

लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE

(दिल्ली विश्वविद्यालय University of Delhi)

अशोक विहार Ashok Vihar-III

दिल्ली Delhi-110052

कार्यालय Office : 011-27308598, 27304076 टेलीफैक्स Telefax : 27304076

430/Tender/18-2021

18.01.2021

TENDER FOR PROVIDING HOUSEKEEPING SERVICES WITH MATERIAL AT LAKSHMIBAI COLLEGE, UNIVERSITY OF DELHI PHASE - III, ASHOK VIHAR, DELHI - 110052.

INFORMATION & INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit Rs.30,000/- in the form of Demand draft / Pay Order in favour of Principal, Lakshmibai College, Payable at Delhi valid for a period of six months. EMD should reach the Principal Lakshmibai College, University of Delhi, before the date and time of bid submission, as specified below.

Cost of Tender Form (Non-Refundable) 1,000/- through DD in favour of Principal Lakshmibai College, University of Delhi.
Tender cost should reach the Principal Lakshmibai College, University of Delhi, before the end date and time of bid submission. Bidders, however have to attach scanned copies of tender cost document along with the (technical bid).

Sealed tenders should be subkitted on or before 17/2/2021 to the office, Lakshmibai College, Ashok Vihar, Phase-III, Delhi-110052.

The bids will be opened on 19th Feb 2021 at 12:00 Noon. The tenderer or their representative may be present at the time of opening the tender.

The Principal reserves the right to accept the tender in full part/full or reject any/all of the tender/s without assigning any reason thereof.

PRINCIPAL

Lakshmibai College, University of Delhi

TENDER DOCUMENT FOR THE CONTRACT OF PROVIDING HOUSEKEEPING SERVICES AT Lakshmibai College, (University of Delhi)

TERMS & CONDITIONS

The list of location/building including open space with tentative requirement of the sanitary personnel is mentioned in the tender.

2.01 Cleaning of floor areas, vertical finishes (walls) /roof and false ceilings, glass areas, doors and attached fixtures, windows with attached fixtures and frames, rolling shutters, railings, mirrors aluminium grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, labs (Food Technology , ADC, Computer) corridors, stair-case, associated bathrooms and toilets of student's and office on all floors.

2.02 Cleaning of all open areas between the building and boundary walls including sweeping of roads, lawns, paths, cleaning open drains, main gates, generator areas, sports room, gym room, sports ground, electrical panel, roofs and terrace, including overhead water tanks etc., if any.

2.03 Washing, cleaning and maintenance of indoor and outdoor artificial decorative plants, flower pots etc.

2.04 Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain hygienic atmosphere. In toilet seats, brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during day time.

2.05 Material will be used in bathrooms and toilets should be branded and ISI marked:

1. Toilet soap
2. Liquid Hand Wash
3. Naphthalene balls
4. Phenyl
5. Room Freshener
6. toilet rolls
7. sanitary cubes.

2.06 The consumables should also include items such as clip mop, lop web brush, control mob, duster, feather duster, hard broom, soft broom, floor clinging mops, scrubbing brush, stick broom, WC brush, wipers, upholstery brush, surface cleaner, grease cleaner and glass cleaners etc.

2.07 Cleaning and maintenance of all the drains within the compound. It is the responsibility of agency, to keep round the clock sanitation/ housekeeping workers

who are expert in the clearance of chocking of sinks, wash basins, floor traps, nahani traps, EWC, IWC, P Traps, Rain water pipes, sewer chamber & sewer lines etc.

2.08 Cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated waste as per the prescribed norms of waste disposal at designated places as set out by the appropriate government/its local body.

2.09 Pest control, termite control, mosquito control including winged pests, larva control and rodent control etc. of the entire campus in all covered and open area.

2.10 Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.

2.11 Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures such as fans, A.C, Tubelight etc.

