

**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 offices within 21 days from the date of publications of Tender Notice. For complete details log on the UGC Website 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.
5. The material for cleanliness, sweeping and house services shall be supplied by the contractor as per details given in **Annexure -1**.
6. 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. Satish Ahuja, Under Secretary (Genl.Admn.), 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 will nominate an officer for each floor to certify this on every Monday. Whenever cleaning is not done upto the expected standard, then it shall be reported to the company which shall take steps to clean the premises within 2 working days of the situation do not improve, then UGC shall make its own arrangements clean the premises by hiring the individuals from the market. The charges incurred should be debited to company.
 - 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 Money.
 - 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 Money.
 - i) Putting Homacole liquid soap in each container twice in all the toilets fauly (100 ml. at 9.00 AM and auther -100 ml. at 12.30 PM in each container) The officer nominated for each floor will certify this on every Friday evening.
 - j) Putting sanitary cubes and naphthalene balls daily in urinal pots @ 100 gms. in each pot.
 - 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. (Genl.Admn.) as and when the same is brought in the UGC building. The contractor will be required to obtain a certificate from S.O (Genl.Admn.) 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 Central Govt. of India, Ministry of Labour and employment from 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 at 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 1st 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
CLEANNESS, SWEEPING AND HOUSEKEEPING SERVICES IN THE UGC OFFICE.**

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

9.	Toilet brush	Good quality	6 (six) nos. in the quarterly	3 (three) nos. in the quarterly	3 (three) nos. in the quarterly
10.	Juna (iron) (500 gms. Pkt.)	Good quality*	2 (two) 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*	6 (six) nos. per month	Two nos. per month	Two nos. per month
13.	Finit	Byer/Bagon Sprey	One cane per month 5 ltr.	One cane per month 1 ltr.	One cane per month 1 ltr.
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*	20 (twenty) pkts. Per month	5 (five) pkts. Per month	5 (five) pkts. Per month
21.	Harpic (500 ml.)		5 (five) 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 on demand	2 (two) nos. in the demand	2 (two) nos. in the demand
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*	8 (eight) nos. quarterly	1 (one) no. quarterly	1 (one) no. quarterly
29.	Liquid Soap Container	Good quality*	8 (eight) 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 Central Govt. of India, Ministry of Labour and employment from time to time.	Rs. _____
2.	Total amount of wages of one Supervisor per month on the basis of minimum rates of wages prescribed by the Central Govt. of India, Ministry of Labour and employment from time to time.	Rs. _____
3.	Total amount towards ESIC per month in respect of 14 sweeping and one supervisor is as per Govt. of India rules	Rs. _____
4.	Total amount towards EPF per month in respect of 14 sweeping and one supervisor is as per Govt. of India rules	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:

