



**SRI GURU NANAK DEV KHALSA COLLEGE**  
**(UNIVERSITY OF DELHI)**  
**NAAC Accredited B++**  
Dev Nagar, New Delhi-110005

Phone: **28729399** Fax: **011-28728909** E-mail: [principal@sgndkc.du.ac.in](mailto:principal@sgndkc.du.ac.in)

**Ref. No. SGND/ADMN/21/8510**

**Dated: 08.07.2021**

Sealed tenders are invited for awarding contract for out-sourcing the House Keeping services in College. The tender form/document can be obtained through college website [www.sgndkc.org](http://www.sgndkc.org).

**CONTENTS OF TENDER DOCUMENT**

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*Note:*

1. Tender document can be downloaded from the website [www.sgndkc.org](http://www.sgndkc.org).
2. *Bid submission start date:* **08 July 2021** from 10:00 am onwards
3. *Bid submission end date:* **21 July 2021** upto 03:00 pm.
4. *Earnest Money Deposit:* Rs. 25,000/- (Twenty Five Thousand only) in form of DD favouring "Principal, Sri Guru Nanak Dev Khalsa College".



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**Tender Inviting Notice for Housekeeping Services with material**

Sealed tenders in two bid system (Technical Bid and Financial Bid) are invited by the Principal, Sri Guru Nanak Dev Khalsa College, for providing **Housekeeping services** for one year, from reputed housekeeping contractors who have executed three similar works costing not less than 10 Lakhs per annum or two similar works costing not less than 15 Lakhs per annum or one similar work costing not less than 20 Lakh in the last three years (2017-2020).

Bidders shall furnish proof of satisfactory completion of such work issued by the client along with their full company profile including details of PAN and GST. Technical bid shall be opened first and after evaluation and finalization of technical bid, the list of eligible contractors shall be prepared and financial bid of the short-listed contractors shall be opened.

<b>Cost of tender form (non-refundable)</b>	Rs 1000/- (Rupees One thousand only) vide DD in favour of “ <b>Principal, Sri Guru Nanak Dev Khalsa College</b> ”
<b>Earnest Money Deposit (EMD)</b>	Rs. 25,000/- (Rupees Twenty Five Thousand) vide DD in favour of “ <b>Principal, Sri Guru Nanak Dev Khalsa College</b> ”.
<b>Bid document download start date</b>	<b>08/07/2021</b> (The document can also be procured from the college AO office)
<b>Bid submission start date and time</b>	<b>08/07/2021</b> from 10:00 am onwards
<b>Last Date and time for submission of Tender</b>	<b>21/07/2021</b> upto 03:00 pm
<b>Date and time of Technical Bid opening and assessment</b>	<b>23/07/2021</b> at 01:00 pm
<b>Date of Opening of Financial Bid</b>	Will be notified to bidders qualifying the technical bid.

Tender Document can be downloaded from the college website <http://www.sgndkc.org> and Delhi University Website [www.du.ac.in](http://www.du.ac.in). Downloaded tender shall accompany a DD of Rs. 1000/- drawn in favour of Principal, Sri Guru Nanak Dev Khalsa College, as cost of tender (non-refundable). Downloaded tender documents shall be properly bound (preferably spiral bound) before submission. Loose, incomplete bid documents will be rejected.

Principal  
Sri Guru Nanak Dev Khalsa College  
University of Delhi

## General Terms and Conditions

1. SRI GURU NANAK DEV KHALSA COLLEGE, University of Delhi, Dev Nagar, New Delhi-110005 invites **'Sealed Bids'** for housekeeping services (job specifications and scope of work are given below) from reputed agencies fulfilling the criteria laid down in Technical bid format given in **Annexure – II**. The format for Financial Bid is given in **Annexure – III**. The contract period will initially be for a period of one year, extendable on satisfactory performance and mutual consent as per same terms and conditions for a maximum to two more years, on monthly/ quarterly/ half yearly/ yearly basis.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as **'Technical Bid'** giving details in the format as per Annexure – II, and second sealed envelope superscribed as **'Financial Bid'** in the format at Annexure – III. The two sealed envelopes as above shall be placed in another sealed envelope superscribed as **'BID FOR HOUSEKEEPING SERVICES'**. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:

