

BID DOCUMENT

HOUSEKEEPING/SANITATION- 2021

**FOR PROVIDING HOUSEKEEPING/SANITATION SERVICES
AT THE UNIVERSITY CAMPUSES (AKBAR BHAWAN CHANAKYAPURI
& MAIDAN GARHI, NEW DELHI)**

Tender No. SAU/SP/HK/2021/06

**SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANAKYAPURI
NEW DELHI – 110021**

**SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANAKYAPURI,
NEW DELHI-110021**

BID DOCUMENT

For providing housekeeping services at the South Asian University, Akbar Bhawan Chanakyapuri and Maidan Garhi, New Delhi-110021.

BRIEF INFORMATION ON BID DOCUMENT

Tender No.	SAU/SP/HS/2021/
Duration of Contract	One year from the date of agreement, which may be extended upto a maximum of two more years on mutually agreed terms and conditions subject to satisfactory performance.
Last date and time of submission	4:00 PM on 19-04-2021
Date of opening Technical Bid	4:30 PM on 19-04-2021
Date of opening of financial bids for technically qualified bidders	To be notified later after completion of the process of technical evaluation & visit reports.
EMD	(INR) RS.350,000/- (Rupees Three lakh fifty thousand only)
Cost of Tender Document	(INR) RS. 1000/- (Rupees One Thousand only)
Total Number of pages of Tender Document.	28 pages
Address and Venue for the submission of Tender document & EMD.	Tender Box at Reception Desk (Ground Floor) of South Asian University at Akbar Bhawan, Chanakyapuri, New Delhi-110021

SOUTH ASIAN UNIVERSITY

Akbar Bhawan, Chanakyapuri
New Delhi – 110021

TENDER FORM FOR PROVIDING SANITATION/HOUSEKEEPING SERVICES IN THE ENTIRE CAMPUS INCLUDING BOYS & GIRLS HOSTELS AT AKBAR BHAWAN CHANAKYAPURI AND AT MAIDAN GARHI, NEW DELHI

Terms & Conditions

1. ELIGIBILITY AND SELECTION CRITERIA

- (i) A registered company, firm or agency having the experience of at least **ten years** in Sanitation/Housekeeping services having minimum average annual turnover of **Rs. 3 Crore** (only Housekeeping contracts) during the preceding three financial years ending on **31st March, 2020** and the experience of undertaking at least three independent completed projects in housekeeping services worth Rs. 50 Lacs each.
- (ii) The tenderer should be registered with the competent authority and should have PAN/TAN number, Sales tax/Service tax registration and or GST registration.
- (iii) The tenderer shall have well established office.
- (iv) The tenderer should have at least 5 years experience in housekeeping services in Central Govt. Ministries Semi-Govt., Corporate Public Sector and/or Educational Institutions. (Govt Universities).
- (v) The tenderer should not have been blacklisted by any govt., semi-govt., dept. or any other organization. Self declaration on letter head shall be submitted with the technical bid which may be verified by the University.
- (vi) The tenderer must submit duly filled tender form (Technical Bid) specified in **Annexure I, Pg. 20 to 22** of this document. The tenderer must also submit duly filled Declaration Annexure-V along with Technical Bid.
- (vii) Certificate of registration, registered partnership deed in case of partnership firm, memorandum of association and article of association etc. shall be attached.
- (viii) The tender form shall be accompanied by the documents mentioned in checklist specified in **Annexure II, Pg. 23** of this document.
- (ix) The tenderer without the qualifications as mentioned at Sl. No. i to vii above and tender without all the documents mentioned at Sl. No. viii above, shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
- (x) Tenders without EMD are liable to be rejected. NISC Certificates shall not be accepted.

- (xi) **EVERY PAGE OF the TENDER DOCUMENT SHOULD BE SIGNED AND STAMPED BY THE TENDERER.**
- (xii) In case any person signs the tender document on behalf of a limited company or firm, proof of authority to sign and thereby bind the company letter of authority resolution passed by the company/ firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed with in the tender document.

2. SUBMISSION & OPENING OF TENDERS

- (i) Tenders should be submitted on the specified format supplied by the South Asian University, Delhi or downloaded from university website along with Account Payee Demand draft or FDRs of any nationalized scheduled bank amounting to **Rs.3,50,000/-** (Rupees Three lakh fifty thousand only) with validity of not less than 3 months beyond the validity period of tender, drawn in favour of South Asian University, Delhi towards Earnest Money Deposit (E.M.D.) In case the downloaded Tender Document is submitted an additional demand draft (separate) of Rs.1000/- (Rupees One thousand only) will be required to be attached. NSIC certificates shall not be accepted.
- (ii) The E.M.D. of unsuccessful bidders will be returned after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful bidder, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
- (iii) No tenders will be accepted after **03:00 pm** dated **22-02-2021**.
- (iv) Both the technical bid & financial bid should be placed in separate sealed envelopes and both the envelopes should be sealed in bigger envelope super-scribing **“TENDER FOR HOUSEKEEPING/ SANITATION SERVICES”**. EMD draft should be in the envelope containing Technical Bid.
- (v) **Technical bids will be opened on 22-02-2021 at 03.30 pm in the committee room on the 4th floor of the University in the presence of the tenderers present for opening of the bids. The date, time, and venue will be conveyed to technically qualified tenderers by post/telephonically for the opening of financial bid.**
- (vi) The Registrar, SAU will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- (vii) Before submitting the tender, the tenderer must ensure that they have strictly fulfilled all the eligibility conditions to avoid rejection of their tender.
- (viii) The agency submitting the tender shall would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of tender.
- (ix) Tenders should be deposited in tender box placed at reception, ground floor, South Asian University, Akbar Bhawan, Chanakyapuri, New Delhi–110021, between **10:00 am to 03:00 pm**

up to 16-02-2021. No tender will be accepted after **03:00 pm** on **22-02-2021**. Tenders can also be sent by post so as to reach the University latest by **3:00 pm** on **22-02-2021**. Late tenders received by post shall not be entertained.

