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SWAMI SHRADDHANAND COLLEGE
University of Delhi Alipur Delhi-110036

Sub: Quotation for award of contract for providing Housekeeping & Security Services at Swami Shraddhanand College, University of Delhi, Alipur, Delhi-110036

Sealed Tenders are invited on behalf of The Principal, Swami Shraddhanand College, from reputed Housekeeping Service / Security Guard provider for provision of housekeeping and security guard service in our college through two bid System.

The campus area consists of class rooms, labs, library, office blocks, canteen, open areas and toilets at different locations, gardens, auditorium block.

Interested service providers should visit the campus for ascertaining the requirement before submitting their proposal.

1. The contract shall ordinarily be in force for two years from the date of award of contract subject to further extension of another term on certificate of satisfactory performance of the firm by the competent authority. The Department shall have the right to terminate the contract by assigning reasonable reasons & by giving one month Notice.
2. The Agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
3. The Agency shall be fully responsible and answerable to the college for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.
4. Escalation of wages shall not be accepted on any ground during the period the contract is in force except for revision of Minimum Wage, EPF, ESI, Gratuity, Bonus and any other statutory dues/taxes etc by the state government/Central government.
5. The persons engaged should be as-
 - a. Security Guards
 - b. Security Supervisor
 - c. Sweeper/ Safai karamchari
 - d. Housekeeping supervisor
6. The Agency shall ensure that the persons engaged are properly verified from Police Authority.
7. The Agency shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff.

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8. The selected agency shall be solely responsible for complying with all statutory requirements and obligations, especially, but not limited to those relating to employment of labour, service conditions of labour, payment of minimum wages, employees state insurance, payment of bonus and provident fund contribution, including enhancement of wages from time to time in accordance with the notification issues by the Govt. of Delhi, Labour Ministry as per the minimum Wages Act, 1948.

9. The payment shall be on monthly basis on submission of bills including receipts of submission of ESI & EPF contribution of the staff engaged and after completion of all formalities.

10. The House-Keeping staff shall be entitled to only one day weekly off (Sunday) in addition to other Gazetted holidays on which the office remains closed. The security services are required for 8Hours per day x 6 Days. The Agency shall be responsible to maintain the rosters as per the rules governing the same.

11. The payment of such engaged contract workers will be subject to providing of satisfactory service which may be certified by the Officer authorized by the College.

12. The engagement does not confer any right for continuation or extension of the contract on any account. This will be purely temporary arrangement on contractual basis.

13. The Contract Agreement shall be construed as per Indian Laws and will have jurisdiction to settle any dispute arising out of the contract in Delhi only.

14. Any liability regarding payment to the workers, or arising due to non-compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor.

15. The service provider's person shall not claim any benefit/compensation/absorption /regularization of services with this college under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to the college.

16. The technical bid and financial bid should be sealed by the Tenderer in separate covers duly superscribed as "TECHNICAL BID" and "FINANCIAL BID" and both the sealed covers are to be put in a bigger cover which should also be sealed duly superscribed as "QUOTATION FOR PROVIDING SECURITY AND HOUSEKEEPING SERVICES" and the quotation be addressed to the "Principal, Swami Shraddhanand College, Delhi-110036" latest by -----
5pm on 31-1-2017 Hrs. The bids would be valid for a period of 90 days. If the agency fails to deploy required number of manpower within 7 days from the date of placing the order, it shall be deemed cancelled. The financial bids will be considered only in respect of the Tenderers whose technical bids are found fit after the evaluation of technical bids.

17. The contractor shall ensure that the staff engaged by him duly maintains work performance report on daily basis. A copy to be submitted to the officer authorized by the College.

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18. The tenderer shall also furnish a declaration in prescribed format on official letter head of the agency.
19. The successful Tenderers will have to enter into an agreement with the College .
20. The security service provider must have license issued by Home Department of Govt. of Delhi under PSARA - 2005.
21. The service provider must have annual turnover of at least **Rs. 2 Crores** over the last 3 consecutive years and shall submit audited balance sheet to support it.
22. The security provider must have experience of providing security services in atleast 5 colleges/universities in the city of Delhi.
23. The service provider must attach return of Income Tax for the last 3 years.
24. The service provider company /Agency shall be preferably ISO certified.
25. The tenderer will submit a refundable **EMD of Rs. 50000/-** along with the bid through Bank Draft payable in favour of "Principal, Swami Shraddhanand College".
26. The decision of the tender committee of the college shall be final and financial bid of only technically qualified Tenderer shall be considered for award of work.

Technical Bid

Technical Bid should indicate the following information along with the self-attested photocopies of these documents:-

1. Proof of Incorporation/inception of the Agency
2. PSARA License from Home Department, Govt. of Delhi.
3. P.F. Registration details and last 3 years returns/Challan.
4. ESI Registration details and last 3 years returns/Challan.
5. Copy of the PAN Card and last 3 consecutive years Income Tax returns.
6. Service Tax Registration number
7. Registration with the Labour Department
8. Balance sheet of last 3 years showing minimum turnover of **Rs. 2 Crores**.
9. Proof of similar assignment with 5 colleges/university in city of Delhi.
10. Any other relevant information.

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SWAMI SHRADDHANAND COLLEGE

University of Delhi
Alipur Delhi-110036

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 Govt. of Delhi and Gov. of India 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/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(s) of Authorized Person(s)

Full Name:

(Seal)

Place:
Date

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Financial Bid
(Security Guards)

Sub: Quotation for award of contract for providing Security Guards in Swami Shradhanand College, University of Delhi, for a period of two years extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the Subject mention above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1	Minimum wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (24 Hours X 7 Days) per week in 3 shifts (8+8+8=24 Hours).	
2	Employees provident Fund (at applicable rate fixed by EPFO from time to time) (Please quote specific amount).	
3	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (please quote specific amount).	
5	Bonus as applicable	
6	Service Charge	
Total Amount (To be given in specific amount)		

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:

Date

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Financial Bid
(Housekeeping Service)

Sub: Quotation for award of contract for providing Housekeeping services (sweeper/safai karamchari) in Swami Shraddhanand College, University of Delhi, for a period of two years extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the Subject mention above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1	Minimum wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (8 Hours X 6 Days) per week .	
2	Employees provident Fund (at applicable rate fixed by EPFO from time to time) (Please quote specific amount).	
3	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (please quote specific amount).	
5	Bonus as applicable	
6	Service Charge	
Total Amount (To be given in specific amount)		

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:
Date

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Financial Bid
(Security Supervisor)

Sub: Quotation for award of contract for providing Security Supervisor in Swami Shradhanand College, University of Delhi, for a period of two years extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the Subject mention above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1	Minimum wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (24 Hours X 7 Days) per week in 3 shifts (8+8+8=24 Hours).	
2	Employees provident Fund (at applicable rate fixed by EPFO from time to time) (Please quote specific amount).	
3	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (please quote specific amount).	
5	Bonus as applicable	
6	Service Charge	
Total Amount (To be given in specific amount)		

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:
Date

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Financial Bid

(Housekeeping Supervisor)

Sub: Quotation for award of contract for providing Housekeeping Supervisor in Shradhanand College, University of Delhi, for a period of two years extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the Subject mention above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1	Minimum wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (8 Hours X 6 Days) per week .	
2	Employees provident Fund (at applicable rate fixed by EPFO from time to time) (Please quote specific amount).	
3	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (please quote specific amount).	
5	Bonus as applicable	
6	Service Charge	
Total Amount (To be given in specific amount)		

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:
Date