2.12 Cleaning of drinking water coolers, water filters, Desert coolers, etc. if any.

2.13 Cleaning of fire-fighting equipments, CCTV and public address systems, etc.

2.14 Cleaning of all miscellaneous equipments as available or being provided from time to time.

2.15 The cleaning of carpets, etc. with modern gadgets shall be done once a week.

2.16 The Housekeeping and Sanitation service provider should ensure to instruct their workers to clean the toilet and sweep and mop the floors of the of the college at least two times daily.

2.17 A chart depicting the works to be performed is to be pasted on the backside of the door and signed by the sanitary worker after every cleaning of the toilet.

2.18. The sanitary worker posted in various parts of the college building are required to sweep the roads twice a day in front of the respective buildings at 11:00 am & 03.00pm.

2.19 All the sanitary worker must report for duty in their designated uniform as provided by the service provider company.

2.20 Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8:45a.m. in class rooms/ offices where work will start at 8:50 a.m. The Sanitation Provider shall provide full support and cooperation during functions, seminars, conferences etc. organized by the College.

2.21 List of machines required in Sanitation & Housekeeping services in the College will be provided by the bidder without additional charges. The list of machines is given below:-

2.22 Machines Required

- Wet/ Dry Vacuum Cleaner
- High Pressure Cleaner
- Ladder (24ft and 12ft)
- Light Duty machine scrubber
- Heavy Duty Auto Scrubber dryer
- Steam cleaning machine
- sanitization machine

2.23 Waste Disposal Management:

2.23.1 The Sanitation Provider will prepare a flowchart indicating the method of collection /disposal, etc.

2.23.2 The Sanitation Provider will teach and train its sanitary worker for the collection / disposal work.

2.23.3 The garbage will have to be disposed off at least twice a day.

2.23.4 The Sanitation Provider will make arrangement to collect garbage in specified colour coded bags, as applicable, from all designated area within the college.

2.24 The deep cleaning of the entire area will be done by the Sanitation Provider once a week as under :-

2.24.1 Dusting of entire area including windows / windowpanes / doors / ledges, etc.

2.24.2 Thorough cleaning / sweeping / washing / mopping with disinfectant cleaning of all floors, staircases and toilets, scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.

2.24.3 Cleaning of sanitary fitting, toilet drain pipes etc. in the toilets with standard cleaning material.

2.24.4 Cleaning of all windows glasses and grill with detergent/cleaning agents.

2.24.5 Washing of outside area with High Pressure Jet Machine.

2.24.6 Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.

2.24.7 Thorough cleaning of all switch boards, fittings, lights, fans and ACs.

2.25 Housekeeping Monitoring and Control: For better management and smooth

services, the following monitoring mechanism will be adopted by the Sanitation Provider:-

2.25.1 Toilets Checklist: This is to be attached on the back of the toilet door. It is to be filled up by the Sanitation Supervisor on duty daily.

2.25.2 Management/Housekeeping Services Requirements/Complaints Register: This is to be filled up by the Sanitation Supervisor of the Sanitation Provider who will receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or workers deployed by the Sanitation Provider will be recorded in a register. The Sanitation Provider will take immediate action to resolve the same, failing which the penalty clause will be invoked.

2.25.3 This register shall also have entries of the complaints received from college Officials after the inspection of the site, material on site, attendance sheet of the staff, weekly report etc.

2.26 Periodic check of cleanliness: The cleanliness will be periodically checked by the authorized staff based on certain objective criteria which are decided to measure level of cleanliness and the Sanitation Provider has to abide by those criteria. These are as follows:-

2.26.1 Shine level, presence of dust, pan and gutka stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.

2.26.2 Dust or cobwebs etc. on roof, window grills etc.

2.26.3 Finger or palm marks, dust and gutka stain on glass panes of windows or doors and mirrors.

2.26.4 Dirt marks, dust, dryness and odor in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.

2.26.5 Complete COVID guidelines must be followed during COVID period. It is the responsibility of bidder to sanitize the buildings and offices as per covid guidelines.

