

**INTER-UNIVERSITY ACCELERATOR CENTRE**  
**(An Autonomous Centre of UGC)**  
**Aruna Asaf Ali Marg, New Delhi-110 067**

**NOTICE INVITING E-TENDER**

***TENDER NO: IUAC/NIT/33/2019-20***

***Dated: 06/08/2019***

Inter-University Accelerator Centre (IUAC), invites online bids through E-Procurement Portal under two bid system, viz. Technical and Financial bids, from eligible and experienced parties for the work / supply of “ **House Keeping-cum-Material Shifting Services** ” at IUAC office, New Delhi- 110 067.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and [www.iuac.res.in](http://www.iuac.res.in)

Aspiring Bidders who have not enrolled / registered in e-procurement portal should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderer's/Contractor's are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof.

Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable. The Earnest Money Deposit shall be in the form of demand draft issued in favour of “Inter-University Accelerator Centre, New Delhi” and it should be deposited in IUAC before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website [www.iuac.res.in](http://www.iuac.res.in) and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

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**NOTICE INVITING E-TENDER NO. IUAC/NIT/33/2019-20**

<b>Name of the work</b>	<b>: House Keeping cum Material Shifting Services at IUAC Campus</b>
<b>Estimated Amount</b>	<b>: Rs.71,00,000</b>
<b>Earnest Money</b>	<b>: Rs 1,42,000/- in the form of D.D.</b>
<b>Tender cost</b>	<b>: Rs. 590/- in the form of D.D.</b>
<b>Last Date for Submission of Tender</b>	<b>: 29/08/2019 at 3.00 p.m.</b>
<b>Date &amp; Time for opening of Tender (Technical bid - Part-A)</b>	<b>: 30/08/2019 at 3.30 p.m.</b>
<b>Date &amp; Time for Opening of Tender (Part-B).</b>	<b>: shall be intimated later on to technically qualified bidders.</b>
<b>Address for submission of tender</b>	<b>:Administrative Officer(S&amp;P), Inter-University Accelerator Centre Aruna Asaf Ali Marg Post Box: 10 502 New Delhi-110067.</b>
<b>Place of Opening of the Tender</b>	<b>: Inter-University Accelerator Centre Committee Room (222)</b>

## **GENERAL CONDITIONS OF TENDER:**

1. **Submission of Tender:** Tenders should be uploaded in in two Parts separately, i.e. "**Technical bid**" (Part-A) and "**Price bid**" (Part-B).
2. **Technical Bid Part(A):** i) In this bid, the bidder should submit his company profile, organizational setup, credentials, list of plant, machinery & tools in his possession, copies of work orders successfully executed during last five years, copy of income tax clearance certificate and earnest money deposit. No deviations in respect of NIT conditions are acceptable, The bidders are required to attach entire NIT (except for the price bid part) duly signed & stamped as a token acceptance to NIT conditions with this bid. Tenders with unsigned documents will be rejected.

### **The following specific conditions are essential for pre-qualification:**

- (1) Copies of work orders for similar work of House Keeping Services contract successfully executed during the last five years in the premises of reputed public limited companies, public sector and other govt. institutions in the following manner:  
The bidder should have executed at least one work of value not less than Rs. 56.80 lakhs per annum OR  
Two similar works, each of value not less than Rs.35.50 lakhs per annum OR  
Three similar works, each of value not less than Rs.28.40 lakhs per annum.
  - (2) Satisfactory work completion certificate from at least three clients with contact details. The work order and completion certificate should be for the House Keeping Services.
  - (3) Copies of EPF,ESI & GST registration and copy of latest EPF statement of existing workers.
  - (4) Labour licence details.
  - (5) Earnest Money Deposit.
  - (6) Entire NIT (except price bid) duly signed & stamped by the bidder.
  - (7) An undertaking as per annexure -II (for not been blacklisted by any authority/organization).
  - (8) Solvency Certificate for Rs.70 lacs to be submitted (as per annexure-III)
  - (9) Agencies who have provided house keeping services to IUAC at any time during last two years are not eligible to apply.
3. **Bid opening and evaluation:** i) The technical bid (Part-A) will be opened in the presence of bidders or of their representatives at the appointed place and specified time.  
ii) The technical bids will be evaluated as per the eligibility criteria mentioned in clause 2 above.  
iii) Financial bids (Part-B) of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders at the specified place & time.
4. **Price Bid (Part B) (I):** In this bid, the bidder is required to quote their prices in the

STANDARD .XLS FORMAT provided. The Bidder is required to quote the amount at Sl.Nos. 5, 6 & 7 of Annexure-VI, excluding GST. The rates for Sl. No.1 In Price Bid (Man power monthly charges) are taken into consideration of prevailing minimum wages applicable as on 01-11-2018. However, in case of any revision of minimum wages from the labour department of NCT Delhi Govt. during the contract period, the difference will be reimbursed by IUAC. Agency charges should be quoted in lump sum. To avoid any kind of malpractice in the payment of salary/wages/agency charges for the job quoted herein must be in conformity with the govt/statutory laws/by laws/regulation keeping in view the housekeeping services to be provided including charges for the uniform i.e. 2 pairs of summer, 1 pair of winter woolen uniforms including 1 pair of shoes, 2 pair of socks, 2% TDS to be deducted including any other statutory deduction if required. Keeping the above factors in mind, the estimated approx. Agency charges should not be less than 3%of the monthly bill on item No.1 & 2.

**Price Bid (Part B) (II):** In this bid, the bidder is required to quote the Unit rates and amount of consumables, including GST, as per Annexure IV.

5. **Earnest Money:** An earnest money of Rs.1,42,000/-- (Rupees One lakh forty two thousand only) has to be enclosed along with the Technical bid (Part-A). The EMD shall be only in the form of Bank Draft payable to The Inter-University Accelerator Centre, payable at New Delhi. No Cheque/Cash shall be accepted as EMD. EMD of technically disqualified bidders will be returned within 30 days from the date of evaluation of the technical bids. The refund of EMD to the lowest 4<sup>th</sup> bidders onwards shall be made within 30 days from the date of opening of price bid. The refund of EMD of the first three lowest bidders shall be made after award of work and site mobilization by the successful bidder.
6. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 120 days from the date of opening of price bid.
7. **Escalation:** Contractor will be given actual reimbursement of the increased wages paid to his workers as per Govt of Delhi notification from time to time. Other than the above, no escalation shall be paid during the execution of contract period.
8. **Scope of Work :** Detailed scope of work , terms and conditions, specifications etc. are enclosed with this NIT as per Annexure -I.
9. **Deviations:** No deviation from the stipulated terms and conditions will be allowed. Tenders should be unconditional. Conditional tenders are rejected out rightly
10. **Correspondence :** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067.
11. **Terms of Payment :** The payment shall be made on submission of the bills (format to be approved by IUAC by the contractor after due certification by the IUAC person responsible for supervision of the work in following manner:-
  1. The contractor should disburse salary through online transfer on or before 7<sup>th</sup> of every month and raise bill along with documentary proof of payment made to workers. Payment will be released by IUAC within 10 working days after making mandatory deductions.
  2. The bill should be duly supported by the attendance of House Keeping staff, EPF/ESI

Deposit Statement with individual EPF(UAN)/ESI numbers and bill towards cleaning material procured during the month.

3. In the absence of above supportive documents the bill will not be processed for payment.
  4. Amount towards mandatory requirements such as EPF ,ESI & GST shall be paid only on submission of the relevant self attested authenticated documents. It is mandatory for the contractor to submit the employees wage bill along with EPF & ESI receipts, ECR statement, paid wages (online fund transfer) sheet duly signed by employees.
12. **Period of Contract:** Initially for one year. However, the contract can be extended on the existing terms & conditions from year to year for another two years purely on the basis of performance.
13. **Security Deposit/Performance bank guarantee:** On award of work, the contractor shall furnish a performance bank guarantee valid for fifteen months from the date of contract equivalent to one months contract value. There is no exemption in submission of Security Deposit/ Performance Guarantee to MSME registered bidders. In the case of extension of contract after the first year, fresh bank guarantee for the new contract has to be submitted for the contract value. Besides the above, the EMD of the successful lowest bidder (L1) shall also be held back with IUAC and will be released only after completion of the works and site clearance.
14. **Labour Laws:** The contractor will abide by all the rules and regulations related to labour laws, accident, workmen compensation act, workmen insurance, ESI, EPF, etc. This will be the sole responsibility of the contractor. IUAC will not be a party at any stage in any of the disputes relating to the above. In case, any liability arises due to non-conformance by the contractor, under no circumstances IUAC will be liable for the same.

