (EMD) will be forfeited.
15. If after award of the contract, the successful bidder (L1) fails to provide required number of **sweepers / Workers**, the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.
16. The lowest (L1) bidder will be decided on the basis of weighted sum as defined in the Financial Bid form.

TERMS & CONDITIONS

1. The contract shall be valid for a period of one year from the date of awarding of the contract, which can be extended for such period as may be decided by the Principal, CVS,
2. The contract can be short closed on account of unsatisfactory services upon performance review by the Authority of CVS. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of CVS.
3. By virtue of this agreement, no relationship will be created between the Sweepers and college. It will be the sole responsibility of the Service Provider to pay salary

and other perks to its Sweepers meeting all statutory obligations and no complaints by any of its Sweepers in this regard will be entertained by the college.

4. The agreement can be terminated earlier by giving one month's written notice on College of Vocational Studies side and three months' notice on the side of Service Provider without assigning any reason and the decision of the College authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. The sweepers should be physically and mentally fit.
6. The Sweepers should be neatly dressed up with proper uniform and shoes.
7. The Sweepers should be well versed with local languages.
8. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its Sweepers.
9. The Firm/Agency shall ensure that the wages to the SAFAIWALAS/ will be paid by the Firm/Agency in accordance with the **MINIMUM WAGES ACT** in force as per Govt of NCT Delhi, ACT and other mandatory rules as in force.
10. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Sweepers employed by it and deployed in college.
11. Verification of **CHARACTER AND ANTECEDENTS** of the Sweepers through **POLICE is mandatory** and shall be the responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Sweepers provided are of good character, duly verified by the Police from security angle should be provided to the College immediately after award of Contract. The Sweepers shall not enter into any unlawful activity within the CVS premises and shall have a good moral character.
12. The College shall not provide any accommodation or living facilities to the Sweepers.
13. The Sweepers should be deployed for all days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for cleaning/sweeping, etc on holiday(s) whenever required will be paid on pro-rata basis.
14. Losses caused to the College due to negligence on the part of Sweepers will be recovered from the Agency/Contractor.
15. The Sweepers provided by the Service Provider should be well mannered, courteous and polite. The Sweepers should not smoke or consume liquor while on duty and should not play cards, etc. in the College.
16. During the period of leave of any of the Sweepers, the Service Provider shall deploy another Sweepers with prior intimation to the college.
17. The Service Provider shall be responsible for complying with obligations under Service Tax, Income tax, ESI, PF, Contract Labour (Regulation and Abolition)Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.

18. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.
19. The quoted rates will be all inclusive of all charges, **excluding Service Tax**, and no other charges will be paid extra. Service Tax, if applicable, will be paid extra by the College to the concerned Agency/ Service Provider on production of receipt by the Agency/ Service Provider.
20. The Service Provider shall authorize a person to supervise the cleaning and maintenance service who will report to the designated officer/ Principal of CVS. The Service Provider/ Supervisor shall report to the College as and when he is required by the College authority in connection with the Contract.
21. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory. The attendance record, acquaintance, etc shall be required for processing of the payment. No payment shall be made in advance. The Service Provider shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payments shall be made by NEFT/RTGS only.
22. The College shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
23. The CVS reserves the right to order any worker of the Service Provider to leave the premises of the college if his/her presence at any time if felt undesirable.
24. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of **100/-** to be signed by both the parties.
25. In case of dispute of any kind, the firm shall abide by the decision of the college. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be New Delhi. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at New Delhi.
26. Any other provision may be incorporated by the College authority. The same shall also be binding on the Service Provider/ Agency.

ANNEXURE-I

DETAILS OF CONTRACTS FOR PAST THREE YEARS
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DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/
STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING
AGENCY FOR PROVIDING **HOUSE KEEPING SERVICES** DURING THE LAST TWO YEARS IN
THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (Lakh per	Duration of Contract	
			From (date)	To (date)

		year)		
1				
2				
3				
4				
5				

(If the space provided is insufficient, a **separate** sheet may be attached)

PERFORMA FOR FINANCIAL BID – HOUSE KEEPING			
1	Name of the Building / Area with address	College of Vocational Studies	
2	Area / Blocks	Office Block, Primary Block, New building, Open Area, Cycle /scooter/ Car Stands & toilets in each block. The Area/ compound is surrounded by a boundary wall with gates. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the College and is aware of the operational conditions prior to the submission of the tender documents)	
3	No. of days during the month for which service is required.	All days of the month except Sunday and Gazetted Holidays, unless otherwise required on written requisition. Additional charges for housekeeping services etc on Sunday/holiday(s), whenever required, will be paid on pro-rata basis.	
4	No. of Housekeeping (Sweepers) required in the College	08 (Eight) including one Female (Number may be increased or decreased)	
S. No.	Details	Amount (in Rupees) per Month	
		Housekeeping Per labour	
I. FIXED (NOT NEGOTIABLE)		In figure	In Words
1	Min. Wages per housekeeping staff as per notification from the Office of the Labour Commission of Government of NCT, Delhi per Sweepers (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges, if applicable (Please enclose the proof of rates of concerned authority)		
3	E.S.I. Charges, if applicable (Please enclose the proof		

	of rates of concerned authority)		
4	Service Tax, if applicable (Please enclose the proof of rate of concerned authority)		
5	Service charges inclusive of Uniforms/Bonus per labour.		
II. TOTAL MONTHLY CHARGES			
III. TOTAL MONTHLY CHARGES FOR 08 Sweepers			

Date:.....

Place.....

Signature of Proprietor/authorized signatory.....

Name :

Seal