**The Principal**  
**SRI GURU NANAK DEV KHALSA COLLEGE**  
**(University of Delhi)**  
**Dev Nagar, Karol Bagh**  
**New Delhi-110005**

3. **The sealed bids should be submitted at Sri Guru Nanak Dev Khalsa College by 21/07/2021 upto 03:00 pm.** Any bid received after the prescribed deadline shall not be considered, irrespective of rates. **The technical bids will be opened on 23/07/2020 at 01:00 pm** in the presence of the representatives of the bidders. Financial bids of those firms which meet the prescribed prequalification criteria, will either be opened on the same day or will be notified separately. Any change in dates will be duly intimated.
4. **Earnest Money (EMD) of Rs. 25000/-** (Rupees Twenty Five Thousand only) should accompany the technical bid document. The EMD shall be paid in the form of Demand Draft/ Banker Cheque from nationalized bank/Scheduled commercial bank in favour of **'The Principal, Sri Guru Nanak Dev Khalsa College'** payable at Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be duly rejected by the college.
5. **The EMD shall be forfeited:**
  - a) if the bidder withdraws his bid during the period of bid validity.
  - b) in the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
6. The EMD of successful bidder shall be retained as a security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
7. The bid shall remain valid for a period of 3 months from the last date of submission of bids.
8. **The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.** Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

## 9. Rates and prices

- a) Bidders should quote the rates in the format given at Annexure – III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder (authorized signatory) along with mentioning the date. No erasing or over-writings are permissible.
- b) All statutory duties and taxes, as applicable, may be clearly specified. Any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD.
- c) The college will not pay for any additional freight charges or any other charges that is not mentioned explicitly in the bid submitted.
- d) The Firm/Agency shall ensure that the wages to be paid by the Firm/Agency should be in accordance with the MINIMUM WAGES ACT in force as per Govt. of NCT Delhi, and other mandatory rules as in force. The Service Provider shall be responsible for complying with obligations under Goods and Services Tax, Income Tax, ESI, EPF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc.
- e) Service Tax, if applicable, will be paid extra by the College to the concerned Agency/Service Provider on production of receipt by the Agency/Service Provider.
- f) Service Charges, that includes charges for Uniform/bonus etc. per housekeeping staff, should be mentioned separately in the Financial bid, and this should **not be less than 2 percent** of the total monthly wages.

## 10. Terms of payment

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Administration Wing that the services provided during the month are satisfactory. All payments will be through electronic medium.

## 11. Liquidated damages

SRI GURU NANAK DEV KHALSA COLLEGE reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder. Any excess expenditure incurred on such account will be recovered by the college from Security Deposit or pending bill or by raising a separate claim.

## 12. Deductions for exceptions

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by the college in writing in a manner as given below:

- a) Not properly carrying out the jobs as defined for 'daily' – 2% (each exception) on 'monthly'.
- b) Not properly carrying out the job as defined for 'weekly' – 3% (each exception) on 'monthly'.

However, if the exceptions become general practice, action will be initiated as per clause 11 above.

## 13. Performance guarantee

- 13.1. The successful bidder shall furnish a performance guarantee for an amount equal to ten percent (10%) of the annual awarded value, within 10 calendar days from the date of acceptance of the bid, for due and proper fulfilment of contract.

- 13.2. The performance guarantee should remain valid for a period of Ninety (90) days beyond the date of cessation of the contract for the initial one year and completion of all contractual obligations of the bidder including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful bidder.
- 13.3. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
- 13.4. The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (*as per format given in Annexure -IV*).

#### **14. Conciliation/ Arbitration**

- 14.1. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by the Chairman, Governing Body, SRI GURU NANAK DEV KHALSA COLLEGE.
- 14.2. In the event that no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the empanelled sole arbitrator of SRI GURU NANAK DEV KHALSA COLLEGE to be appointed by the Chairman, Governing Body, SRI GURU NANAK DEV KHALSA COLLEGE.
- 14.3. Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.
- 14.4. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 14.5. The jurisdiction of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 14.6. The arbitrator will give the speaking and the reasoned award. The parties will not be entitled to any pendente lite interest during arbitration proceedings.

#### **15. Force majeure**

- 15.1. In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- 15.2. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely SRI GURU NANAK DEV KHALSA COLLEGE and the Contractor.