3.0 Minimum Eligibility Criteria

3.01 The bidder must be registered in appropriate class under relevant act/ rule of the State & Central Government, as the case may be (**To be enclosed as a proof**).

3.02 The bidder must comply with the Government statutory requirements, such as registration with Employee State Insurance Act (ESI), Employee Provident Fund (EPF), GST and all relevant provisions mandated by State and Central Government, etc. (Copy is to be enclosed as a proof).

3.03 The bidder must have a minimum 02 crore annual turnover in last two years or 01 crore annual turnover in last three years. **(To be enclosed as a proof).**

3.04 The bidder should possess a relevant **ISO certification** i.e. 9001-2015 in the field of sanitation work. **(copy is to be enclosed).**

3.05 Satisfactory work performance report for a period of last three years issued by Govt. Organizations/PSUs/Autonomous bodies/reputed Private organizations where the bidder has provided the housekeeping services **(to be enclosed as a proof).**

3.06 Solvency certificate of minimum 1 crore duly issued by the relevant bank.

4. BID SUBMISSION

4.1 "Technical Bid" shall comprise of all documents as per Annexure – I".

4.2 "Financial Bid" shall comprise of the price bids of the items included in Annexure – II.

5. OPENING OF FINANCIAL BID AND EVALUATION

After the Technical evaluation of the bids, the College will open the financial bids of only those vendors who qualified technical eligibility criteria on a notified date and time.

The lowest financial bid with respect to all the items taken together shall only be considered for award.

5.01 In case the date of technical bid opening is declared a holiday, the bids will be opened on the next working day at the same time.

5.02 Tenderers are requested to study the terms and conditions of the tender carefully, and submit their tenders accordingly. Any tender/quotation received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the tenderer quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.

5.03 Quotation must be submitted giving complete details as sought in the enclosed Annexures.

5.04 The wages quoted for the Sanitation workers and Sanitation Supervisors shall not be less than basic minimum wages laid down by the Govt. of NCT of Delhi for corresponding category of workers, at the time of filling up of tender document.

5.05 The total amount quoted should be written both in figures and in words. In case of any discrepancy between the two, the amount mentioned in words will prevail.

5.06 Bids, which do not comply with the conditions laid down in the tender document, or are unrealistic, are liable to be rejected.

5.07 The scope of services proposed should not be altered and If found altered, the tender bid shall be rejected.

5.08 The Lakshmibai College of Delhi is under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.

6. Criterion for Evaluation of Tenders :

6.01 The evaluation of the tenders will be made by a Tender Evaluation Committee first on the basis of technical information furnished in form given in Annexure-I, which is an eliminatory round, then only financial bid will be opened. The financial bids shall be evaluated on the basis of commercial information furnished in form given in Annexure-II, for each item.

6.02 Technical evaluation will be conducted, keeping in view the requirements/ expectations in respect of sanitation work in the College. Further, prior to the opening of the Financial Bid, antecedents of the agencies/tenderer may be verified by a Technical Committee of the College, which may also decide to visit/inspect the offices and as well as the sites of the eligible agencies.

6.03 The financial bids shall be evaluated on the following criteria:

6.03.1 A notional value of engaging 01 Sanitation Supervisors and 08 Sanitation workers shall be calculated and taken into account as per the rates quoted in Part-I.

6.03.2 Combined value of the grand totals shall be taken into account from the rates quoted in Part- I and Part- II.

6.04 The College will award the contract to the tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, computed on the overall value of all men and material, provided further that the tenderer is determined to be competent to perform the contract satisfactorily. The College shall however not bind itself to accept the lowest or any tender bid, wholly or in part.