- (x) Tenderers are advised to carry out a required prior survey of the University campuses (at Akbar Bhawan) before quoting so as to fully acquaint themselves of the conditions on ground.

3. SCOPE OF WORK TO BE EXECUTED BY THE CONTRACTOR

- i) The contractor shall be fully responsible for the Sanitation/Housekeeping services in the entire University including Boys and Girls Hostel at, Akbar Bhawan including the outer periphery, ground, mezzanine and nine floors as laid down in the tender. The agency shall work under overall supervision and directions of Registrar and other authorized officers of South Asian University, Delhi.
- ii) The manpower (Male + Female) to be deployed at SAU, Akbar Bhawan and Maidan Garhi, New Delhi shall be **37** Housekeeping staffs and **01** Supervisor. The requirement of deployment may increase or decrease. Payment shall be made every month on the basis of actual deployment and the attendance.
- iii) Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30 AM on all working days, Saturdays and holidays except 26th January, 15th August and 2nd October. In case the work is not completed before 8.30 AM on any day, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day and damages of Rs.2000/- per day for such delay shall also be imposed on the contractor and will be recovered from the contractor's bills. Some activities such as garbage removal, etc. shall be completed in the evening after office hours (i.e. 6:00 PM onwards), on day-to-day basis. No spillover of the above work for the next day shall be permitted under any circumstances. **There shall be only one weekly off.**
- iv) However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) lobby, corridors and other areas shall be done continuously during office hours (at the regular interval as per requirement, usage and instruction given by the administration department from 9.00 AM to 5.30 PM i.e. during office hours and beyond).
- v) The contracting agency shall make arrangements of providing consumable like air fresheners for rooms, toilets and wardrobes, phenyl (white and black), toilet roll, tissue box and liquid soap for hand wash (in all the attached toilets of officers, in all toilets and the cost of consumables and cleaning materials will be borne by the contracting agency. (As per list attached at ANNEXURE III, page 23 of this document).
- vi) Agency shall arrange to spray air fresheners in officer's rooms, committee room on daily basis and whenever required. The cost of the spray will be borne by the Agency.
- vii) All materials to be used for cleaning and other consumables (**SCHEDULE A & SCHEDULE B, Annexure III Pg. 24 & 25 & 26 of this document**), shall be in conformity with the specifications/brand/make of government approved standards. The samples have to be got

approved from the administration department by the contracting agency. Cleaning material/ other consumables of other brands will be rejected out right, without any payment to the vendor.

- viii) The work to be carried out under this tender shall also include arranging and providing at least 2 sets of vacuum- cleaners (Dry & Wet), scrubbing and polishing machines and 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 department 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 Registrar, South Asian University, will be final and binding on the agency.
- ix) For the purpose of sanitation/ housekeeping work the entire site is broadly divided into two parts, namely, non-carpeted covered area and open area.

4. DETAILS OF THE AREA COVERED UNDER THIS SCOPE OF WORK -

- (i) Area details:

Categories of Areas	Areas in Sq. Ft.
1. Covered Area	185720 Sq. Ft.
2. Open Area (Soft & Hard)	144975 Sq. Ft.
3. Toilets/Bathrooms	13509 Sq. Ft. (includes 08 Nos. of common toilets too)

- (ii) The above does not include computers, machines, other office equipment, internal vertical surface (Marble, glass panels and painted surface etc.), ceiling & fixtures, electric fans etc., whose cleaning is **very much** within the scope of this housekeeping contract.
- (iii) The periodicity with which the job is to be carried out at the site is broadly divided into four categories namely (A) Daily, (B) Weekly (C) Fortnightly and (D) Monthly.
- (iv) If during the contract period the above areas decrease or increase, the number of workmen will be accordingly decreased or increased as per requirement.

5 (A) DETAILS OF WORK TO BE PERFORMED JOBS TO BE CARRIED OUT TWICE DAILY IN A DAY ARE AS UNDER:-

- (i) General cleaning and sanitization (Using sanitizing agents). (sweeping, mopping, dusting sanitizing and any other connected work) of the office rooms, open office halls, conference rooms (Halls), auditorium, library, reception, hostel, corridors, stairs, space for water coolers & toilets, parking areas, service area, all roads inside the University and all unspecified areas/location within the University.
- (ii) Removal of garbage from dustbins in plastic bags. Replacing old plastic bags with new

- plastic bags. Carrying of garbage in trolley with high quality rubber wheels. No garbage will be left in the site overnight. The plastic bag for the dustbins and for carrying the garbage will have to be provided by the agency.
- (iii) Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the offices, staircases, lift areas, open area etc. No garbage shall be dumped within the premises of Akbar Bhawan.
 - (iv) Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
 - (v) Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipment.
 - (vi) Air-freshener spray in conference room (if required), air handling unit, officer's rooms once in a day and also on requirement basis as directed by the department.
 - (vii) Cleaning and dusting of lab equipment, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the site.
 - (viii) Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's, 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 (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
 - (ix) Cleaning and dusting of planters, paintings, posters, notice-boards etc.
 - (x) Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators, balconies etc. as and when required.
 - (xi) The biodegradable and non-biodegradable waste shall be segregated and disposed off by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the agency. The agency should follow the government guidelines/act in this regard.
 - (xii) The above mentioned work from (i) to (xi) are to be carried out on all days and also on requirement basis as directed by department. However, two sanitation workers to be kept on standby at administrative block on public holidays for the upkeep of administrative block and to attend any emergency requirement.

(B) DETAILS OF WORK TO BE PERFORMED JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER:

- (i) Machine and hand scrubbing and thorough cleaning/washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- (ii) Dusting of walls, roofs etc. from top downward and removal of cobweb.
- (iii) Polishing of brass/copper fixtures.