- 15.3. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, SRI GURU NANAK DEV KHALSA COLLEGE shall have the option of cancelling this contract in whole or part at its discretion without any liability at its part.
- 15.4. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

**16. Applicable law and jurisdiction**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

17. SRI GURU NANAK DEV KHALSA COLLEGE reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of SRI GURU NANAK DEV KHALSA COLLEGE's action.
18. SRI GURU NANAK DEV KHALSA COLLEGE reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
19. Afterwards receiving LoA, the Contractor is required to enter into a contract with SRI GURU NANAK DEV KHALSA COLLEGE on the terms & conditions as detailed in the tender document.
20. The Bidder shall provide an undertaking as part of the technical bid, stating that the tenderer or his firm/ company has not been blacklisted previously (Annexure V). If found blacklisted later, the bid would be rejected.
21. Any clarification on the documents may be obtained from:

**Mrs. Meera Dhiri**  
*Administrative Officer*  
SRI GURU NANAK DEV KHALSA  
COLLEGE  
University of Delhi,  
Dev Nagar, New Delhi-110005  
Telephone: 011-28729399

**Prof. Gurmohinder Singh**  
*Oftg. Principal*  
SRI GURU NANAK DEV KHALSA  
COLLEGE  
University of Delhi,  
Dev Nagar, New Delhi-110005,  
Telephone: 011-28729399

## **JOB SPECIFICATIONS AND SCOPE OF WORK**

### **1. Area coverage for housekeeping services**

Academic Blocks, Library, Administrative block, toilets, Paths & Passages, of SRI GURU NANAK DEV KHALSA COLLEGE, Ground Floor to 3<sup>rd</sup> Floor.

### **2. Broad details of scope of work**

- i. Cleaning, sweeping, mopping and wiping of floors, staircase, Parking areas on daily basis from Monday to Friday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 8.30 AM.
- ii. Continuous mopping to be done at reception area, main lobby, Principal Office and other floors during office hours (9.30 AM to 6.00 PM)
- iii. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
- iv. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- v. Lifting, carrying and disposing the dead bird's animals, rats, insect's etc. if found in and around the office building.
- vi. Clearing of any choking's in the drainages, manholes etc.
- vii. Removal of beehives and cobwebs/honey webs from the office building and its premises.
- viii. Cleaning and sweeping of open area including balconies and roof tops with brooms.
- ix. Maintenance of lawns & surroundings, removal of garbage from the gardens, office building and its premises.
- x. The bidder shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects, rats etc. at library and carpeted rooms. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
- xi. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the SRI GURU NANAK DEV KHALSA COLLEGE administrative officer-in-charge at regular intervals and finally at the end of each month.
- xii. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by SRI GURU NANAK DEV KHALSA COLLEGE.

### **3. Manpower and Equipment requirement.**

<b>Item particulars</b>	<b>Requirement (in Number)</b>
a. Workforce required (Nos.)	
i. Housekeeper	<b>09</b>

ii. Supervisor: Hosuekeeping	<b>01</b>
b. Equipments required	
i. Industrial, Mechanical scrubbing machine	<b>atleast 01</b>
ii. Vacuum cleaner	<b>atleast 01</b>
iii. Floor Scrubbers (electrically operated)	<b>atleast 01</b>

*List of consumables required is given in Annexure 2*

**4. Jobs to be carried out daily**

- i. Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii. Cleaning of Parking area, corridors, staircases and common area with phenyl in the morning and with plain water continuously.
- iii. Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- iv. Cleaning of office working areas twice a day, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenyl.
- v. Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vi. Cleaning of carpets by soft brush.
- vii. Cleaning glass panes on doors, windows & partitions with soap/cleaning agent.
- viii. Cleaning of blockage in sewer and pumping lines within premises as and when required.
- ix. Cleaning gulley trap and manholes within premises and surrounding (as and when required).
- x. Cleaning of duct and shaft spaces, garbage collection and disposal in dustbin kept outside the building.
- xi. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xii. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xiii. Cleaning of carpets in rooms by vacuum cleaners.
- xiv. Cleaning of lift walls with silver/brass liquid cleaner.
- xv. Room fresheners in all office area to be used daily in the morning and afternoon (post lunch). Room freshener should be of ISI Mark or of standard make.
- xvi. Spraying of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scanted purifiers shall be sprayed at



least twice daily in all rooms, cabins, bathrooms, reception, conference halls, lifts lobby etc.

**5. Jobs to be carried out weekly**

- i. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- ii. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leather upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- iii. Cleaning of brass letters by brasso (polish).

**6. Jobs to be carried out fortnightly basis**

- i. Polishing of brass items with approved brass cleaning material.
- ii. Dusting of false ceiling etc. with soft broom and cloth.
- iii. Cleaning of sofa sets with soap water/ vacuum cleaners.
- iv. Washing and cleaning of driveways, parking areas and roads within the College premises.
- v. Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

**7. Jobs to be carried out on monthly basis**

- i. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
- ii. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

**8. Providing workforce**

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

Tentative requirement of workforce to be deployed is given here under:

**a) House Keepers – 09**

**b) Supervisor – 01**

The college reserves the right to decide the number of housekeeping staff depending on its requirement at any given point of time. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to SRI GURU NANAK DEV KHALSA COLLEGE.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

**9. Supply of material and consumables**

All materials/consumables and other related item is to be provided by the Agency. **All material should be of good quality (having ISI mark) and of a known brand.** The firm shall assess the quantity of consumables to be used and supply them in advance and store them at SRI GURU NANAK DEV KHALSA COLLEGE on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by the College. **The list of consumables required is given in Annexure 2.**

#### ***10. Waste disposal and management***

The bidder will ensure collection, mechanized screening/ segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-biodegradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Municipal Corporation of Delhi.

**House-keeping Consumables List**  
(Average Monthly Requirement)

<b>Item</b>	<b>Quantity*</b>
R-2	5 Ltr.
T-POL	5 Ltr.
Harpic Blue	12 Ltr.
Dettol Liquid Soap	12 Ltr.
Lizol	6 Ltr.
Glass Cleaner Colin	12 Ltr.
Phenyl	60 Ltr.
Soft Broom	18 nos.
Scotch Brite	12 nos.
Floor Wiper	As and when required
Room Spray	12 nos.
Hit (Red)	12 nos.
Hit (Black)	12 nos.
Napthalene balls Trisul (400gm)	5 packets
PDCB Pink	12 nos.
Odonil Airwick	18 nos.
Hand duster	24 nos.
Floor Duster	24 nos.
Acid	10 Ltr.
Garbage bag (Big)	3 Kg
Garbage Bag (Small)	3 Kg
Toilet Roll	60 nos.
Vim Bar	6 nos.
Fena Wahsing Powder	5 Kg.
R-1 Toski Chemical	5 Ltr.
Hard Broom with long handle	6 nos.
Any other item (if required)	Mention in separate sheet

1. Quantity mentioned above is subject to 10% variation.
2. The cost of any other item, apart from those mentioned above, to be borne by the vendor.
3. The vendor must ensure that original products of requisite brand only should be used in the college for housekeeping duties.
4. **This duly signed annexure should be part of Item/quantity to be provided along with Financial bid.** Any other items as required by the bidder can be included in an additional sheet that should be duly signed and attached.

**Signature of Authorised signatory**

## HOUSEKEEPING SERVICES

### Technical BID Document Format

<b>1.</b>	<b>DETAILS of COMPANY/ FIRM/ ORGANISATION</b>	
<b>a.</b>	<b>Name</b>	
<b>b.</b>	<b>Registered Address</b>	
<b>c.</b>	<b>Address of Office at Delhi/NCR</b>	
<b>d.</b>	<b>Contact person/s</b>	
<b>i.</b>	Name	
<b>ii.</b>	Designation	
<b>iii.</b>	Contact number (landline)	
<b>iv.</b>	Contact number (mobile)	
<b>v.</b>	Email ID	
<b>2.</b>	<b>Type of Firm</b> <i>(Please tick and enclose copy of Memorandum/Articles of Association/Certificate of Incorporation)</i>	<b>Private Ltd / Public Ltd. /Cooperative / NGO / PSU</b>
<b>3.</b>	<b>PAN Number</b> <i>(Please enclose attested photocopy)</i>	
<b>4.</b>	<b>GSTIN Number</b> <i>(Please enclose attested photocopy)</i>	
<b>5.</b>	<b>Any other registration (mention registration with any appropriate authority)</b> <i>(Please enclose attested photocopy)</i>	
<b>6.</b>	<b>EPF Registration Number</b> <i>(Please enclose attested photocopy)</i>	
<b>7.</b>	<b>ESI Registration Number</b> <i>(Please enclose attested photocopy)</i>	
<b>8.</b>	<b>Annual Turnover for the last 3 years</b> <i>-Should not be less than Rs 20 lakh</i>	<b>Mention enclosures</b> <i>(Enclose copies of attested audited balance sheet and P&amp;L A/c)</i>
<b>a.</b>	2017-18	
<b>b.</b>	2018-19	
<b>c.</b>	2019-20	
<b>9.</b>	<b>Experience of similar work in the field during the last three years</b> <i>Should have provided housekeeping services in reputed organizations including at least one PSU/ Govt. Deptt. with work order not less than (i) Rs 20 lakh in one order: or (ii) Rs.15 lakh each in two orders; or (iii)Rs. 10 each in three orders)</i>	<b>Mention enclosures</b> <i>(Enclose copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order)</i>