7. General Terms & Conditions

7.01 Tenderer must submit an **EMD of 30,000/-** in favour of Principal Lakshmibai College, University of Delhi, along with the technical bid. EMD in the form of Demand Draft valid for 6 months which can be, if required, further renewed for 3 months, refundable after finalization and award of tender. **Technical Bids without EMD shall be rejected.**

7.02 The EMD should reach the Principal Lakshmibai College, University of Delhi, before the closing date and time of bid submission. Any quotation received against this tender shall be governed by the terms and conditions indicated in the tender document.

7.03 The tenderer's EMD amount will be forfeited by the College on the happening of any one or more of the following events:-

7.03.1 If, after submission of the quotation, the tenderer fails to honor the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.

7.03.2 If the tenderer withdraws the offer during the validity period of the quotation.

7.03.3 If the successful tenderer fails to commence the contract at the stipulated time in accordance with the terms and conditions of the tender.

7.04 EMD will be returned interest free, to the unsuccessful tenderers within 6 months or at the time of award of contract, whichever is later, from the closing date of the tender.

7.05 Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be given by the college in this regard.

7.06 The College reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.

7.07 The College reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of The Lakshmibai College will be final and binding.

7.08 The College reserves the right to award the contract to deserving parties either in full or in parts. The decision of the college will be final and no enquiry will be entertained in this regard.

7.09 The College reserves the right to relax/ withdraw any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

7.10 The tenderers should quote their most competitive price.

7.11 Canvassing in any form entails the tenderers' disqualification. If any tenderer is found influencing or intimidating other tenderer/tender processes, its tender is liable for disqualification.

7.12 Please note that any falsification/suppression of information could lead to tenderers' disqualification.

7.13 Where counter terms and conditions of business have been offered by the tenderer, the College shall not be deemed to be governed by these unless specific written acceptance thereof has been given by the College.

8. Price and Validity

8.01 The rates must be quoted as detailed in Annexure-II covering the entire activity as per the scope of the contract. Rates agreed upon shall remain same throughout the period of contract.

8.02 The rates should be quoted in words as well as in figures and in INR only.

8.03 For the purpose of comparison of the rates, conditional discounts, if any, offered will not be taken into account. However, the College reserves the right to avail of the same as part of award of the contract.

8.04 Tenderers are advised to understand the magnitude of the work involved for Cleaning & Sanitation Services before submitting their bids. They may visit the Lakshmbai College, University of Delhi, Ashok Vihar – III Delhi – 110052 during working hours.

9. Duration of the Contract

9.01 The contract will be valid for a period of one year w.e.f. the date of commencement of services, which can be further extended subject to the satisfactory services.

9.02 The College reserves the right to extend the validity of contract on mutual consent on the same terms & conditions for a maximum of two more years, one year at a time, upon the satisfactory functioning of the agency. In this case, the agency may ask for revision of the wages paid to its workers and supervisors, which shall not be more than the minimum wages duly notified by the Govt. of NCT of Delhi. The College shall consider such proposal and approve an appropriate amount as wages.

9.03 In case the contract is extended beyond the initial period, the agency may ask for revision of rates of chemicals, consumables and rental charges, which shall not be more than 10% of the previous year's rate. The College shall be free to accept or reject the proposal and approve an appropriate amount.

9.04 The College reserves the right to terminate the contract at any time by giving 30 days' notice to the agency.

9.05 The tender can be terminated by either party by giving one month's notice. However, the contract can be terminated by the college anytime if there is breach of conduct by the contractor or his services are found to be unsatisfactory.

10. Agreement

Successful tenderer shall execute the agreement for providing security services at Lakshmibai College, on legal stamp paper of Rs. 100 /- within 10 days after award of work.

11. Other responsibilities of the Agency.

11.01 Arrange for a garbage disposal rickshaw, and other equipments required for segregation and disposal of waste in a professional manner to designated place as earmarked by the civil administration.

11.02 The bidder will also ensure that the garbage should be disposed separately i.e. dry and wet garbage in the marked disposal area in proper and eco-friendly manner.

11.03 The bidder will arrange required resources, including machinery, disposables etc. which is used by the sanitation workers. The agency will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the agency to their sanitation workers, if required.

11.04 The bidder will ensure that the sanitation workers engaged by it shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the Principal Lakshmibai College. Adequate supervision will be provided to ensure proper performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the sanitation workers deployed, the sanitation supervisors will be constantly on the move in their areas of responsibility.

12. Timings

The sanitation workers shall be available on all days of the month except the weekly off day and National Holidays. The Principal Lakshmibai College, University of Delhi, shall operate the contract on behalf of the Lakshmibai College. The working hours are from 8.00 a.m. to 4:30 p.m. with half an hour lunch time. The timings are liable to be changed at the discretion of College.

13. Payment Schedule

13.01 The agency should submit its claim on the last day of every month for the services rendered, showing distinctly the charges payable.

13.02 Payment will be made once a month through NEFT transfer/ cheque after ascertaining the satisfactory performance of contractual responsibility carried out in the previous calendar month.

13.03 No advance payment claims or running bills will be entertained.

13.04 Income Tax and any other statutory levies will be deducted at source as per the rules in force from time to time.

13.05 It is obligatory for the bidder to make payments to its workers latest by 07th of every month or make payment in their Bank account and furnish proof thereof along with next bill. Further, the work awarding agency is under obligation to provide/furnish copy of the EPF Challan, PF, ESI receipts, etc. (showing the names and contributions) along with the next bill as a proof of depositing the same with the concerned authorities in respect of their sanitation worker deployed at the Lakshmibai College, University of Delhi, Ashok Vihar-III Delhi.

13.06 All charges for materials obtained for work or any statutory tax will be paid by the bidder.

14. Terms and Conditions of Contract

14.01 The successful tenderer should commence the services within fifteen days from the receipt of the award of contract or from the date as decided by the Principal Lakshmibai College, University of Delhi, and this will be binding on the bidder.

14.02 All the sanitation workers deployed at College by the successful bidder will be first screened and interviewed by the College officials. Only selected person(s) will be allowed to be posted.

14.03 The College reserves the right to increase / decrease the quantity of sanitation workers and material, depending upon the prevailing situation. In this case, the addition/ deduction will be calculated on pro-rata basis.

14.04 If any loss or damage is caused to the College property by any workmen of the agency, the cost of the same will be recovered from the concerned agency.

14.05 At any time the College can ask for replacement of any sanitation worker due to any reason. Replacement must be done within 2 days' time

14.06 The bidder shall be entirely responsible for the materials, tools & equipments handed over by the College and brought by the agency. These should be kept in the custody of its Supervisor and kept in a room allotted for the same. The College shall not be responsible for any loss/theft of the same.

14.07 The successful bidder shall provide uniform for both summers and winters, identity card etc. to all its workers, in absence of which they shall not be allowed inside the College premises. The Identity Card issued by the agency/firm for its workers will be counter signed by an officer nominated by the College, and should be carried in person by the sanitation workers during working hours.

14.08 The successful bidder will provide a list of its workers to Principal Lakshmibai College, University of Delhi, (an employee nominated by the College). The

concerned agency/firm will be under obligation to inform the Principal, any change in its workers. The agency's workers shall be allowed to work inside the College during the specified hours only. However, if need be, agency/firm may obtain permission from the College for detaining its workers beyond specified hours as a special case. All the Sanitation workers will maintain discipline.

14.09 The successful bidder shall not sublet the cleaning and sanitation work.

14.10 The successful bidder shall work co-operatively and amicably with the staff members and other agencies, which are working in the Campus.

14.11 In the College, smoking and chewing tobacco etc. is strictly prohibited.

14.12 The successful bidder should ensure that its sanitation worker uses proper safety measures while performing their duties to avoid any accidents.

