

**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110002**

**NOTICE INVITING TENDER**

Sealed quotations are invited from the reputed firms for the award of contract for cleanliness sweeping and housekeeping services in the UGC main office and its two branch office within 21 days from the date of publications of Tender Notice. For complete details log on the UGC Website [www.ugc.ac.in](http://www.ugc.ac.in).

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI-110 002**

**TERMS & CONDITIONS FOR THE AWARD OF CONTRACT FOR**  
**CLEANLINESS,SWEEPING AND HOSKKEEING SERVICES IN THE UGC OFFICE**

1. The offices of University Grants Commission are located in three different places as per addresses indicated below:-
  - i.) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi-110 002
  - ii.) UGC Branch Office at 35, Feroze Shah Road, New Delhi -110 001
  - iii.) UGC Branch Office at South Campus of Delhi University, Benito Juarez Marg, Near Dhaula Kuan, New Delhi-110 021
2. A Demand Draft of Rs. 20,000/- (Rupees twenty thousand only) in favour of the Secretary, University Grants Commission, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
3. The Earnest Money will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tenderer will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
4. All sorts of material and manpower for cleanliness, sweeping and house keeping shall be provided by the contractor.
  1. The material for cleanliness, sweeping and house services shall be supplied by the contractor as per details given in Annexure -1.
  2. The manpower shall be provided by the Contractor in the following manner:
    - a) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi : 11 Persons  
(including one supervisor)
    - b) UGC Branch Office at 35, Feroze Shah Road, New Delhi : 2 Persons
    - c) UGC Branch Office at South Campus of Delhi University, : 2 Persons  
New Delhi
7. The rates should be quoted as per details in Annexure -II
8. Sealed tenders addressed to Mr. S.C. Vasudev, Deputy Secretary (Admn.II), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002 should reach the UGC office in Room No.206 within 21 days from the date of publication of advertisement in the newspaper.
9. Over-writing must be avoided, otherwise quotation is liable to be rejected.

10. The quotation will be opened by a Committee in the UGC office
11. The job for cleaning and sweeping etc. shall be performed by the contractor as detailed below:
  - a) Cleaning sweeping and scrubbing of all the rooms, stairs and corridors of 6 (six) floors, terrace and roof in the UGC Main Office daily twice before opening and after closing. The job should be completed before 9.00 AM and after 5.30 PM positively.
  - b) Cleaning and scrubbing of canteen at least three times a day i.e. at 9.00 AM, 2.00 PM & 4.30 PM.
  - c) Cleaning of compound inside the boundary wall including front and back side of staff quarters daily in the morning.
  - d) Cleaning of toilets of all the six floors including water coolers and wash basins, urinals etc. with Vim atleast twice daily and with acid on every Friday. Providing phenyl (Trishul)/Clenzo pocha in the toilets, water cooler areas atleast twice daily.
  - e) To keep all sewer lines, main exists free from and silt as well as blockage free.
  - f) Cleaning of window panes, doors and fire fighting equipment once a week. The office nominated for each floor to certify this every Monday.
  - g) Washing of floors of corridors with Vim/Detergent once a week preferably on Saturday/Sunday. The office nominated for this purpose to certify this every Monday.
  - h) Finiting the rooms at least once a week and also as and when called for by concerned branch and to be regularly done of Friday evening positively. The officer nominated for each floor to certify this every Monday.
  - i) Putting Homacole liquid soap in each container twice in all the toilets fauly (100 ml. at 9.00 AM and aurther -100 ml. at 12.30 PM in each container) The officer nominated for each floor to certify this on every Friday evening.
  - j) Putting sanitary cubes and naphthalene balls in urinal pots @ 100 gms. Each pot daily.
  - k) Providing toilet papers in such a way that all toilets have the same daily. All toilets to be cleaned once a week by using Acid. The officer nominated for each floor to certify this on every Monday.
  - l) Removal of cobwebs atleast once a week. The officer nominated for each floor to certify this on every Monday.
  - m) Sweepers will do dusting of table, chairs and steel racks daily before 9.00 AM. On holiday, they will do dusting by vacuum cleaner which shall be provided by the contractor.
  - n) Pocha of phenyl/cleanzo in rooms daily positively which should be certified by the nominated officer for each floor.