**Minimum Wages:** The monthly wages to be paid to the personnel shall never be less than the minimum wages decided by the labour department of Govt. of Delhi from time to time in addition to benefits like EPF/ESI calculated on monthly wages (with ceiling of Rs.15000/- as per item No.3 annexure VI) not on any part of wage). In case of revision in wage by labour department of Govt of Delhi from time to time, the difference shall be paid on submission of paid wage sheet.

**Monthly Wages:** The contractor will disburse monthly wages in the saving account of his workers on or before 7<sup>th</sup> of each month by online fund transfer . However, IUAC reserves the right to make payment of wages to contractors persons directly in the event of receipt of any complaint from his person(s) regarding delayed payment or non-payment of wages and recover the amount so paid along with 10% overheads from the contractor's bill. Delay in making monthly wages to his staff working at IUAC will be considered as disqualification on contractor's part and this will lead to termination of the contract. In such a case, IUAC's decision will be final.

**EPF/ESI:** EPF and ESI numbers of manpower deployed at site by the contractor should be furnished to IUAC along with the documentary evidence. EPF statement of all the manpower deployed by the contractor should be submitted to IUAC periodically or as and when asked for. Original ESI cards of employees should be shown to IUAC for verification and photocopies of

the same to be submitted. On expiry of contract, contractor has to submit the clearance certificate from all the manpower deployed by him indicating no dues towards wages, EPF settlement etc. Contractor has to sign the EPF settlement papers for the people who leave the organization while working at IUAC and also after completion of the contract in our presence in case of a complaint or a dispute between contractor and his workmen.

15. **Rules governing the Contractor's employees working in the IUAC Premises:** The contractor's employees working inside the IUAC campus will abide by the conditions mentioned in the terms and conditions of Scope of services. Any damage to the IUAC property due to mishandling, carelessness on the contractor's or his workman's part will be recoverable from the contractor's bills.
16. **IUAC reserves the right** to reject any or all the tenders in full or in part without assigning any reasons whatsoever, and the decision of IUAC in this regard will be binding on all the bidders. Tenders not complying with any of the provisions stated in this tender document are liable to be rejected. **Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.**
17. Contractor should depute a qualified supervisor dedicated for this site, who will co-ordinate work execution activities and interact with the IUAC representative responsible for supervision of work.
18. All the persons will get police verification done by the contractor before deployment at IUAC site. They should also submit of their bio-data in desired format along with the permanent residence/local residence address proof. Any negligence/offense on their part will attract immediate removal from site.
19. **Consumables:** Supply of all consumable items (as per Annexure-IV) required for day to day house keeping work shall be arranged by contractor. No extra charges will be paid for the same. They are deemed to be included in contractor's scope and to be quoted separately in item no.5 of Price-bid. Since the contract is initially for one year it may be extended further two more years satisfactory performance of services, please keep in mind to quote the average rate for consumables for all three years.
20. **Uniform & Shoes:**The contract will have to provide two set of summer & one set of winter uniform, one pair of safety shoes of Liberty make Art No.7198-01(N)/Bata/Action make to each of the employed at site including two pair socks , one pair of gloves etc.. The above should be got approved by IUAC before procurement of the same. No extra charges will be paid for the same. They are deemed to be included in contractor's scope and to be quoted separately in item No.6 of the price bid.
21. All the employees will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.
22. During execution of work, the contractor should follow all standard norms of safety measures/precautions to avoid accidents/damages to man, machines and buildings. On non-adherence of this clause, suitable fines, as decided by the Director, IUAC shall be imposed.
23. All the manpower deployed at site by the contractor should be given one weekly off in every 7 days or as many Sundays in any given month.