14.13 The College has the right to reject any substandard and unspecified material supplied by the work awarding agency for cleaning and sanitation work. The College also reserves the right to seek the replacement of defective work and materials as per the terms and conditions of the tender.

14.14. The service provider will also ensure that the personal deployed are medically fit and will keep record a certificate of their medical fitness.

14.15. The persons supplied by the Agency should not have any adverse Police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the service provider which will be verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the college.

15. Statutory Obligations

15.01 All applicable laws, rules, regulations and statutory orders or guidelines on the sanitation and housekeeping shall be fully complied with by the service provider except where it is duly exempted from such compliance.

15.02 The bidder shall be solely responsible for any failure to fulfill the statutory obligations and all other necessary statutory requirements. All necessary statutory documents, records like logbook, wage registers, attendance registers etc. should be maintained and produced on demand.

15.03 In case the worker suffer any injuries/damages or meet with an accident in the College premises or outside College premises, during discharge of duties, the entire cost of compensation should be borne by their respective agency.

15.04 In case of any accidents, the contract awarding agency will be solely responsible for the statutory/financial obligations. The College will not enter into any litigation whatsoever under any circumstances.

15.05 The bidder shall be responsible for all claims from third parties (including the staff of College) in the event of any accident involving the liability.

16. Manpower

16.01 The bidder must employ adults only as sanitation worker. Employment of child labour will lead to the termination of contract. The bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

16.02 An attendance registrar shall be signed by the sanitation workers and their Supervisor everyday.

17. Force Majeure

17.01 If, at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations.

17.02 The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist.

17.03 If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more; either party may at its option terminate the contract.

18. Settlement of Disputes

18.01 The College decision in respect of any dispute arising out of the Cleaning & Sanitation Services shall be final.

18.02 Any dispute, difference or disagreement between Lakshmi Bai College, University of Delhi and the agency to whom this contract has been awarded, concerning the existence, validity, interpretation, performance, termination or breach

under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Principal, Lakshmibai College. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be New Delhi. The arbitration award shall be final and binding on both the Parties.

Annexure-I

TECHNICAL BID

Please note: Organization has to furnish information /attach all documents (without complete information and documents, Tender will be rejected.) Clarification, may be sought through Email: lakshmiacollege@yahoo.co.in

1.	1 Name of the Proprietor:..... 2 Mobile No: Email 3 Address.....
2.	Name of the responsible Person/ Manager of the office..... Telephone no. (Office).....(Residential).....
3	Office Address of the Firm..... Telephone no.Email.....
4	Registration No. of the Firm.....
5	Number of Clients served during the last 3 years (Minimum 3)..... Telephone no of Clients 1Client 2..... Client 3 Client Address for which presently working:.....
6	Satisfactory Work Performance Report for a period of last 3 years..... (Minimum 3 work order or Performance Certificate issued by clients-Govt./Semi-Govt./Educational institute/PSU/Autonomous Body)
7	Employees state insurance (ESI) (Attach Photocopy)
8	Employees provident fund (EPF)..... Attach photo copy
9	PAN No. (Attach Photocopy)
10	GST Registration no. (Attach Photocopy)
11	Undertaking on stamp paper of Rs. 100 that the firm/Company has not been blacklisted.
12	Audited accounts statements for last three Financial Years are attached (Attach CA certified copies) : 2017-18 2018-19 2019-20
13	Detail of Demand Draft (EMD) (please enclose Demand Draft)..... DD No.....Date.....Amount..... Name of the BankBranch.....
14	Details of the bankers:..... Name of the A/c HolderBank name..... Account No.....IFSC code..... MICR No.....Branch Name..... Address.....
15	The vendor must have minimum turnover of Rs. 1 crore during the last three financial years or Rs 2 crore for the last two financial years..... Copies of last three years IT returns:
16	Bank Solvency Certificate of Minimum Rs. 1 Crore.....
17	We have examined terms and conditions and understood the contents of Tender. We/I further promise that firm is not blacklisted/banned/suspended from business dealing with any institution/agency (Government of non-government.

I certify that all the information furnished above is true to my knowledge.

Date: _____

Signature: _____

Place: _____

Name of Designation: _____

Seal of the firm /Agency: _____

Annexure-II

FINANCIAL BID

I/We.....
.....of hereby agree, subject
to acceptance of this tender by Lakshmibai college, to carry out the following works and
to
provide the following sanitation worker per month in accordance with the specifications,
terms and conditions of the contract as stated in the tender document at the rates and
prices given below:

Part – I

For mechanized housekeeping workers deployment requirement.

Sr. No.	Component of Rate	Amount per month (in Rs.)
A	Wages for 8 hours duty for 6 days	
B	EPF	
C	ESI	
D	Sub Total (A+B+C)	
E	Agency Charges	
F	Any other charges, Please specify	
G	Cost per Unit (including GST) for 8 Hours (D+E+F)	
H	Total Cost of All Workers (08) + Supervisor (01)	
I	GST	
J	Grand Total (G+H+I)	

In Figures Rs. _____

In words (Rupees) _____

3. Challa	01pcs	
4. Glass Cleaner 500 ml.	01 nos.	
5. Dust Control Mop big 60 cm	01no.	
6. Dustbin Paddle Big	01no.	
7. Duster Floor (30x30) Special	03No.	
8. Duster White (20x20)	03No.	
9. Dustpan	01no.	
10. Insect killer 01ltr	01 No.	
11. Hard Broom 500 gm	01nos.	
12. Toilet Cleaner 500 gm	01 nos.	
13. Toilet Bowl Cleaner Tab	01 no.	
14. Mosquito Killer	01 no.	
15. Hockey Brush Unique	01 nos.	
16. Juna Plastic	01 pcs	
17. Lathi	01 no.	
18. Floor cleaner	01pcs	
19. Mug 1.5 ltr	01 pcs	
20. Naphthalene Ball	250 g.	
21. Platform Brush – Complete	01pcs.	
22. Road Broom	01 pcs	
23. Soft Broom 500 gm.	01 pcs.	
24. Diswashing/liquid detergents for general cleaning 1 ltr.	01 Ltr.	
25. Tilla	01 kg.	
26. Toilet Roll 100mtr	01 pcs	
27. Urinal Cube 400 gm.	01 pcs	
28. Dish washcleaningPowder	01 pkts.	
29. DetergentPowderfor cleaning	01kg. 01 pkts.	
30. Wiper (Big) with Handle	01 no.	
31. Wet/ Dry Vacuum Cleaner	01	
32. High Pressure Cleaner	01	
33. Ladder (24ft and 12ft)	01	
34. Light Duty machine scrubber	01	
35. Heavy Duty Auto Scrubber dryer	01	
36. Steam cleaning machine	01	
37. Sanitization spray machine	02	
38. Disinfectant spray sodium hypo chloride (covid 19)		05ltr
39. Hand Sanitizer	25ltr	
Total		

Total Number of sanitation worker 08

Grand Total
 In Figures (Rs.).....
 In words (Rupees).....

Note : The quoted rates shall include GST.

*** Additional requirement of material, if any will be borne by the vendor.**

The above quantities, wherever indicated are only for the purpose of evaluation. The requirement may increase or decrease and the decision of the College in this regard shall be final and binding on the contract awarding agency.

* Additional requirement of material, if any will be borne by the vendor.

The above quantities, wherever indicated are only for the purpose of evaluation. The requirement may increase or decrease and the decision of the College in this regard shall be final and binding on the contract awarding agency.

Signature :

Name & Designation :

Name of the Housekeeping agency :

Seal of tenderer :

Date :

Annexure-III

UNDERTAKING

(To be submitted with Technical Bid)

It is certified that I/ my Firm/ company has/ have never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Tenderer _____

Name of the Signatory _____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Place:

Date: _____