

**University Grants Commission**  
**Bahadur Shah Zafar Marg**  
**New Delhi**

TENDER DOCUMENT

TENDER FOR CLEANLNESS, SWEEPING AND HOUSKEEPING  
SERVICES IN UNIVERSITY GRANSTS COMMISSION AND  
BRANCH OFFICES LOCATED AT NEW DELHI.

Visit us at [www.ugc.ac.in](http://www.ugc.ac.in)

Price of Bid Document Rs.500/-

Tender No.F14-2/2009(Genl.Admn) dated 20.12.2011

**University Grants Commission**  
**Bahadur Shah Zafar Marg**  
**New Delhi**

**NOTICE INVITING TENDER**

Tender No.F.14-2/2009 (Genl.Admn) dated 20.12.2011

Sealed tenders (Wax or PVC tape sealed) on behalf of Secretary, University Grants Commission are invited by for providing Cleanliness, Sweeping and Housekeeping services in University Grants Commission and branch offices located at New Delhi as details given below .

S.No.	Tender No.	Estimated cost	Cost of bid document	Bid security	Area of contract
1.	No.F.14-2/2009 (Genl.Admn)	Rs.13.00 lacs (Annual)	Rs.500/-	Rs.20,000/-	UGC Head Office and Branch Offices in New Delhi

1. Period of Contract: one year from the date of agreement . The period may further be extended to one year subject to the approval of UGC office, New Delhi.
2. Tender Document & its mode of payment: Tender document can be obtained on payment of Rs. 500/- (non- refundable) in Demand draft of the amount drawn in the favour of Secretary, UGC .  
**Note: a) It may be ensured that the DD for cost of tender form and DD for Earnest money should bear the date after the date of NIT.**  
Bid Security is to be deposited in the form of Demand Draft issued by a Nationalized or Scheduled Bank drawn in favour of Secretary, UGC, New Delhi.
3. Sale of Tender Documents: **From 21.12.2011 to 18.01.2012 on all working days (Time 10.00 AM to 12.00 PM.)**
4. Time and last date of submission of Bid: Up to **1.00 PM** on **18.01.2012**.
5. Time of Bid Opening: At **3.00 PM** on **18.01.2012**.
6. Venue of Bid Opening: **UGC, Bahadur Shah Zafar Marg, New Delhi**
7. The interested Companies/ Firms/ Agencies may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.20,000/- and other requisite documents **on 18.01.2012 upto 1.00 PM** in the **Tender Box kept on UGC, Bahadur Shah Zafar Marg, New (ground floor) .The tenders shall not be entertained after this deadline under any circumstances whatsoever.**
8. The tender, which is not accompanied by the requisite Bid Security, shall be summarily rejected. The UGC office reserves the right to reject any or all tenders without assigning any reasons whatsoever.

**Secretary, UGC**

**University Grants Commission**  
**Bahadur Shah Zafar Marg**  
**New Delhi**

**TENDER NOTICE FORM**

- 1 Tender No. : **No.F.14-2/2009 (Genl.Admn) dated 20.12.2011**
- 2 Name of work : Providing Cleanliness, Sweeping and Housekeeping services in University Grants Commission and branch offices located at New Delhi
- 3 Estimated Cost : Rs.13. 00 lakh
- 4 Earnest Money : Rs.20,000/-
- 5 Last date of Sale of Tender form : Up to **12.00 PM** on **18.01.2012**
- 6 Last date of receipt of tender form : Up to **1.00 PM** on **18.01.2012**
- 7 Time & Venue for opening of Tender : **3.00 PM** on **18.01.2012** in University Grants Commission
- 8 Validity of tender Offer : 30 days
- 9 Cost of Tender form : Rs. 500/-
- 10 Date of issue of DD with date & Amount : .....  
( To be filled in by Tenderer)
- 11 Issued in Favor of : .....  
( To be filled in by Tenderer)

**Signature & Seal of the Tenderer**

## SECTION I - GENERAL INSTRUCTIONS

1. The offices of University Grants Commission is located in three different places and the manpower shall be provided by the contractor 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

The total requirement of the manpower is 15 persons and are deployed as per office requirement.