24. In the addition to the above, 3 National Holidays (26<sup>th</sup> Jan, 15<sup>th</sup> Aug & 2nd Oct.) and any special mandatory holidays as declared by Govt. of India from time to time should also be given to the manpower.
25. Manpower deployed by the contractor at our site for carrying out contracted works is strictly prohibited being associated with any other works on the campus.
26. If any contractor's person is found to be misbehaving or to be negligent in the duties assigned to him, IUAC reserves the right to seek his removal from IUAC, with suitable replacement within 24 hours.
27. In case of any injury to the contractor's person at IUAC campus, due to any reason, the contractor shall be responsible for taking the person to the hospital/nursing home/dispensary for treatment at his own cost. If in the case of emergency IUAC vehicle is used, IUAC incurs any expenditure on the treatment of the person, the contractor will be suitably charged for the same.
28. No material belonging to the contractor whether consumable or non-consumable should be brought inside the IUAC campus without proper entry at the Main gate nor any material should be taken out without proper gate pass issued by IUAC.
29. **Supply of material and consumables:** All materials/consumables other related item is to be provided by the Agency has to be of ISI marked or in conformity with the specifications/makes keeping in view good quality/standard after discussion and finalization with Officer-in-Charge. First month complete items as per annexure IV shall be supplied. 2<sup>Nd</sup> month onwards consumable material shall be supplied as per the requirement of IUAC and bill will raised accordingly..
30. **Waste disposal 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 bio-degradable garbage. Finally the bidder will arrange for disposal of garbage at such place as may be permissible by Municipal Corporation of Delhi.
31. Tender once submitted will remain with IUAC and never be returned to the bidders.
32. **Termination of Contract:-** The Director, IUAC reserve the right to terminate the contract on account of failure to mobilize man-power at site within 10 days, poor workman-ship, non-compliance of set norms/ specifications for the works, delay in progress of work, violation of any contract provisions by the contractor. In such cases, the Bank Guarantee equivalent to one month's contract value held with IUAC and the EMD will be forfeited by IUAC. The contract can also be terminated at the request of either party with two months notice period or else to pay two months O&M bill value in-lieu of the notice period.

**Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.**

Accepted

(signature of bidder)

Note:- Entire NIT (except price bid) is to be attached with "Technical bid (Part-A)" duly signed & stamped by the bidder

**SCOPE OF WORK:**

The Campus of Inter-University Accelerator Centre (IUAC) is built over a prime land of approximately 25 acre (located at JNU Campus near Vasant Kunj) on the Aruna Asaf Ali Marg, New Delhi-110067. IUAC has within its premises the following building structures:-

- a) Main Lab Cum Administrative Building
- b) Utility Building – I
- c) Utility Building – II
- d) Utility Building – III
- e) Engineering Building
- f) LEIB Building
- g) Sub-station Building
- h) Helium Compressor Building
- i) Beam Hal-I, II & III
- j) Generator Building
- k) Hostels, Dining Hall, Clinic
- l) Guest House Blocks
- m) Auditorium Block

**1. Manpower Requirement for House Keeping Services:**

- (A) The contractor will provide 15 Nos. manpower for House Keeping job at IUAC Main Office/Lab Complex, Auxiliary buildings i.e. Utility building, Material Science Building, Engineering Building, Work-shop/Paras building etc..

Sl. No.	Details	Category	No.	Qualification & Experience	Age
1	Supervisor	Skilled	01	Graduate 5 years	Not less than 25 years and not more than 55 years
2	Janitor	Unskilled	14	8 <sup>th</sup> pass 3 years experience	Not less than 21 years and not more than 50 years

The number of manpower may be increased/decreased as per the requirement of IUAC.

- (B) The contractor will provide 11 Nos. Manpower for House Keeping job at IUAC Hostel/Guest House/Auditorium/Canteen.

Sl. No.	Details	Category	No.	Qualification & Experience	Age
1	Caretaker-cum- -Receptionist	Clerical	03	10+2/Graduate 3years	Not less than 21 years and not more than 50 years
2	Janitor	Unskilled	08	8 <sup>th</sup> Pass 3 years	Not less than 21 years and not more than 50 years

The number of manpower may be increased/decreased as per the requirement of IUAC.

**2. Scope of Services and Brief Description of Job for Manpower at S. No.1(A):**

The main office building consisting of Beam Hall 1, 2 & 3 on the basement, Seminar Hall, Computer Room, Pelletron Control Room, Data Room, Cryogenic Control Room and approx ten various labs in the ground floor and Discussion area, Library, Director's Office, Administration and approx 5 various labs in the first floor .

Engineering building consisting of Welding shop, Workshop, PARAS lab. Material Science Building consisting of approx 5 various labs.

Three Utility building consisting of A/C plant, Approx 3 labs. Electrical Sub-Station.

- (i) The contractor will also provide auxiliary assistance from its manpower deployed at IUAC site in different labs and offices (within the premises) e.g. Loading, unloading, messenger's job, materials shifting, carrying/shifting of LN2 canes (filled/emptied) and up-keeping of assigned area.

In the event of unsatisfactory work, IUAC will deduct suitable penalty from the contractor's bill.

In the event of non-performance of duties wage will be deducted for each unattended duty. If employee is absent for more than 2 days, contractor should immediately make an alternative arrangement.

- (ii) The work as a whole includes cleaning of floors, walls, skirting's, doors, windows, ventilators, Venetian blinds, glass panes, wooden/steel/aluminum partition, furniture, toilets, staircases, railings, carpet and other places within the building and surrounding pathways/areas, removal and storing of waste papers and disposal of un-useful garbage at designated place.

The agency shall have to provide efficient/experienced housekeeping personnel for cleaning

work in the building. The contracting agency shall maintain the building in hygienic condition.

- (iii) The contractor shall ensure that the loaders/workers perform eight hours duty and six days in a week at the premises of IUAC and shall make suitable alternate arrangement to the satisfaction of IUAC in the case of absence/leave of workers. The working hours will be from 8.00 AM to 4.30 PM (including lunch break of ½ hr). The workers may avail 3 National holidays in a year besides the weekly off of Sunday.
- (iv) The contractor will ensure that all the loaders/workers have working knowledge, especially local languages, as the work should not suffer due to lack of communications.
- (v) IUAC may request the contractor to withdraw any of his workers from the site without assigning any reason at a notice of 24 hours.
- (vi) The contractor will report twice in a month to the concerned IUAC official and reply to all the remarks/points noted down with regard to the performance of workers.
- (vii) The contractor shall ensure that its personnel wear proper uniform for summer and winter seasons as approved by IUAC. Without proper uniform the workers will not be allowed to perform duties at site.

### **3. Scope of Services and Brief Description of Job for Manpower at S. No.1(B)**

The Hostel Block is consisting of 16 rooms with attach bathrooms and balcony including corridors in each floor, The Guest House is consisting of 17 rooms in one wing and 29 rooms in second wing with attached bathrooms and balcony including corridors in each floor. Hostel/Guest House Reception, TV Lounge area, Canteen and clinic.

Auditorium consisting of Main Reception, Discussion Area, Seminar/Lecture Hall at ground floor and auditorium at first floor.

- (i) The housekeeping services has to maintain the entire building of hostel, guest house, clinic and auditorium in a hygienic condition and keep it neat and clean. Dining area should be kept clean always after break-fast, lunch & dinner.
- (ii) The housekeeping job would also include preparation of bed, changing of bed-sheets, pillow covers and towels as and when required.
- (iii) The Caretaker-cum-Receptionist job would be maintenance of Hostel/Guest House Reception round the clock operation. Maintenance of Guest House/Hostel records, receipts, laundry etc.
- (iv) The contractor shall ensure that the Janitor perform eight hours duty and six days in a week at the premises of IUAC and shall make suitable alternate arrangement to the satisfaction of IUAC in the case of absence/leave of workers. The working hours will be from 9.00 AM to 5.00 PM (including lunch break of ½ hr). The workers may avail 3 National holidays in a year besides Sunday weekly off, except for Janitors working at Canteen who can be paid reliever charges for extra duty.

#### **4. Schedule of Services for Manpower at S. No.1(A) & 1(B)**

##### **DAILY :**

- (i) Proper and efficient cleaning, sweeping, swabbing with sweepers drenched with detergent of approved make in water of entire floors, cabins, passages, lobbies, utility services areas, stairs, balcony, skirting's, water coolers, toilet fixtures (Toiletries), cleaning of toilets once in the pre-lunch session and once in the afternoon.
- (ii) Removal of waste from waste paper basket/ dustbins, un-serviceable experimental waste and storing of the garbage etc. outside the premises of the campus and / or as directed.
- (iii). Dusting and cleaning of furniture, fixtures; A.C., Coolers, Venetian, glazed doors panels, window glass, door handles of main gates, boards, door foot mats, fire extinguishers etc.
- (iv) Cleaning and washing of floors, urinals, attached bathrooms, commodes, partitions, wash basins, counters, sinks and keeping the floors dry by mopping and toilet fitting sparkling clean using vim, washing soda, cleanzo or any approved detergent, freshener spray, keeping odonil/air purifiers in all common toilets and attached bathrooms of hostel. /office/labs.
- (v) Putting of Naphthalene balls of approved quality (Big size) in urinals, commodes of toilets.
- (vi) Cleaning of front lawn and all the surrounding areas of the Hostel, Office. Lab blocks.
- (vii) Providing of toilet rolls.

##### **WEEKLY :**

- (i) Cleaning and dusting both sides of doors, glazed doors, door frames, fixed glazed panels, venation blinds with liquid glass/metal cleaner.
- (ii) Cleaning thoroughly the floors, doors, skirting of entire premises and under the furniture and fixtures with water, chemical, detergent soap by washing , wet mopping and removing stains etc.
- (iii) Cleaning of toilet tiles and sanitary fittings.
- (iv) Cleaning and polishing of floors
- (v) Cleaning/dusting of all electrical/electronic fittings/fixtures and equipment.
- (vi) Cleaning of carpets with soft brooms, brushes and sweeping carefully along the grains.
- (vi). Cleaning and dusting of entire electrical fixtures, ceiling fans, brackets fans, exhaust fans, pedestal and table fans, light fixtures etc. using agent colin, cleaning compounds etc.

##### **MONTHLY:**

Outside cleaning of Auditorium glass panels with colin once in a month or whenever dust accumulates up to a height of 10feet.

**ANNEXURE-II**

**UNDERTAKING**

It is certified that my firm/agency/company has never been black listed by any of the Department/Autonomous Institution/University'/Public Sector under taking of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on\_\_\_\_\_.

Place:

Date :

Signature of the Tenderer  
Name of the Signatory  
Name of the Firm/Agency  
Seal of the Firm/Agency

**Note: Undertaking to be submitted on Non-Judicial stamp paper of Rs.10/**

**ANNEXURE-III**

Solvency Certificate from Bankers of the Company in the following form:

**FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s. ....  
having marginally noted address, a customer of our bank are/is respectable and can be treated as good for  
any engagement upto a limit of Rs.....(Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)  
For the bank

Note:

- (1) Bankers certificate is issued without any guarantee or responsibility on the bank or any of the officers.
- (2) In the case of partnership firm, certificate should include names of all partners as recorded with the bank.

**ANNEXURE-IV**

**LIST OF CONSUMABLES REQUIRED FOR MAIN LAB BUILDING, ENGG.BUILDING,  
LEIBF BUILDING, UTILITY BUILDING**

**(Quantity Required per Month)**

**(Price should be quoted in Part-B section only)**

S.No	Description of Item	Quantity
01	7 Steel Polish	01 PC
02	Air Freshener AMBIPURE -275gm	05 PCS
03	Air Freshener ODONIL 100GM(Metropol)	40 PCS
04	Bamboo Brush	02 PCS
05	Black Hit 320 ml	02 PCS
06	Brasoo Polish	01 PC
07	Dust Mop Complete dry Mop	02 PCS
08	Dust Pan	01 NO
09	Feather Brush	01 PC
10	Floor Duster 24"x24"	24 PCS
11	Floor Wiper BIG Size	05 PCS
12	Garbage Bag Black Med.size	03KGS
13	Glass Cleaner COLIN	05PCS
14	Glass Wiper	02 PCS
15	Hand Liquid Soap (DETTOL/SHAWA/FEM/3M)	50 LTR
16	Hand Duster White	36 PCS
17	Hand duster Yellow	12PCS
18	Hit Red 320ml	02NOS
19	Jall Brush Adjustable	02 PCS
20	Naphthalene Ball	05 KG
21	Narial Jharu	01 PCS
22	Phool Jharu (555/Thakral)	24 PCS
23	Plastic Jhoona	12 PCS
24	Plastic Spray Gun	02 PCS
25	R-1 (Taski/Eureka/Diversey)	10LTR

26	R-2 (Taski/Eureka/Diversey)	10LTR	
27	R-5(Taski/Diversey/Eureka)	10LTR	
28	R-6(Taski/Diversey/Eureka)	10LTR	
29	Room Freshener AIR WICK -250ml	20PCS	
30	Scratch bright (8pcs/pkt)	05NOS	
31	Steel Wool	01KGS	
32	Toilet Brush Double side	10PCS	
33	Toilet Roll (Wintex)	100PCS	
34	Urinal deodorizer screens	2PKT	
35	Urinal Quebes (12 PCS PER PKT)	05 PKT	
36	Vim Powder – 1 KG PKT	12 PKT	
37	Washing Powder FENA – 1 KG PKT	04 PKT	
Total Amount in Rupees			

Note: All items should be ISI marked.

**The contractor is also to provide the following equipment & tools items for cleaning of auditorium as and when required:**

- 1) One number vacuum cleaner**
- 2) One number single dish floor cleaner**
- 3) One number high pressure jet spray gun**
- 4) One number jhula ladder**
- 5) Telescopic pole 20ft**

**TECHNICAL BID (PART-A)**

1. The Company:
  - a) Name :
  - b) Regd. Address:
  - c)Address of Office at Delhi/NCR:
  - d) Contact Person's:
    - i)Name & Designation:
    - ii)Tel No. Land line/Mobile:
    - iii)Email ID:
2. Type of Firm :  
(Partnership/Private/Public Ltd./NGO/PSU etc)
3. PAN Number:  
(Please enclose self attested photocopy)
4. TIN Number:  
(Please enclose attested photocopy)
5. Goods & Service Tax Reg. Number:  
(Please enclose self attested photocopy)
6. EPF Reg. Number:  
(Please enclose self attested photocopy)
7. ESI Reg Number:  
(Please enclose self attested photocopy)
8. Annual Turnover for the last 5 financial years:  
2018-19  
2017-18  
2016-17  
2015-16  
2014-15  
(Please enclose copies of attested audited balance sheet and P&L account)

9. Experience of similar work in the field during the last five financial years

Name of organization	Value of contract	Period of contract

Please submit the copies of documentary evidence such as work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order.

10. Infrastructure details:

Workforce (Nos):

Tools/machines:

Vacuum cleaners:

(Please enclose the list giving employee-wise name, EPF /ESI/UAN numbers)

11. Earnest Money Details : DD No.&Date:

Amount :Rs.1,42,000/--

Drawn on:

Signature of authorized signatory

Name:

Designation:

Seal:

**ANNEXURE-VI****PRICE BID FORMAT (PART – B)**

<b>S. No.</b>	<b>Details</b>		<b>Monthly Total (in Rupees)</b>
1	<b>Monthly Charges for House Keeping Services as per manpower for Main/Lab Complex at (1A) as per details given below:</b> a) Janitor (Un-skilled category) -- 14 Nos.X 14000 b) Supervisor (Skilled category) --01 Nos.X 16962  <b>Monthly Charges for House Keeping Services for Hostel/Guest House/Auditorium as per manpower at (1B) as per details given below:</b> c) Caretaker-cum-Receptionist (Clerical Cadre) - 03Nos. X 16962 d) Janitor (Un-skilled category) - 08 Nos.X 14000  Sub Total	196000  <u>16962</u>  50886 <u>112000</u>  ..... ..	212962         375848
2	Reliever charges @1/6 <sup>th</sup> of 1 c & 1/2 of 1/6 <sup>th</sup> of 1 d above		17814
3	Charges towards EPF Amount (12%+1% Admn. charges) on item #1(Max on Rs.15000/-)		47840
4	Charges towards ESI Amount (3.25%) on item #1		12794
5	Charges towards Consumables as per clause no.19 of General Conditions of Tender (as per the attached list)		(To be quoted by the bidder in Part B)
6	Charges towards Uniform & Safety shoes (lump sum) as per clause no. 20 of General Conditions of the tender		(To be quoted by the bidder in Part B)
7	Agency Charges (lump sum) (should not be less than 3% of monthly bill on item # 1 & 2)		(To be quoted by the bidder in Part B)
	<b>Total</b>		

## **Notes:**

- 1. The wages considered in S.No.1 of the above table are based on the prevailing minimum wages fixed by the labour department, Govt. of Delhi applicable as on 01-11-2018.**
- 2. Bidder is required to QUOTE the amount only at S.N. 5,6,7 &8 in the above table.**

Place:

Date:

Signature & Sign of the Firm/Agency/Proprietor