<b>10.</b>	<b>Infrastructure Details</b>	
<b>a.</b>	<b>Workforce (Nos.)</b> <i>-not less than 30 of various category.</i> <i>-Please enclose the list giving employee-wise name, PF No. and ESI No.</i>	
<b>11.</b>	<b>Earnest Money Deposit (EMD) Details</b>	
<b>a.</b>	D.D. No.	
<b>b.</b>	Date	
<b>c.</b>	Amount	
<b>d.</b>	Drawn on bank	

*Signature of authorized signatory*

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

*Official Seal*

**Documents to be submitted in technical bid**

1. Company Registration Certificate
2. Complete company profile
3. Copy of labour registration certificate of Delhi
4. Valid GSTIN copy
5. PAN card copy
6. Copy of EPF registration
7. Copy of ESI registration
8. EMD DD of **Rs. 25,000/-**
9. Tender document DD of **Rs. 1000/-** (non-refundable)
10. 3-year Turnover certificate
11. 3-year ITR of the company and copies of attested audited balance sheet and P&L A/c
12. Experience proof documents (completion certificates /govt. work orders etc.)
13. Undertaking regarding blacklisting/ non debarment (Annexure V)

**HOUSEKEEPING SERVICES**  
**FINANCIAL BID Document**  
*(To be put in separate sealed envelope)*

**PART A**

S. No	Details of monthly wages for Supervisor	Amount (monthly) <i>(in INR)</i>
1.	Minimum monthly wage as per notification from the office of the Labour Commission of Government of NCT of Delhi s Supervisor <i>(Labour Commission notification is to be enclosed)</i>	
2.	EPF Charges, if applicable as per rule <i>(Please specify)</i>	
3.	ESI charges, if applicable as per rule <i>(Please specify)</i>	
4.	Total monthly wage of supervisor (1+2+3)	
5.	Services charges inclusive of Uniforms/ Bonus etc. for supervisor.	
6.	Total amount per supervisor (4+5)	
<b>Total amount (in words)</b>		

*\*Service Charges, that includes charges for Uniform/bonus etc., should **not be less than 2 percent** of the total monthly wages.*

**HOUSEKEEPING SERVICES  
FINANCIAL BID Document**  
(To be put in separate sealed envelope)

**PART B**

S. No	Details of monthly wages for Housekeeper	Amount (monthly) (in INR)
1.	Minimum monthly wage as per notification from the office of the Labour Commission of Government of NCT of Delhi per Housekeeper ( <i>Labour Commission notification is to be enclosed</i> )	
2.	EPF Charges, if applicable as per rule ( <i>Please specify</i> )	
3.	ESI charges, if applicable as per rule ( <i>Please specify</i> )	
4.	<b>Total monthly wage per Housekeeper (1+2+3)</b>	
5.	<b>Services charges</b> inclusive of Uniforms/ Bonus etc. per Housekeeper.	
6.	<b>Total amount per Housekeeper (4+5)</b>	
7.	<b>Total amount for 9 Housekeepers</b>	
<b>Total Amount (in words)</b>		

*\*Service Charges, that includes charges for Uniform/bonus etc., should not be less than 2 percent of the total monthly wages.*

**HOUSEKEEPING SERVICES**  
**FINANCIAL BID Document**  
*(To be put in separate sealed envelope)*

**PART C**

S. No.	Details of Scope of work	Amount per month (in INR)
1.	Carrying out the housekeeping work as per the scope of work/requirement shown in Job specifications by deploying appropriate man power & equipment.	
a.	Total amount for Supervisor (1 No.) (as per Part A)	
b.	Total amount for Housekeepers (9 Nos.) (as per Part B)	
	Total (a +b)	
	GST <i>(as applicable- please specify)</i>	
	<b>Total amount for Personnel (A)</b>	
2.	Consumables <i>(Refer to annexure I)</i>	
	GST on Consumables <i>(as applicable- please specify)</i>	
	<b>Total amount for Consumables (B)</b>	
3.	Equipment use charges <i>(Refer to Job specifications)</i>	
	GST on equipment use charges <i>(please specify)</i>	
	<b>Total amount for Equipment uses (C)</b>	
<b>GRAND TOTAL (A+B+C) (in figures)</b>		
<b>Grand Total (in words)</b>		

*Signature of authorized signatory*

Name \_\_\_\_\_

Designation \_\_\_\_\_

*Official Seal*

**NOTE:**

1. Contractor shall give the list of consumables with quantity required per month (mention GST separately) and quote total cost in S.No 2 of Part C above.
2. TDS for WCT @ 4% for GST registered firms and @ 6% for non-registered firms shall be deducted (as applicable) from dues on cost of consumables to be paid on actual only brought at site.
3. TDS for Income Tax @ 2% of the cost of the work done (Gross Value) shall be deducted from dues of contractor (or as applicable).
4. Water and Electricity shall be made available by the college without any deduction.
5. The contractor shall submit proof of deposit of GST with every bill in which GST is claimed for reimbursement.



**Proforma towards Performance Security**

Ref. No. \_\_\_\_\_

Bank Guarantee No \_\_\_\_\_

Dated \_\_\_\_\_

To  
**The Principal**  
**Sri Guru Nanak Dev Khalsa College**  
**(University of Delhi)**  
**Dev Nagar, Karol Bagh**  
**Delhi 110005**

Dear Sir,

1. In consideration of **Sri Guru NANAK DEV Khalsa College**, \_\_\_\_\_ (hereinafter called the "Owner", which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and SRI GURU NANAK DEV KHALSA COLLEGE having agreed that the Contractor shall furnish to SRI GURU NANAK DEV KHALSA COLLEGE a performance guarantee for INR \_\_\_\_\_ for the faithful performance of the entire contract.
2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all money to the extent of INR \_\_\_\_\_ /- ( \_\_\_\_\_ in words) without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by SRI GURU NANAK DEV KHALSA COLLEGE on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by SRI GURU NANAK DEV KHALSA COLLEGE in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that SRI GURU NANAK DEV KHALSA COLLEGE at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that SRI GURU NANAK DEV KHALSA COLLEGE may have in relation to the Contractor's liabilities.

4. The Bank further agrees that SRI GURU NANAK DEV KHALSA COLLEGE shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in SRI GURU NANAK DEV KHALSA COLLEGE against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of SRI GURU NANAK DEV KHALSA COLLEGE or any indulgence by SRI GURU NANAK DEV KHALSA COLLEGE to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of SRI GURU NANAK DEV KHALSA COLLEGE under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till SRI GURU NANAK DEV KHALSA COLLEGE discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of SRI GURU NANAK DEV KHALSA COLLEGE or that of the Contractor.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to INR . \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) and our guarantee shall remain in force until \_\_\_\_\_. In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of SRI GURU NANAK DEV KHALSA COLLEGE under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of SRI GURU NANAK DEV KHALSA COLLEGE under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2021 at \_\_\_\_\_.

<p><b>WITNESS NO. 1</b></p> <p><i>(Signature)</i></p> <p>Full name: Official Address:</p>	<p><b>WITNESS NO. 2</b></p> <p><i>(Signature)</i></p> <p>Full name: Official Address:</p>
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**UNDERTAKING**  
*(To be submitted with Technical Bid)*

It is submitted that I/ my firm/ company has/ have never been blacklisted 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 tenderer: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Name of Firm/ Agency: \_\_\_\_\_

Seal of the Firm/ Agency

Place: \_\_\_\_\_

Date: \_\_\_\_\_