2. The job for cleaning and sweeping etc. shall be performed by the contractor as per Section IV attached:
3. The rates should be quoted as per details in **Section V- Financial Bid.** The rates should be net inclusive of rebate if any. No further rebate /discount should be given separately. The agency will appoint a person to supervise its work force for which no extra payment will be made.
4. The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.
- 5.. In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organisation. All disputes, differences, clarifications etc. arising out of this contract will be represented by tenderer himself or by his legal representative at New Delhi only.
6. The Tenderer shall be bound by all terms, conditions and specifications as detailed in this tender document.
7. It may be noted that the tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.
8. Any tenderer participating in this tender should make sure that he will be able to carry out the work in the contract.
9. It is implied that the tenderer has obtained all necessary information's directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract; the rates quoted should take all factors into consideration.
10. The tenderer acknowledges that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the tenderer performing more or less work than that originally anticipated
- 11 The tenderers who are confident of executing the contract in time by employing the required resources, men and materials should only participate in this tender offer.
12. The tenderer shall be deemed to have carefully examined all these documents. It is further understood and agreed that the tenderer by careful examination satisfied him with the terms and conditions of the tender document.
13. The Contract may be extended, on the same terms and conditions or with some addition / deletion /modification, for a further period not exceeding one year. However, no change in the value of tender shall be allowed, except in case of revision in the minimum wages or taxes notified by the Government Authorities and subject to the approval of competent authority.

14. The successful bidder shall furnish the following documents in respect of the individuals who will be deployed by it in this office before the commencement of work:
- List of manpower to be deployed by agency in this office containing full details i.e. date of birth, marital status, address, etc.
  - Bio-data.
  - Character certificate from a Gazetted officer of the Central / State Government.
  - Certificate of verification of antecedents of manpower by local police authority.

**15. SUBMISSION OF BIDS**

The tenders should be submitted in wax sealed (Wax or PVC tape sealed) on behalf of Secretary, University Grants Commission for providing Cleanliness, Sweeping and Housekeeping services in University Grants Commission and branch offices located at New Delhi

**Method of preparation of bid**

- a. **Bid for each tender should be submitted in two sealed envelopes placed inside a main sealed envelope.** The envelopes inside the main envelope should contain the following :

<u>Envelop</u>	<u>Marked on the cover</u>	<u>Contents of Envelops</u>
First	Technical bid	Should contain EMD, profile of the firm .
Second	Financial bid	Rates duly quoted by the tenderer. (The payment for providing the manpower will be made on the basis of minimum rates of wages prescribed by the Govt. of India, Ministry of Labour and Employment office of the Chief Labour Commissioner (C) New Delhi from time to time.)

On all these envelopes the name of the firm and whether “Technical” OR “Financial” bid must be clearly mentioned and should be properly sealed, **seal means wax sealed or sealed with PVC tape/ Adhesive tape, the document should not be sealed merely with gum or stapler pin.** These envelopes are to be placed inside an outer envelope and properly sealed as mentioned above. The tenders which are not submitted in above mentioned manner shall be summarily rejected.

- The tenderer will be bound by all terms, conditions & specifications as detailed in the tender document.
- No person is permitted to bid for tender whose relative(s) is (are) working (permanent, temporary basis) in University Grants Commission.
- The rates quoted by the tendering agency should be in view of of all other statutory liabilities/taxation liabilities/bylaws applicable /taxes levies / CESS etc in force from time to time.

**Note: The “Financial Bid” of only qualified tenders will be opened later and the date, time & venue of opening of Financial Bid will be intimated to qualified bidders accordingly.**

- LATE BIDS:** Tenders will not be received after the specified time of closing of the tender and the same shall be rejected and returned unopened to the bidder. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.
- The tenderer shall quote the rate in English or Hindi only, both in words and figures only in the manner as specified for every mentioned item separately.
- In the case of illiterate tenderers, a witness should attest the tendered rate. The rates quoted in words will have Precedence over the rates quoted in figures.
- All corrections, additions and alterations in the entries and tender papers will be signed in full by the tenderer with date. No errors or overwriting shall be permissible unless signed by the tenderer with date.

20. The tender shall contain the name, address of residence and place of business of tenderer and shall be signed by the tenderer with his usual signature. Partnership firms shall furnish full names and addresses, in case of the authorised representative, a duly certified copy of the power of attorney, signs it in that behalf shall accompany the tender. In case of the partnership firm, attested true copy of the partnership deed must be submitted along with the tender. Similarly in case of company the attested copy of Memorandum of Article & Association
21. The tenderer shall certify and sign on each and every page of tender document at the bottom left hand corner and also will sign wherever required in the tender document as his acceptance of each term and conditions of the contract. All signatures in the tender document shall be dated.
22. Earnest Money shall be paid by Demand Draft drawn on any Nationalized or Scheduled Bank drawn in favour of Secretary, UGC. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
23. Interest shall NOT be payable on the Earnest Money deposit.
24. The Earnest Money of the successful tenderer will be adjusted towards security deposit and of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within six months from the date of opening of tenders.

**DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER**

25. **The following documents must be submitted by the bidder with technical bid:**
  - a) Tender document(s), in original duly filled in and signed by tenderer or his authorized representative along with seal on each page in token of their acceptance of terms and conditions.
  - b) "Power of Attorney" in case person other than the tenderer has signed the tender documents;
  - c) The contracting firm/ agency/ company should be registered with appropriate authorities ;
  - d) Copy of the P.F. registration letter / certificate;
  - e) Copy of the E.S.I. registration letter / certificate;
  - f) Copy of Service Tax registration letter/certificate issued by competent authority;
  - g) Attested copy of PAN Card;
  - h) Copy of the Income Tax (IT) return filed for the last financial year;
  - i) The bidder should have at least one year experience of similar work during the last five years in providing manpower to Central Government / State Government, Central Public Sector Undertakings / State Public Sector Undertakings. Copy of experience certificate to be submitted;
  - j) Certified document in support of financial turnover of the agency. The bidder should have a minimum financial turnover of Rs.10 Lakhs per annum during the last three financial years;
  - k) Self-Certificate showing that the registered office or one of the branch offices of the bidder is located in Delhi City.
26. **REJECTION OF TENDERS:** The authority inviting tenders, at his sole discretion shall reserve the right to reject or cancel consideration of any or all tenders:
  - (a) If the requisite Earnest Money Deposit in the manner does not support the tender provided therein.
  - (b) If the tender is not duly signed, or not found proper or complete to the satisfaction of UGC office in any of the requisite matters, particular(s) or formalities or for any reason(s) which shall not be disclosed to the tenderer(s).
  - (c) If the tenderer seeks changes in terms and conditions, specifications or time limits as envisaged in the contract.
  - (d) If tender consists of unwarranted comments, conditions, deviations in specification or any other omissions or commissions compared to documents.
  - (e) Without assigning any reason thereof.
24. The tender submitted by tenderer will remain valid for acceptance for a period of 30 (Thirty) days from the date of opening of the financial bid. Tenderer shall not be entitled during this period of Thirty days, without the consent in writing of UGC to revoke or cancel his tender or to vary the tender submitted or in term thereof. The UGC shall communicate the acceptance of tender to the successful tenderer(s). Due to administrative reasons, extension of the time period, if requested by the UGC in writing, the tenderer shall accede to such request for extension and communicate his acceptance to the UGC in writing.

27. Tender will be accepted and Contract will be finalized only with those of the tenderer(s), who in the opinion of UGC shall have capacity and resources to execute the contract assigned in the prescribed time as per the time schedule.
28. **SIGNING OF THE CONTRACT AGREEMENT**  
The successful Tenderer shall be required to execute an Agreement within 10 (Ten) working days of being called upon on a nonjudicial stamp paper of 100/- (One hundred only) at his own cost to the effect that the tenderer and UGC are bound by the terms and conditions of agreement which in turn, will be the same terms and conditions of tender document.
29. The UGC reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of UGC under this clause shall not construe the breach of contract.