12. There will be surprise checking minimum twice in a month by a Section Officer on each floor specially designated for the purpose outside the Administration Division. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.
13. In case, any of the services/men/material are not provided by the contractor as per the terms & conditions of the contract, the Commission shall exercise its option of invoking of penalty clause whereby the bill for that particular month stands appropriately reduced on pro-rata basis of the deficiency pointed out and informed to the contractor in writing.
14. All the materials i.e. phenyal, cleanzo, homacol finit etc. should be of standard company. It will be checked by the S.O. (Admn.II) as and when the dame is brought in the UGC building. The contractor will be required to obtain a certificate from S.O (Admn.II) in this regard each time.
15. The payment for providing the manpower will be made on the basis of minimum rates of wages prescribed by the Govt. of NCT of Delhi form time to time.
16. A certificate to the effect that the contractor has provided satisfactory services during the preceding month in both the UGC branch offices will have to be obtained every month by the contractor from the competent authority at each branch office and as well as Security Supervisor, UGC Main Office.
17. The Housekeeping personnel should be well behaved, wear neat and clean uniform and below the age of 40 years.
18. The Earnest Money Deposit will be refunded to the unsuccessful tenderes without any interest within one month of finalization of contract. However, the Earnest Money deposited by the successful tenderer will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
19. Non-compliance of terms & conditions will result in forfeiture of Security Deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money.
20. The tenderer should also submit proofs in respect of his past successful performance in the field of cleanliness, sweeping and house keeping services.
21. In case of unsatisfactory service rendered by the contractor, the Secretary, UGC, New Delhi reserves the right to terminate the contract even during the currency of the contract and no payment will be made after that. Of course, an opportunity shall be provided to him to clarify the position.

22. If any accident occurs with any worker of the contractor while doing his job, the UGC office will not be liable in any way and the sole responsibility will be of the contractor.
23. The contractor shall abide by the terms & conditions of the tender strictly.
24. The PAN number of the firm may be indicated. The Quotations of the firms who do not have PAN number will not be considered.
25. This contract shall be valid for one year which may be extended for another year depending upon the performance of the firm.
26. The Contractor shall submit the monthly bill on 1<sup>st</sup> of every month and the same shall be paid after deducting usual taxes, if any. The payment will be made after completion of one month and not in advance.
27. The tenderer should attach a copy of the Work Contract Registration Certificate required under the provision of the Delhi Sales Tax on Work Contract Act, 1999.
28. The tenderer should also attach a copy of Service Tax Registration Certificate.
29. The tenderer should submit the latest Income Tax Clearance Certificate, Sales Tax Clearance Certificate and Balance Sheet for the last three years.
30. The tenderer should submit the performance certificate from atleast three Govt. organization where they have successfully executed the contract for cleanliness, sweeping and house keeping service.
31. The secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.

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**Annexure - 1**

**UNIVERSITY GRANTS COMMISSION**

**DETAILED LIST ITEMS TO BE SUPPLIED BY THE CONTRACTOR FOR  
CLEANINESS, SWEEPING AND HOUSEKEEPING SERVICES IN THE UGC OFFICE.**

| <b>S.No.</b> | <b>Name of the items</b>                                 | <b>Brand/Quality</b>                   | <b>Qty.<br/>required at<br/>UGC Main<br/>Office</b> | <b>Qty.<br/>required at<br/>35, Feroze<br/>Shah Road<br/>branch<br/>office</b> | <b>Qty.<br/>required at<br/>UGC-NET<br/>branch<br/>office</b> |
|--------------|--|--|---|--|---|
| 1.           | Phenyl   | Genda/Trishul                          | 6 (six)<br>Canes per<br>month                       | 2 (two)<br>Canes per<br>month  | 2 (two)<br>Canes per<br>month                                 |
| 2.           | Phenyl Black   | Genda/Trishul                          | 2 (two)<br>Canes per<br>month                       | 1 (one)<br>Cane per<br>month   | 1 (one)<br>Cane per<br>month                                  |
| 3.           | Liquid Soap  | Good Quality<br>preferably ISI<br>mark | 5 (five)<br>Canes per<br>month                      | 2 (two)<br>Canes per<br>month  | 2 (two)<br>Canes per<br>month                                 |
| 4.           | Vim (One kg. pkt.)                                       | 555                                    | 10 (ten) Pkt.<br>per month                          | 5 (five)<br>Pkts. per<br>month   | 5 (five)<br>Pkts. per<br>month                                |
| 5.           | Surf (One kg.pkt.)                                       | Ariel                                  | 2 (two) Pkt.<br>per month                           | 1 (one) Pkt.<br>per month  | 1 (one) Pkt.<br>per month                                     |
| 6.           | Acid   | Normal*                                | One Cane<br>per month                               | One cane<br>per month  | One cane<br>per month   |
| 7.           | Wiper  | Roman                                  | 6 (six) nos.<br>(Quarterly)                         | 3 (three)<br>nos.<br>(Quarterly)   | 3 (three)<br>nos.<br>(Quarterly)                              |
| 8.           | Jute Brush (One<br>pkt. Containing<br>one dozen brushes) | Good quality*                          | 2 (two)<br>Canes per<br>month                       | One pkt. per<br>month  | One pkt. per<br>month   |