- (iv) Cleaning of windowpanes and partition door.
- (v) Cleaning of drinking water coolers area, dust bins, buckets etc. with detergents.
- (vi) Weekly cleaning and dusting of ventilator blinds and brushing of upholstered chairs and sofas.
- (vii) Removal of poster, banners and hoardings inside and outside University covered in the tender.
- (viii) Spray of mosquito control inside the rooms in hostels and other rooms if required.

(C) DETAILS OF WORK TO BE PERFORMED JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:

- (i) Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
- (ii) Cleaning of nameplates and paintings with glass top.

(D) DETAILS OF WORK TO BE PERFORMED JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:

- (i) Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables, etc.
- (ii) General cleaning/dusting of panels, posters, paintings, etc.
- (iii) Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles, etc.
- (iv) Removal of cobwebs in back/hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.
- (v) Removal of weeds from edges of paths/roads, paved-laid area, corners, crevices in terraces, etc.

6. THE INDICATIVE LIST OF MATERIAL TO BE USED BY THE AGENCY IS AS UNDER: -

- (i) Cleansing agents WC's, urinal pots, etc., as mentioned in ANNEXURE-III.
- (ii) Detergents for cleaning wash basin, sinks & other items. Liquid soap for scrubbing of floors & wall, as mentioned in Annexure-III.
- (iii) Anti-bacterial disinfectants for cleaning toilets lobby / floors & glass cleaning liquid as mentioned in ANNEXURE-III.
- (iv) Deodorizers as mentioned in ANNEXURE-III.
- (v) Air-fresheners/aerosols (eco-friendly) Urinal cubes as mentioned in ANNEXURE-III.
- (vi) **LOCAL BRANDS OR BRANDS OTHER THAN THOSE MENTIONED IN ANNEXURE-III SHALL NOT BE ACCEPTED AND ARE LIABLE TO BE REJECTED.**

7. WORKING HOURS

- (i) The cleaning of toilets (including fixture such as WC's, urinals, wash basin, etc.) lobby, corridors and other area shall be done continuously and regularly during office hours as

per required usage and instructions given by the University. (from 7.30 A.M. to 5.30 P.M. i.e. during office hours & beyond).

8. PERFORMANCE EVALUATION:

- (i) The performance evaluation of the sanitation/ housekeeping services shall be carried out by the University department regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the department). The agency shall submit daily action plans/reports to the department (for each floor including open areas).
- (ii) The University department shall rate the quality/performance of sanitation/housekeeping agency/tenderer and the tenderer/agency is obliged to perform to the entire satisfaction of the department.
- (iii) The floor wise (including open area) rating for the following activities/work (indicative list only) will be evaluated.
 - (a) General cleanliness of walls and ceilings.
 - (b) General cleanliness of toilets
 - (c) General cleanliness of window glasses
 - (d) General cleanliness of furniture/ sofa/curtains
 - (e) General cleanliness of WC/ Urinals
 - (f) General cleanliness of doors/windows
 - (g) General cleaning of workstations, tabletops, and office equipment.
 - (h) General cleaning of almirahs and racks.
 - (i) General cleaning of partition doors, paneling etc.
 - (j) Cleaning of planters.
 - (k) Maintenance of corridors.
 - (l) Maintenance of open spaces.
 - (m) Any other activity/work identified specified by the department from time to time as per-requirement

9. The University reserves the right to satisfy itself about the quality of the housekeeping services provided by the tenderer. In the event the agency does not achieve the level of satisfactory performance, the tenderer/agency is liable to be penalized by deduction in his payment ranging between Rs 2000/- per default upto a maximum of 3% per month depending upon the level and duration of the continued dissatisfaction. The decision of the University will be final in this regard.

10. TENDER FORM, EARNEST MONEY AND SECURITY DEPOSIT

- (i) Tenderer will submit the tender form for sanitation/housekeeping services in the University along with Bid securing Declaration- As per Annexure-VI in favour of **SOUTH ASIAN UNIVERSITY, NEW DELHI**. The tender will not be accepted if it is not accompanied with the Bid securing Declaration duly signed by an authorised person for the bidder.

- (ii) Total performance security deposit will be Rs Ten Lacs.
- (iii) The amount of security Deposit of Rs 10 Lacs must be deposited by the qualifying tenderer within 30 days of the award of contract in the form of DD/FDR in favour of South Asian University, Delhi. The FDR should be endorsed in favour of South Asian University and duly certified by the issuing bank directly to the University. **The validity of the FDR will be two months beyond the validity of the contract.**

11. The tenderer should submit a duly-filled, signed-and-stamped tender form along with the following documents. In case the tenderer is found to have not fulfilled any of the following requirements, the entire bid is liable to be rejected without assigning any further reasons. All the documents pertaining to the firm/company submitted by the tenderer should bear the same name and address as recorded in the tender form. In case of any variation, it should be specifically clarified as to whether the changes have been duly notified to the respective authority and proof of acceptance by such authority must be attached with the respective document submitted by the tenderer.

- (i) Bid securing Declaration (As per Annexure –VI).
- (ii) Original notice inviting tender (to be signed by the tenderer).
- (iii) Service tax registration certificate from the concerned taxation authority.
- (iv) Income tax clearance certificate from the concerned taxation authority.
- (v) Original terms and conditions of tender (each page to be signed and stamped by the tenderer).
- (vi) Demand draft/pay order for Rs.1000/- (Rupees one thousand) in favour of South Asian University, Delhi. (As cost of the tender document, if the same was downloaded from website). In case tender document is purchased by cash, enclose the cash receipt.
- (vii) Valid registration no. of the firm (under shops & establishment act) or registration no. of the company (under companies act, 1956), as applicable (attach attested copy of certificate).
- (viii) Valid PAN card of the company/firm (attach attested copy of PAN card).
- (ix) Valid provident fund account No. of the firm (attach attested copy of registration).
- (x) Valid ESI No. of the company/firm (attach attested copy of registration certificate).
- (xi) The tenderer should have a minimum annual turnover during the preceding three financial years ended on 31st march of 2018, 2019 and 2020 for Rs. One crore in housekeeping services. The details of the turnover for the financial year indicated above should be produced and verified by submitting the copy of chartered account certificate for the corresponding years. The tenderer will have to furnish the details of the turnover in housekeeping services any, which should total up to at least one crore for each financial year, in the following format, on the letter head of the tenderer.

Year	Name of the client	Period serviced	Amount of Contract	Total Payment received during the financial year
2017- 2018				
2018- 2019				
2019- 2020				

Note: - The columns are indicative only and in case more number of clients are serviced during Financial Year the same can be accordingly added appropriately. This information will be verified before award of tender.

- (xii) Balance sheet and profit loss account for last 3 years ending 31.03.2017 duly certified by chartered accountant.
- (xiii) Tenderer should give the documentary proof of minimum three years experience (for the last three financial years) in providing sanitation/house-keeping services. The experience shown should be for providing continuous service for at least one year, for each client (piece meal jobs executed will not be counted). This should be given in the following format and it should be submitted on letterhead of tenderer (supported by copies of work orders.)

S.No.	Year	Name and Address of the client where the Experience in Providing House Keeping services is claimed (One year or more)
1.	2017- 2018	
2.	2018- 2019	
3.	2019- 2020	

- (xiv) In the column meant for experience in housekeeping services, the tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the clients of the tenderer. The minimum qualifying rating for performance certificate is prescribed as satisfactory. The tenderers who do not attach the minimum of satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected. The sample performance certificate to be attached by the tenderer is given below and it should be issued by the client of the tenderer (on client's letterhead).

11(A) TENDER EVALUATION

The evaluation of vendors and award of housekeeping contract shall be done on the basis of a point -based evaluation system with the following pattern of scoring.

I) Technical Evaluation (Minimum qualification marks: 42 out of total 70)

S.No.	Area of Evaluation	Marks
1	Whether the vendor confirms and fulfills all the mandatory requirements	15
2	Total turnover of Housekeeping contracts in last 3 years (15 points will be awarded for average annual turnover of Rs. 3 Crore for last 3 years. Afterwards, one point will be given for each 50 lakh of turnover upto the full marks)	20
3	Number of current Govt/Semi govt/ Educational/ Corporate operations (10 points will be awarded for total 3 independent projects handled of value Rs 25 lakh & above each Afterwards, one point will be given for each project completed upto the full marks)	15
4	Number of years of experience in Govt/Semi govt/ Corporate/ Educational (Govt University or Govt. University affiliated Institutions) institutions (15 points will be awarded for minimum of 5 years of experience. Afterwards, one point will be given for each year of experience upto the full marks)	20
Total		70

II) Financial Bid Evaluation 30 Marks (on pro rata basis based on the lowest quote)

TOTAL 100 Marks

Financial Bids of only technically qualified vendors shall be considered.

The vendor getting a score of less than 42 marks in the technical bid shall not qualify for opening of the Financial Bid. The vendor scoring the maximum combined marks in the technical and financial evaluation shall be the successful L1 vendor.

Performance Certificate

It is certified that M/s _____ (tenderer) had provided sanitation/ housekeeping Services to our firm for the premises located at _____ having a built up area measuring _____sq.ft. for the period from _____(date-to-date). The annual financial component of the house keeping work contract for the above said work is Rs. _____ (in words) _____ . The performance of the firm was satisfactory/good/very good.

(Signature of the tenderer)
with Seal of the company

NOTE-The tender evaluation committee may also accept performance certificate in other similar performa and its decision shall be final.

All the above documents should have the stamp of the firm or company; every document/paper mentioned above should be signed by tenderer on every page. (Including the performance certificate issued by tenderer's clients.)

12. FINANCIAL BID:

- (i) **The tenderer should quote the rate and amount tendered on monthly rate basis in rupees for the charges of housekeeping boy/ Lady and supervisor, per person per month as defined in Annexure-IV, Page-24 this tender document, in figures and as well as in words for SOUTH ASIAN UNIVERSITY, entire Akbar Bhawan Campus.** The rate and amount of the tender should be inclusive of cost of consumables and mechanized equipment/machinery and also inclusive of all applicable charges and taxes etc. and in accordance with the provisions of minimum wages Act, contract labour act, Delhi works contracts Act and other statutory provisions like provident fund act, EPF, ESI and administrative charges etc. GST to be quoted extra as applicable.
- (ii) The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the financial bid will be allowed and no blanks should be left, such type of tender is liable to be rejected. Reformulate
- (iii) The rates quoted should be in lump sum/consolidated per month and shall be valid for the period of tender/contract/agreement including the extended period (if any).
- (iv) The tenderer should quote the amount tendered/financial bid as per **Annexure IV, Pg. 27** for SOUTH ASIAN UNIVERSITY, entire Akbar Bhawan Campus. It should be given in the letterhead of the company/firm/tenderer.
- (v) It may be noted that the manpower requirement at Akbar Bhawan Campus will build up gradually and therefore may increase or may even decrease. The payment for which shall be made on pro-rata basis on the basis of actual deployment of manpower each month.
- (vi) The financial bid should have the stamp of the firm or company and signed by the tenderer on every page.
- (vii) **The financial bid (Annexure IV, Pg.27) shall be sealed in a separate envelope, shall be enclosed in a bigger envelope along with technical bid and other documents mentioned above, however, financial bid of only those tenderers will be opened who fulfill all the requirements mentioned in this tender, i. e. after the qualification of technical bid and a minimum of Technical bid evaluation score of 42 out of 70 marks.**
- (viii) **The University reserves to right to reject all such bids where the administrative charges/ Profit margin is quoted unusually low.**

13. PERIOD OF TENDERED WORK

The tender will be awarded initially for a period of **one year** from the day the selected agency starts providing the sanitation/housekeeping services in University Campuses., extendable upto a maximum of two more years on mutually agreed terms and conditions. **The University shall increase the minimum wages and the components EPF, ESI & EDLI twice every year in the months of April and October after the corresponding increase of minimum wages by Govt. of NCT of Delhi, during the currency of the contract and/or the extended period of the contract. However no other component shall be increased. The increase in the minimum wages shall not translate into increased profit of the vendor.**

14. PAYMENT OF BILLS

- (i) Bill payment will be made by the University within five working days from the date of submission of the bill in respect of undisputed bills. The agency while preferring the bill for payment will have to certify and submit documentary evidence that the wages (as per minimum wages act and other statutory liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN No & TIN No. should be quoted on the body of the bill. Proof of payment made for PPF & ESI etc. for the staff deployed in the University is endorsed with the bill. The payment of the bill shall be made by the University on the basis of monthly attendance. The monthly attendance shall be prepared and submitted by the contractor on 1st day of every month and shall be certified by the Authorised officer of the University.

The contractor shall install a biometric machine for recording attendance and the monthly bills shall be supported with computerised attendance sheets as per biometric machines simultaneously with manual attendance daily sheets and Register, duly verified by competent authority of University.

- (ii) Wherever any over payment comes to the notice of University the same shall be deducted by University from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract, and failing that, under any other tender/contract/agreement with University or from the performance security deposit of the tenderer.
- (iii) The University reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. University further reserves the right to enforce recovery of any overpayment whenever detected.
- (iv) If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the University from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.
- (v) If any underpayment is discovered, the amount shall be duly paid to the agency by the University as and when pointed out and found justified.

15. NOTICE OF THE UNIVERSITY

Subject to as otherwise provided in this tender, all notices to be given on behalf of the University and all other actions to be taken on its behalf may be given or taken by the Registrar, South Asian University, Delhi, or any authorized official by the University.

16. EXCLUSION OF IMPLIED OR CONSTRUCTED NO LIABILITY OF THE UNIVERSITY

- (i) The University shall not provide any residential accommodation to the sanitation/housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the University building for the staff engaged by the contracting agency.
- (ii) The University will be under no obligation to provide employment to any of the employees of the housekeeping agency during or after expiry of tender/ agreement/contract period and the University recognizes no Employer-employee relationship between University and the sanitation/housekeeping employees deployed by the contracting agency.
- (iii) The University shall not be responsible financially or otherwise for any injury to the housekeeping personnel in the course of performing the sanitation/housekeeping functions as per this tender. This liability shall solely be of the tenderer/contracting company.

17. TERMINATION OF TENDER

- (i) If the agency at any time makes default in executing housekeeping job with due diligence and care and continues to do so, and/or the sanitation/housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the University may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, shall cancel the contract/agreement after one month notice and security deposit will also liable to be forfeited by the University. University, on such cancellation, shall have powers to carry out/execute the work through other agencies by any means at the risk and cost of the contracting agency.
- (ii) **The University reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice; the contract/agreement shall come to an end. On such termination of contract, the tenderer shall remove all the machinery, equipment and housekeeping personal within two days of issue of such a notice by the University.**
- (iii) If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be terminated, after one month's notice and the security deposit will also liable to be forfeited by the University.
- (iv) **In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months' notice in advance to this effect to the University.**

18. ARBITRATION

In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the University.

19. OTHER CONDITIONS OF THE TENDER

- (i) The tender form should be clearly filled in with pen ink legibly or typed and no column should be blank. No interpolation is permissible.
- (ii) Change in the name of the tenderer during the tender process shall not be allowed under any circumstances.
- (iii) Every paper of the tender should be signed by the tenderer with seal of agency/firm/company.
- (iv) No change in the constitution/shareholding of the successful tenderer will be allowed under any circumstances without the prior approval of the University in writing.

20. The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

21. The contracting agency shall indemnify the University against all other damages/changes and expenses for which the University is held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.

22. In case of any person signing the tender/contract/agreement on behalf of limited Company or firm, letter of authority/resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm shall be enclosed with the tender.

23. The contactor shall indemnify the University for any damage/theft is caused to the assets/property/office equipment by sanitation/ housekeeping personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair of replacement or damages as the case may be.

24. Any person who is in government service or an employee of the university should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.

25. The contracting agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person /firm/agency.

26. That the successful tenderer shall, take immediate steps to get a license under contract labour (R&A) Act, 1970 and Delhi works contract act of government of NCT of Delhi. (Wherever applicable).
27. The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the University as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the University whichever is earlier.
28. That the agency shall have to provide any additional personnel for allocating any additional sanitation/housekeeping duty as directed by the University or any authorized officer of the University in addition to those duties/personnel covered in this tender. The work order should be issued for deployment of extra manpower as per contract rate.
29. The contracting agency will have to ensure cleanliness of the site by using the requisite quantity and quality of materials to the entire satisfaction of the University. If the University indicates that the cleanliness or housekeeping services are not adequately satisfactory on account of insufficient tools, material and/or manpower, then additional materials, Tools and/or manpower, as the case may be, will have to be brought in by the agency without charging any extra cost.
30. The tools and material to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and/or other articles lying at the site. **The contracting agency shall not employ any person who has not completed Eighteen years of age and/or persons above 40 years of age.**
31. The contracting agency before execution of the work shall specify the actual number of workers to be engaged for housekeeping job. The agency shall also employ supervisor(s) having minimum qualification of 10th pass to supervise the job and the supervisor(s) shall have minimum three years' experience in the housekeeping services in star category hotel/educational institutions or other similar establishments so as to maintain the building to the required standard and quality to ensure workmanship of the requisite specified degree to the entire satisfaction of the University. He/ She must be able to watch and supervise the work and to test and examine materials to be used. He/ She must ensure the maintenance of performance standards and periodicity of cleaning. The supervisor(s) who should be deployed round the clock by the agency shall also receive instructions from the University and/or any authorized officer of the University from time to time for carrying out the house-keeping services at the University. The entire housekeeping work in and around the campus shall be inspected by the executive/ manager of the agency on a daily basis compulsorily.
32. A complete list of the housekeeping staff, engaged by the agency for deployment in the site, shall be furnished by the contracting agency to the University department along-with the complete address and other antecedents of the staff. **The agency shall deploy only those staff whose antecedents have been verified and for whom police verification has been done and submitted by the agency. The agency should give a certificate to that effect to the department. The agency shall also submit medical fitness certificate for all the housekeeping personal along with a COVID-19 negative test report of RTPCR test.**

33. (i) Each housekeeping services staff engaged by the contracting agency shall wear the prescribed uniform meant for Housekeeping according to season (i.e. summer uniform in summer and winter uniform in winter season) and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided and maintained by the contracting agency at its own cost. The uniforms and attire should be neat, clean and ironed daily. In addition to above, each person from the Housekeeping workforce shall compulsorily wear a good quality prescribed face mask & face shield during the period of his/ her stay in SAU Campus. It will be mandatory on the part of the contractor to examine every person daily and check body temperature for Fever and/ or other symptoms of illness, if any. Such men/ladies will not be put on duty. **A DAILY HEALTH REPORT OF WORKERS WILL BE SUBMITTED TO THE UNIVERSITY.**
- ii) **Uniform Summer (Men)**- (Buttoned Shirts, plated trousers, Cotton Cap, Apron, two set Black Shoes (BATA). Raincoats (Duck back) to be provided to workers in outer areas. **Uniform summer (Ladies)** (Salwar, Kameez, cap, Apron)- Two sets Black Shoes (BATA). **Uniform Winters (Men & Ladies)**- One full sleeves pullover and one winter jacket in addition to Summer Uniform as above. **Fabric for Uniform for men and ladies to be only of Vimal/ Raymond/ Grasim/ Siyaram brands.**
- Housekeeping staff found in dirty and unclean uniform shall be sending back and no payment shall be pay for that day. A penalty of Rs 2000/- may be imposed if the housekeeping staff is found in dirty or soiled Uniform.**
34. ***The vendor shall provide and install biometric attendance recording machine at the work site and ensure that the machine is always in working condition during the currency and tenure of the contract and/or the extended period.
The vendor shall submit the details of attendance every month along with the monthly bill.***
35. University shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the Agency (including insect control agency engaged by it), who in the opinion of University misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulges in unlawful activities or the like and such person shall not be again employed on the work without written permission of the University.
36. Water supply for carrying out the work as per this tender shall be given in the toilets only. The contractor shall be required to make his own arrangements to carry the water wherever required by means of base pipes, buckets as per requirement.
37. All the terms and conditions contained in these tender documents will be a part and parcel of the agreement/contract to be executed by the contracting agency with the University.
38. Once the competent authority accepts the tender, the contracting agency shall be responsible to provide the sanitation/housekeeping services within one week from the date of issue of award letter for the housekeeping contract.
39. Canvassing in connection with the tender is strictly prohibited which may disqualify the

tender. Tender must be unconditional.

- 40. Tender not conforming to the requirements as per the terms and conditions will be rejected and no correspondence shall be entertained in this regard whatsoever.**
41. All the intending tenderers are advised to keep a photocopy of the tender documents with them for their future reference. All the intending tenderers are further advised to visit the University Campuses to understand the nature and volume of work before participating in the tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the University under any circumstances.
42. For any clarification regarding the scope of work and/or any terms and conditions of tender, the intending tenderer can seek clarification from Asst. Director (H&SS) on any working day in person.
43. Attendance report of all the staff deployed at University Campuses shall be given to administration department, every day.
44. No manpower other than those on duty shall be allowed to stay in the premises 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.
45. 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 University by way of default, interest and penalty. The agency shall undertake to furnish all the details as and when asked for by the University. The agency will also maintain the relevant records of all payments received by the Agency and will produce to the satisfaction of the University immediately whenever asked for.
46. The agency shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act of omission or commission on their part.
47. The agency will be responsible for supply of the garbage bags, for collecting garbage from core and common areas of the University Campuses and disposal outside at sites designated by NDMC for this purpose. The material so collected will be screened/ checked by the security personnel.
48. Weekly performance of the service provider will be observed by the administration department officials entrusted with supervision.
49. Bill shall be submitted at the end of each month (in triplicate) along with certificates for satisfactory performance from the officer in charge in support of having performed the job of cleaning and sweeping in this office premises.
50. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under labour act, minimum wages and (contract labour (regulation & abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the department and the labour department.

51. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as labour act, minimum wages Act, contract labour (regulation and abolition) Act, EPF, ESI and various other acts as applicable from time to time with regard to the personnel engaged by the contractor for the department.
52. The designated manpower on a given day can also be deployed for other services like shifting equipment / furniture etc. apart from sanitation & housekeeping services.

53. REJECTION OF TENDER

- (i) The entire columns and rows in the Tender format (including tender form and financial bid) should be filled up. Tender incomplete by any manner is liable to be rejected without assigning any reason. No interpolation is permissible.
- (ii) The Registrar, South Asian University, New Delhi reserves the right to reject any or all tender(s) without assigning any reason thereof.
- (iii) **The University reserves to right to reject all such bids where the Administrative charges/ Profit margin is quoted unusually low.**
- (iv) The agreement is subject to incorporation of any appropriate provisions by the University which will be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.

54. SETTLEMENT OF DISPUTES

Any difference, question, claim, controversy, disagreement or dispute arising from or relating to this tender/contract/agreement shall be settled amicably through direct and good faith negotiations/consultations between the parties, recognizing their mutual interest and endeavouring to reach a mutually satisfactory solution. If the matter is not resolved amicably within a week, the matter shall be referred to the arbitrator appointed by the University whose award shall final and binding.

**SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN CHANAKYAPURI
NEW DELHI – 110021**

TECHNICAL BID

Technical bid should indicate the following information along with the self-attested photocopies of supporting documents:

1. Name of firm/agency/tenderer:

2. Registered address:

3. Telephone No. (Landline):

4. Fax No.:

5. Mobile No.:

6. Email Address:

7. Name & Address of branch, if any:

8. Type of organization:

_____ (Whether sole proprietorship/partnership/
Private limited for cooperative body etc. attach proof)

9. Name of

Proprietor/Partners/Directors _____
of the organization/firm:

10. Details of Earnest money Deposit:

Name of the Bank Draft/FDR No. Date Amount

S.No.	Documentary Proof of	Attached (Yes/No)	Page/Appendix No (If attached)
i.	Proof of incorporation/inception of the agency		
ii.	PF registration proof		
iii.	Registration for manpower supply/ license to act as housekeeping agency		
iv.	ESI registration proof		
v.	PAN card		
vi.	Income tax returns for the last three years		
vii.	Service Tax registration proof		
viii.	Proof of registration with the labour Commissioner		
ix.	Satisfactory performance certificate from at least three organizations where the agency has provided sanitary/ housekeeping services having a built up area measuring at		

	least 1,00,000 sq. ft.		
x.	Annual turnover during the preceding three financial years ended 31 st March, 2018, 2019 & 2020.		
xi	Any other relevant information		

**Name and signature of the Tenderer
of the Firm/Company**

Check List: -

1. Duly completed tender form with Technical Bid. (Annexure-I)
2. Earnest money deposit (demand draft/FDR of Rs. 3,50,000/- (Rupees Three lakh fifty thousand only) in favour of South Asian University, New Delhi.
3. Notice inviting tender.
4. Terms and conditions of the tender duly signed on each page.
5. Demand draft/Pay order for Rs.1000/- (Rupees one thousand) in favour of South Asian University, New Delhi as cost of the tender document, if the same was downloaded from website. In case tender document is purchased by cash, enclose the cash receipt.
6. Registration No. of the firm (under shops & establishment act) or registration no. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
7. Service tax clearance certificate.
8. Income tax clearance certificate.
9. PAN Card of firm/Company (attach attested copy of PAN Card).
10. Provident fund account No. of firm/Company (attach attested copy of certificate).
11. ESI No. of firm/Company (attach attested copy of certificate).
12. The details of the turnover for the year 2017-18, 2018-19 and 2019-20 should be shown and verified by submitting the copy of income tax returns of respective financial year.
13. The details of the turnover on the letter head of the tenderer.
14. Details of work executed by the tenderer in its letter head.
15. Copies of work orders(s) issued by tenderer's clients as per clause 14 above.
16. Performance certificate in sanitation (to be submitted on the letterhead of the tenderer) as per pro-forma.
17. Performance certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of 'satisfactory') for three years.
18. **Financial bid in the letterhead of the firm /company (Annexure IV), in a separately sealed envelope.**
 - The above documents shall **be placed in a single large envelope** and it should be **sealed** and **super-scribed**, with "TENDER FOR HOUSEKEEPING/ SANITATION SERVICES".

Signature of the Tenderer
With Seal of the Firm/Company

SCHEDULE-A**Annexure – III****LIST OF CLEANING AGENTS, CONSUMABLES AND MACHINERY AT BOTH THE SITES.**

S.No.	Work	Name of the Brand	PACKING	Minimum Quantity every month (More to be provided if needed)
1.	Cleaning agents for WC's, urinals pots etc.	Harpic Blue	500MI/ 5 Ltr.	75 Litres.
	Acid	Good Quantity	1 Ltr Bottles	20 Litres.
2.	Detergents powder of standard company for cleaning, wash basin, inks, refrigerator and other items.	Surf/Tide (No other Brand)	1Kg packs	10 Kg.
3.	Hand wash liquid soap with dispensers	Dettol / Savlon / Lifebuoy (No other Brand)	200ml-300ml /1Ltr Refill pack	100/30 Units.
4.	Anti-bacterial disinfectants for cleaning toilets, bathroom, kitchen and pantries and floors.	Lyzol / Harpic/	500 ml/ 5Ltr.	50 Litres.
	Phenyls (Black and white)	Doctors/ Bengal chemicals.	1 Litres/ 5 Litres.	25 Litres.
5.	Glass cleaning liquid with spray dispenser	Colin	500 ml	100 Units.
6.	Deodorizer for Toilets & Wardrobes.	Odonil	45/100 gm	150 Units.
7.	Air-fresheners / Aerosols (Eco-friendly)	Premium, Ambipure ODONIL	Large spray	50 Bottles.
8.	Deodorant cubes (For wash Basins)	Odonil/ Glemic		1000 Cubes.
9.	Polythene Bag (only government approved gauge and quality) small, Big, Extra Large	ISI Mark		Sufficient Quantity
10.	Cleaning chemical/shampoo for sofa & chairs	—	5 Ltr	5 Litres.
11.	Brooms (Small for inside and Large for outdoor use) (HARD & SOFT).	Standard good quantity		Sufficient Quantity
12.	Mops. (Medium and Large).	Standard good quantity		Sufficient Quantity
13.	Mops with rubber blades for glass cleaning.	Standard good quantity		Sufficient Quantity
14.	Brasso	—	90 ML	05
15.	Bucket Plastic 20 ltr.	Cello		Sufficient Quantity
16.	Carpet Brush	Standard good quality		Sufficient Quantity
17.	Cobweb Brush/ Jala Brush	Standard good quality		Sufficient Quantity

S.No.	Work	Name of the Brand	PACKING	Minimum Quantity every month (More to be provided if needed)
18.	Dust Control Set (Blue Acrelic)	24"		Sufficient Quantity
19.	Dust Control Refill (Acrylic Blue) 18"	24"		Sufficient Quantity
20.	Duster Floor Big Mops	24"28"		Sufficient Quantity
21.	Dustpan			Sufficient Quantity
22.	Dust bins	10Ltr/20Ltr/50Ltr/100 Ltr		Sufficient Quantity
23.	Feather Brush	Standard good quality		Sufficient Quantity
24.	Gloves Rubber Hand Gloves	Standard good quality		Sufficient Quantity
25.	Red Spray (Cockroach)	HIT	625ML	25 Bottles every month
26.	Black Spray (Mosquito)	HIT	625ML	25 Bottles every month
27.	Hard Brush Floor Scrubbing	Standard good quality		Sufficient Quantity
28.	Mansion Polish	Standard good quality		Sufficient Quantity
29.	Bar 400 gms. (For Pantry)	VIM		05
30.	Naphthalene balls	Standard good quality		Sufficient Quantity
31.	Pril Liquid Soap 200 ml	Pril		10
32.	Scotch Brite 2 in one with sponge	3M		Sufficient Quantity
33.	Scotch Brite big	3M		Sufficient Quantity
34.	Scrubbing Brush	3M		Sufficient Quantity
35.	Steel wool	3M		Sufficient Quantity
36.	Teepol 500 ml.	---		Sufficient Quantity
37.	Toilet Pump /Preesure Pump	3 M		Sufficient Quantity
38.	Toilet Roll & Face Tissues	Wintex		250 Each
39.	W.C. Brush (Round) (Toilet Brush)	Standard good quality		Sufficient Quantity
40.	Wiper small	Standard good quality		Sufficient Quantity
41.	Wiper big Wonder	Standard good quality		Sufficient Quantity
42.	R-1 Bathroom cleaner	5Ltr		5 Ltr
43.	R-2 Floor moping for Hard surface Floor	5Ltr		5 Ltr
44.	R-3 Glass Cleaner	5Ltr		5 Ltr
45.	R-6 Toilet cum seat cleaner	5Ltr		Sufficient Quantity 5 Litres.
46.	R-7	5Ltr		5 Ltr
47.	R-9 Hard water stain Cleaner	5Ltr		5 Ltr
48.	D-7 Steel Polish	5Ltr		5 Ltr
49.	Spiral HD Hard Surfaces cleaner	5Ltr		5 Ltr
50.	TR-101 Carpet Shampoo	---		5 Ltr
51.	TR-103 Carpet Detergent	---		5 Ltr
52.	Drain Declogger	KIWI/SUMA		Sufficient Quantity
53.	Bleaching Powder	Standard good quality	5 Litres.	10 Ltr
54.	Sanitizing Liquid (70% Alcohol Based)	Dettol/ Savlon		10 Ltr
55.	Sodium Hypochlorite Liquid	Good Quality		10 Ltr

SCHEDULE-B

MACHINERY (ALL NEW) (BOTH THE SITES)

- 1) LAWN MOWERS- MOTORISED/ Petrol operated - 02
- 2) LAWN MOWERS- MANUAL - 02
- 3) DRY VACUUM CLEANERS - 03
- 4) WET VACCUM CLEANERS - 03
- 5) MOTORISED FLOOR SCRUBBING MACHINES - 03
- 6) Wheel Trolley for shifting of garbage - 02
- 7) Handle Motor operated Sanitizing Spray Pump - 02
With rechargeable Battery

Note:) Wherever the “ Minimum Quantity every month” is indicated in SCHEDULE-A above, the quantity is to be brought and deposited to SAU Store on 1st of every month and documentary proof to be submitted along with the bill, failing which the charges for Machinery Material and Consumables shall not be paid for that month.

Signature of Tenderer

Seal of the Firm/ Company

FINANCIAL BID

(The Financial bid shall be submitted in separate second envelope in sealed cover superscripting "Financial Bid" for Sanitation/ Housekeeping Services)

HOUSEKEEPING /SANITATION SERVICES FOR THE SOUTH ASIAN UNIVERSITY,
AKBAR BHAWAN, NEW DELHI.

I/We (_____) on behalf of M/s _____
_____ hereby undertake to carry out entire housekeeping/ sanitation work as specified in the scope of this tender for:

For providing Housekeeping Services: Men/Ladies & Supervisors.

S. No.	Type of Workers	Basic wages per month as on 01-10-2020 <i>As fixed by Delhi Govt. from time to time during the currency of contract.</i>	EPF (@ 12%)	ESI (@ 3.25%)	EDLI (@ 1.00%)	*Administrative charges / Profit margin/ Other charge including charges for Uniform & shoes Per Month (in Rs.)	Machinery/ Materials/ Consumables cost etc. - per Month (in Rs.)	Amount per month (in Rs.) (3+4+5+6)
1	2	3	4	5	6	7	8	9
A.	House-keeping Boys/Ladies (Per Person)							
B.	House-keeping Supervisors (Per Person)							

The rates quoted above are inclusive of all applicable charges, (GST Extra as applicable) and in accordance with all the statutory liability/provision/rules/regulations like minimum wages act, contract labour (R&A) Act 1970, Delhi work contracts Act, etc. and provide for Provident Fund, ESI, EDLI, administration/ profit and machinery charges, Uniforms (2 sets of dresses and 2 pair of shoes per year to each work person. –As per para 33), ID cards, materials/consumables etc. The University shall not pay any other charges except stated above in columns.

1) **Wherever the “ Minimum Quantity every month” is indicated in SCHEDULE-A above, the quantity is to be brought and deposited to SAU Store on 1st of every month and documentary proof to be submitted along with the bill, failing which the charges for Machinery Material and Consumables shall not be paid.**

2) **The University reserves to right to reject all such bids where the Administrative charges/ Profit margin is quoted unusually low.**

Signature of the tenderer with seal of the firm

DECLARATION

1. I, _____ son/ daughter of Shri _____

Proprietor/ Partner/ Director/ Authorized Signatory of _____

am 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 hereby convey my acceptance of the same.

3. 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.

Date:

Place:

Signature of Owner/ Managing Partner/ Director of the Firm

Name:

Firm's Seal:

N.B.: The above declaration duly signed and sealed by the authorized signatory of the bidding Firm should be enclosed with Technical bid.