#### **FORFEITURE OF EARNEST MONEY**

30. In the event of failure of the tenderer to execute the Agreement or failure to remit the required security deposit within seven days of being called upon to do so, the amount of Earnest Money shall stand forfeited. The acceptance of the tender will be reconsidered or revoked or cancelled at the discretion of UGC which will not amount to imposing of penalty.
31. Any clarifications on details of the contract can be obtained from R.No.207, UGC, Bahadur Shah Zafat Marg, New Delhi, before the date specified for opening of the tender.
32. Any attempt to negotiate directly or indirectly by tenderers with the authority to whom the tender is submitted or with the authority who is competent to accept the tender or endeavors to secure interest for actual or prospective tender or to influence by any means will disqualify the tender and same will be summarily rejected and action to blacklist the tenderer will be taken by the competent authority.
33. UGC assumes no responsibility whatever for any oral understandings or representations made by any of its officers or agents or servants prior to the execution of the contract.
34. No communication from the tenderer in the form of any clarification or information/document lost sight of in the original tender etc. will be given any consideration, unless any such clarification has been sought for by the UGC.
35. UGC reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
36. The tender form and Document shall be non-transferable.
37. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.
38. In case the date of opening of tender declared holiday, the tender will be opened on the next working day.
39. **Tender Evaluation:** Rates should be quoted for the item mentioned in the financial bid. No item should be left blank .The amount will be compared and the tenderer whose amount happens to be the minimum sum, will be L1.
40. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
41. **UGC does not bind to accept the lowest tender and reserve the right (i) to reject any or all tenders (ii) The right to accept any portion of the tender offered without assigning any reason and also to split the tender and award the same to different parties. He can also reduce or extend the period of contract without assigning any reason.**
42. Acceptance of the tender will be communicated by an acceptance Note or Letter of Intent.
43. The contractor shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. This office shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by contractor in the course of their performing the functions/duties, or for payment towards any compensation.

44. The manpower deployed by the contractor shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this office during the currency or after expiry of the contract.
45. **QUALIFICATION REQUIREMENTS FOR THE BIDDER:**  
The bidder should fulfil the following Qualification specifications:
- a. The registered office or one of the branch offices of the bidder should be located in New Delhi, City.
  - b. The bidder should be registered with the appropriate registration authority.
  - c. The bidder should have at least one year experience during last five (5) years in providing similar services to Public Sector Companies / Banks and Government Departments, etc.
  - d. The bidder should have its own Bank Account.
  - e. The Bidder should be registered with Service Tax Departments.
  - f. The Bidder should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
  - g. The bidder should have a minimum financial turnover of Rs.10 Lakhs per annum during the last two financial years.
46. **QUALIFICATION REQUIREMENTS FOR THE CONTRACTED EMPLOYEES:**
- a. Must be 18 years in age, having good health.
  - b. Must be a citizen of India.
  - c. Antecedents must have been got verified by the agency from the local police authorities.

**SECTION. II - BIDDER'S DETAILS**

**Tender No.: 14-2/2009 (Genl.Admn) dated \_\_\_\_\_**

**For providing Cleanliness, Sweeping and Housekeeping services in University Grants Commission and branch offices located at New Delhi .**

1. Name of Tendering Company/Firm/Agency: \_\_\_\_\_ (Attach certificate of registration)
2. Name of proprietor/Director \_\_\_\_\_ of Company/Firm/agency
3. Full address of Operating / Branch Office: \_\_\_\_\_  
\_\_\_\_\_
4. Full Address of Reg. Office \_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
5. PAN / GIR No. : \_\_\_\_\_ (Attach attested copy)
6. Service Tax Registration No. : \_\_\_\_\_ (Attach attested copy)
7. E.P.F. Registration No. : \_\_\_\_\_ (Attach attested copy)
8. E.S.I. Registration No. : \_\_\_\_\_ (Attach attested copy)
9. Give details of the major similar contracts during the last five years in providing manpower to Public Sector Companies / Banks and Government Departments in the following format. Attested copies of work orders may also be attached.

S.No.	Details of client along with address, telephone and FAX numbers	Amount Contract ( ` In lacs)	Duration of Contract	
			From	To

10. (If the space provided is insufficient, a separate sheet may be attached)  
Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:  
Place:  
Seal:

**SECTION III**

**Performa for no near relative (s) of the contractor in O/o UGC, New Delhi**

Certificate to be given by the Contractor in respect of no near Relative (s) in O/o UGC and/or O/o UGC, New Delhi at, of the contractor.

I.....S/o Sh .....  
R/o..... Hereby certify that none of my relative (s) as defined in the tender document is/are employed in the UGC as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal\*

The near relative (s) means:

- a. Members of a Hindu Undivided family;
- b. They are husband and wife.
- c. The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-inlaw)

**In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.**

Signature of the tenderer with seal\*

**SECTION IV - SCHEDULE OF REQUIREMENTS**

Sr. No.	Type	Number	Work
1.	<b>Manpower for cleaning &amp; Housekeeping services</b>	<b><u>15 persons</u></b>	<p>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.</p> <p>b. Cleaning and scrubbing of canteen at least three times a day i.e. 9.00 AM, 2.00 PM &amp; 4.30 PM.</p> <p>c. Emptying of wastepaper baskets and disposal of garbage.</p> <p>d. Sweeping and cleaning of rooms, halls, cubicles, chambers, etc.</p> <p>e. Wet/Damp mopping of entire floors.</p> <p>f. Thorough cleaning and mopping of all toilets, wash-basins, urinal stands.</p> <p>g. Cleaning of entire UGC complex including staff quarters</p> <p>h Toilet paper rolls to be installed and liquid soap to be filled in dispensers</p> <p>i. Cleaning of main door glasses and dusting of partitions.</p> <p>j. Polishing of metal surfaces like signboards, knobs, nameplates, etc.</p> <p>k. Freshener spray in executive rooms, reception and all offices, if required.</p> <p>l. Acid cleaning and scrubbing of toilets and wash basins using detergents, deodorants and disinfectants at least twice a day.</p> <p>m.Re- stock toiletries in toilets after periodical check up in two hours or on calls basis as and when required.</p> <p>n. Dusting (tables and chairs).</p> <p>o. Cleaning of lifts.</p> <p>p. Scrubbing and washing of floor area, sanitary fittings, urinal pots, wash basins, toilets.</p> <p>q. Cleaning of buckets, water flask, water coolers.</p> <p>r. Brasso/silvo polishing of copper chrome plated and stainless steel fittings.</p> <p>s. Opening and cleaning of sewage pipe lines, main holes in UGC building and branch offices at the time of blockage.</p>

**SECTION V - FINANCIAL BID**

**(To be enclosed in a separate sealed envelope)**

**Tender No.: 14-2/2009 (Genl.Admn) Dated: \_\_\_\_\_**

**1. Name of the Bidder:**

**2. Details of Earnest Money Deposit: Rs. \_\_\_\_\_**

**DD/PO No. & Date: \_\_\_\_\_**

**Drawn on Bank: \_\_\_\_\_**

**3. Rates Quote :**

<b>S.No.</b>	<b>Particulars</b>	<b>Rate per persons (Rs.)</b>	<b>No. of persons</b>	<b>Total amount (Rs.)</b>
1.	Wages of sweeping and cleaning		15 Nos.	
2.	Service charges to be claimed by contractor ( % charges) per month on total amount			
			<b>Total</b>	

The charges are net inclusive of rebate /discounts etc if any.

Other charges viz. ESI, EPF, Bonus will be claimed extra as admissible under Rules.

- **Terms and conditioned mentioned in this tender are applicable.**
- **The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each contracted employee during the month.**

**Signature of authorized person**

**Date:**

**Full Name:**

**Place:**

**Seal:**

**Signature \_\_\_\_\_**