|     |  |                  |                                 |                                 |                                 |
|-----|--|------------------|---------------------------------|---------------------------------|---------------------------------|
| 9.  | Toilet brush                             | Good quality     | 6 (six) nos. in the beginning   | 3 (three) nos. in the beginning | 3 (three) nos. in the beginning |
| 10. | Juna (iron) (500 gms. Pkt.)              | Good quality*    | 1 (one) pkt. per month          | Half pkt per month              | Half pkt per month              |
| 11. | Juna (Plastic)                           | Good quality*    | 1 (one) pkt. per month          | Half pkt per month              | Half pkt per month              |
| 12. | Room Greshner)                           | Good quality*    | 4 (four) nos. per month         | One no. per month               | One no. per month               |
| 13. | Finit                                    | Byer/Bagon Sprey | One cane per month              | Half cane per month             | Half cane per month             |
| 14. | Floor duster                             | Good quality*    | 24 (twenty four) nos. per month | 9 (nine) nos. per month         | 9 (nine) nos. per month         |
| 15. | Phool broom                              | Good quality*    | 12 (twelve) nos. per month      | 4 (four) nos. per month         | 4 (four) nos. per month         |
| 16. | Stick broom                              | Good quality*    | 12 (twelve) nos. per month      | 4 (four) nos. per month         | 4 (four) nos. per month         |
| 17. | Broom with bamboo                        | Good quality*    | 2 (two) nos. per month          | One no. per month               | One no. per month               |
| 18. | Sanitary/Urinal Cubs (12 pcs. each pkt.) | Somu             | 15 (fifteen) nos. per month     | 4 (four) nos. per month         | 4 (four) nos. per month         |
| 19. | Nepthalene balls (one kg pkt.)           | Good quality*    | 3 (three) kg. per month         | 1 (one) kg. per month           | 1 (one) kg. per month           |
| 20. | Odonil (10 pcs. each pkt.)               | Good quality*    | 10 (ten) pkts. Per month        | 5 (five) pkts. Per month        | 5 (five) pkts. Per month        |
| 21. | Harpic (500 ml.)                         |                  | 3 (three) nos. per month        | One no. per month               | One no. per month               |

|     |                        |               |                               |                               |                               |
|-----|------------------------|---------------|-------------------------------|-------------------------------|-------------------------------|
| 22. | Finit pump             | Good quality* | 2 (two nos. quarterly         | One no. quarterly             | One no. quarterly             |
| 23. | Plastic drum           | Good quality* | 6 (six) nos. in the beginning | 2 (two) nos. in the beginning | 2 (two) nos. in the beginning |
| 24. | Iron Trolley           | -             | One                           | -                             | -                             |
| 25. | Plastic Bucket (small) | Good quality* | 6 (six) nos. quarterly        | 3 (three) nos. quarterly      | 3 (three) nos. quarterly      |
| 26. | Duster (Big)           | Good quality* | 18 (eighteen) nos. per month  | 6 (six) nos. per month        | 6 (six) nos. per month        |
| 27. | Wiper (brush)          | Good quality* | 2 (two) nos. per month        | One no. per month             | One no. per month             |
| 28. | Toilet paper rolls     | Good quality* | 3 (three) nos. quarterly      | 1 (one) no. quarterly         | 1 (one) no. quarterly         |
| 29. | Liquid Soap Container  | Good quality* | 3 (three ) nos. per month     | 1 (one ) no. per month        | 1 (one ) no. per month        |
| 30. | colin                  | Good quality* | 4 (four ) nos. per month      | 1 (one ) no. per month        | 1 (one ) no. per month        |

\* make to be mentioned at the time of submission of tender by firm.

UNIVERSITY GRANTS COMMISSION

DETALES OF ITEMS AGAINST WHICH THE RATES ARE TO BE QUOTED BY THE TENDERERS FOR THE AWARD OF CONTRACT FOR CLEANING, SEWWPING AND HOUSE KEEPING SERVICE IN THE UGC OFFICE

| <u>S.No.</u> | <u>Particulars</u>   | <u>Rates quoted</u> |
|--------------|--|---------------------|
| 1.           | Total amount of wages of 14 (fourteen) sweeping per month on the basis of minimum rates of wages prescribed by the Govt. of NCT of Delhi | Rs. _____           |
| 2.           | Total amount of wages of one Supervisor per month on the basis of minimum rates of wages prescribed by the Govt. of NCT of Delhi         | Rs. _____           |
| 3.           | Total amount towards ESIC per month in respect of 14 sweeping and one supervisor @4.75%  | Rs. _____           |
| 4.           | Total amount towards EPF per month in respect of 14 sweeping and one supervisor @12%   | Rs. _____           |
| 5.           | Total cost of material per month as per details given in Annexure – 1  | Rs. _____           |
| 6.           | Service charges per month to be claimed by the contractor  | RS. _____           |
|              | Total amount quoted per month (Rupees _____ only   | Rs. _____           |

Signature with date:

Name & address of the firm: