TENDER DOCUMENT

TENDER FOR CLEANLINESS, SWEEPING AND HOUSEKEEPING SERVICES WITH RATES OF MATERIAL TO BE SUPPLIED IN UNIVERSITY GRANTS COMMISSION AND BRANCH OFFICES LOCATED AT NEW DELHI.

Visit us at www.ugc.ac.in AND https://mhrd.euniwizarde.com/

Tender No.F. 14-2/2019(Genl. Admn) Dated __________.
NOTICE INVITING TENDER

Tender No.F. 14-2/2019 (Genl. Admn.)

Online e-tenders on behalf of Secretary, University Grants Commission are invited by for providing Cleanliness, Sweeping and Housekeeping services with rates of material to be supplied in University Grants Commission and branch offices located at New Delhi as details given below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Tender No.</th>
<th>Bid Security</th>
<th>Area of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No. F. 14-2/2019(Genl. Admn.)</td>
<td>Rs. 50,000/-</td>
<td>UGC Head Office and Branch Offices located at New Delhi</td>
</tr>
</tbody>
</table>

1. Period of Contract: The Contract period will be for **two years** from the date of commencement as mentioned in **Award Letter**. This contract may be further extended on **another one year** on same terms and conditions if the services of company/firm are found satisfactory during the period of previous contracts.

2. Tender Document: Tender document is to be downloaded from UGC’s website:- [www.ugc.ac.in](http://www.ugc.ac.in) and [https://mhrd.euniwizarde.com](https://mhrd.euniwizarde.com) under the link “Tenders”.

3. Time and last date of submission of Bid: Up to 2.00 p.m. on 11.08.2020

4. Time of Bid Opening: At 3.00 p.m. on 11.08.2020.

5. Venue of Bid Opening: **UGC, Bahadur Shah Zafar Marg, New Delhi.**

6. The interested Companies/Firms/Agencies may deposit the amount of Earnest Money through e-Banking and the details are as under:

   **IN FAVOUR OF : THE SECRETARY, UGC**
   Bank Name : CANARA BANK
   ACCOUNT NUMBER : 8627101000348
   IFSC CODE: CNRB0008627

7. 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.

8. The UGC reserves the right to extend the date of submission of tender.

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Secretary, UGC
TENDER NOTICE FORM

1. Tender No. : No.F. 14-2/2019(Genl. Admn.) dated 20.06.2020

2. Name of work : Providing Cleanliness, Sweeping and Housekeeping services with rates of material to be supplied in University Grants Commission and branch office located at New Delhi (with material)

3. Estimated Cost : Rs. 48.00 lakh(Annual)

4. Earnest Money : Rs. 50,000/- (To be deposited in UGC Account)

5. Time & Venue for opening of Tender: 11.08.2020 at 3.00 p.m. in University Grants Commission

6. Validity of tender Offer : 90 days from closing date

7. Details of EMD : ________________________________

   (To be filled in by tenderer)

8. Issued in Favour of : The Secretary, University Grants Commission, New Delhi.

   (To be filled in by tenderer)

Signature & Seal of the tenderer
1. The offices of University Grants commission is located in three different places and manpower (with materials) shall be provided by the contractor as per addresses indicated below:-

i) UGC Main office at Bahadur shah Zafar Marg, New Delhi-110002

ii) UGC Branch Office at 35, Feroze Shah Road, New Delhi-110001

iii) UGC Branch office at South Campus of Delhi University, Benito Juarez Marg, Dhaula Kuan, New Delhi-110 021.

The total requirement of the manpower is 19 persons plus one supervisor (Graduate) to be deployed as per office requirement. This requirement can be increased or reduced as per demand or need.

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.

4. The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his tender.

5. In respect of the matters pertaining to this contract, tenderer shall not directly or indirectly bring or attempt to being any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by the tenderer himself or 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 not guarantee for award of work.

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 two years. 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:
   a) List of manpower to be deployed by agency in this office containing full details i.e date of birth, marital status, address, etc.
   b) Bio-data.
   c) Character certificate from a Gazetted officer of the Central/State Government.
   d) Certificate of verification of antecedents of manpower by local police authority.

SUBMISSION OF BIDS
The tenders should be submitted through online on [https://mhrd.euniwizarde.com](https://mhrd.euniwizarde.com)

Method of preparation of bid
a. The tenderer will be bound by all terms, conditions & specifications as detailed in the tender document.
b. No person is permitted to bid for tender whose blood/near relative is (are) working (permanent, temporary basis) in University Grants Commission.

Note:- The tender must have the INDEX showing the details of documents (page wise)
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 on the e-Procurement Portal of MHRD to the qualified bidders accordingly.

1. 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 items separately.
2. In the case of illiterate tenderers, a witness should attest the tendered rate, the rates quotes in words will have precedence over the rates quoted in figures.
3. 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.
4. 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 authorized 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.
5. 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 each term and conditions of the contract . All signature in the tender document shall be dated.
6. Earnest Money shall be paid in favour of The Secretary, UGC, in its designated bank account.
7. Interest shall NOT be payable on the Earnest Money deposit.
8. The Earnest Money of the unsuccessful tenderer will be refunded without interest within reasonable time after final decision of the tender, normally within three months from the date of opening of tenders.
DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER

1. 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 P.F. registration letter/certificate. The tenderer will be required to have at least 100 subscribers on its roll on the date of submission of tender. A list of all such subscribers is to be annexed along with technical bid. Copy of receipt of previous month contribution along with complete details of the subscribers is to be attached.
e) Copy of the E.S.I registration letter/certificate. The tenderer will be required to have at least 100 subscribers on its roll on the date of submission of tender. A list of all such subscribers is to be annexed along with technical bid. Copy of receipt of previous month contribution along with complete details of the subscribers is to be attached.

f) Copy of Service Tax registration letter/certificate issued by competent authority;
g) Self attested copy of PAN card;
h) Copy of the Income Tax (IT) return filed for the last financial year (2016-17, 2017-18 & 2018-19)
i) The tenderer should have at least three 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. 01 crore per annum during the last three financial years (2016-17, 2017-18 & 2018-19).
k) Self-Certificate showing that the registered office or one of the branch offices of the bidder is located in NCR of Delhi.

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.

The tender submitted by tenderer will remain valid for acceptance for a period of 90(ninety) days from the date of closing bid. Tenderer shall not be entitled during this period of ninety 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.
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.

**SIGNING THE CONTRACT AGREEMENT**

1. The successful Tenderer shall be required to execute an agreement within 10(Ten) working days of being called upon on a non judicial 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.

2. 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.

3. The successful bidder will also be required to deposit/interest free security deposit of Rs.2,00,000/- (Rupees two lakh only) in the form of demand draft which will be refunded on satisfactory termination/completion of contract. The EMD will be adjusted from this amount.

**General Terms & Conditions**

1. The firm shall pay the prescribed wages to the staff provided to UGC on or before 5th of every month through e-mode in their bank accounts not in cash or through cheque. If 5th happens to be a holiday then it shall be paid on 4th. The wages should not be less than minimum monthly wages as prescribed by Government of NCT of Delhi for unskilled labourers for staff and for skilled labourer for supervisor. The firm will ensure minimum presence of eight hour of all its staff and supervisor for at least six days in a week in office. **No OTA etc. will be paid if staff is detained after the scheduled working hours.** This schedule can be monitored through Biometric Attendance System(BAS) installed in UGC and branch offices.

2. After the payment of wages to its staff as indicated above, firm will submit the bill to UGC with the attendance sheet of staff, generated through BAS, proof of e-payment of wages, proof of deposit of ESI, PF, Service Tax(Pertaining to previous month). Normally, the e-payment would be made within 10 working days of submission of bill if it is in order.
3. In the event of failure of the tenderer to execute the Agreement of failure to remit the required security deposit within ten 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.

4. Any clarifications on details of the contract can be obtained from R. No. 207, UGC, Bahadur Shah Zafar Marg, New Delhi, before the date specified for opening of the tender.

5. Any attempt of 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.

6. 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.

7. 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.

8. 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 the change date of opening of the tender due to any reason, whatsoever, will not be considered. Bidders/Tenders are requested to visit UGC’S website regularly for any notice or updates on this issue.

9. These instructions to the Tenderer shall be deemed to form part of the Agreement/Contract for the work.

10. In case the date of opening of tender declared holiday, the tender will be opened on the next working day.

11. If any of the information furnished by the contractor is found to be incorrect the contract is likely to be terminated.
12. **UGC is reserves 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. The UGC would form and authorize the Committee to evolve its mechanism to find the most suitable one to award the work. The Committee would not be bound to consider the firm who has submitted lowest rates in Financial Bid. The recommendations of such committee would be final and binding on all.**

13. Acceptance of the tender will be communicated by an acceptance note or letter of intent.

14. The Contractor shall be solely responsible for the redressal of grievance/resolution of disputes relating to person deployed. This office shall, in no way, be responsible for settlement of such issues whatsoever. The 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.

15. The manpower deployed by the contractor shall not claim nor shall be entitled to pay, other facilities admissible to casual, ad hoc, regular/confirmed employees of this office during the currency or after expiry of the contract.

16. All the materials should be of reputed company preferably ISI marked. It will be checked by the Nodal Officers of this office as and when the same is brought in the UGC building. The estimated quantity of Housekeeping materials mentioned at Section-VI shall be stocked at site in advance in the first week of every month by the firm.
SECTION, II-BIDDER’S DETAILS

Affix duly attested P.P. size photograph of the tenderer

Tender No.: 14-2/2019(Genl. Admn.) dated 14.03.2020

For providing Cleanliness, Sweeping and Housekeeping services (with material) 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______________________________________________________________
   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. G.S.T. Registration No.:_____________________________(Attach attested copy)
10. Name of PF & ESIC subscribers on the date of submission of tender(Attach self signed copy)
11. Proof of deposit of PF contribution & ESIC. Subscriber for previous month (Attach copy of receipt or challan along with details of members/subscribers).
14. Give details of the major similar contracts during the last five years in providing manpower to Public Sector (companies/banks and governments in the following format Attested copies of work orders may also be attached.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details of client along with address, telephone and FAX numbers</th>
<th>Amount contract (In lacs)</th>
<th>Duration of Contract</th>
</tr>
</thead>
<tbody>
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<td>From</td>
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</tr>
</tbody>
</table>

(If the space provided is insufficient, a separate sheet may be attached)

15. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Date:
Place:
Seal:
SECTION III

Proforma for undertaking that no blood/near relative (s) of the contractor in O/o UGC, New Delhi

Certificate to be given by the Contractor in respect of no blood/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 9s) 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 a 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-in-law).

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 director). 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

Signature of the tenderer with seal*
### SECTION IV – SCHEDULE OF REQUIREMENTS

<table>
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<tr>
<th>S.No.</th>
<th>Type</th>
<th>Number</th>
<th>Work</th>
</tr>
</thead>
</table>
| 1.    | Manpower for cleaning & Housekeeping services  | 19     | a. Cleaning sweeping and scrubbing of all the rooms, stairs corridors of 6 (six) floors, terrace and roof in the UGC Main Office daily twice before opening and after closing. The job should completed before 9.00 AM and after 5.30 PM positively. The job to be performed on each day from Monday to Saturday. If any person is called on duty for continuous six days, one paid off would be provided to him or her.  
   b. Cleaning and scrubbing of canteen at least three times a day i.e 9.00 AM, 2.00 PM & 4.30 PM.  
   c. Emptying of wastepaper baskets and disposal of garbage at the end of day.  
   d. Sweeping and cleaning of rooms, halls, cubicles, chambers etc.  
   e. Wet/Damp mopping of entire floors(at least twice in a day).  
   f. Through cleaning and mopping of all toilets, wash-basins, urinal stands(at least twice in a day).  
   g. Cleaning of entire UGC complex including common areas of staff quarters  
   h. Toilet paper rolls to be installed and liquid soap to be filled in dispensers  
   i. Cleaning of main door glasses and dusting of partitions.  
   j. Polishing of metal surfaces like signboards, knobs, nameplates etc.  
   k. Freshener spray in executive room, reception and all offices, if required.  
   l. Acid cleaning and scrubbing of toilets and wash basins using detergents, deodorants and disinfectants at least twice a day.  
   m. Re-stock toiletries in toilets after periodical check up tin two or on calls basis as and when required.  
   n. Dusting (tables, chairs and files).  
   o. Cleaning of lifts.  
   p. Scrubbing and washing of floor area, sanitary fitting, urinal pots, was basins, toilets.  
   q. Cleaning of buckets, water flask, water coolers.  
   r. Brasso/silvo polishing of copper chrome platted and stainless steel fittings.  
   s. Opening and cleaning of sewage pipe lines, main holes in UGC building and branch offices at the time of blockage.  
   t. Any other similar nature of work.  
   u. The above norms are illustrative in nature not exhaustive and can be changed if situation deemed so. |
INFORMATION REQUIRED

The contractors including individual firms are requested to provide the following information with necessary supporting documents.

a) Contractor's identification data as per enclosed Form-I

b) Contractor's financial resources as per enclosed Form-II

c) Contractor's previous experience as per enclosed Form-III

The detail of experience in the field of providing manpower for house-keeping & other works at various Govt./Semi-govt./Autonomous institutions

1) Contractor's current job details as per Form-IV

The following documents shall be submitted by the contractor along with the application.

2) Details of at least two similar largest works in a year worth not less than Rs. 50.00 Lakhs (approx.) for the last 3 years (01.04.2016 to 31.03.2019) carried out with copies of work orders and Completion Certificate etc.

3) The minimum value of each contract should be Rs.50.00 Lakhs (approx.) in each year during last three years (01.04.2016 to 31.03.2019).

Performance/experience certificates issued by clients establishing the agency's credibility, etc.

Incomplete application or application without supporting documents is not likely to be considered.

Applicant shall give details about himself or any of his partners/ shareholders who has ever been black listed/ removed from the approved list of agencies or demoted to lower class by order passed, banning/suspending business with the applicant etc. by any department in the past.
FORM-I

CONTRACTOR’S IDENTIFICATION DATA

Affix duly attested
P.P. size photograph
of the tenderer.

1. Name:

2. Firm Type:

3. Registration Data:
   Date of registration and name (s) of
   Govt. agencies from where registered
   (Copy of registration from statutory
   body attested or self attested may be
   enclosed)

4. Specialized work area

5. Head Office address

6. Contact No. Telephone Nos........................................
   Mobile Nos........................................

7. List of names of Partners/directors of your firm:

8. Delhi Office Address:

Note: Attach separate sheets, if required.

Note: If yours is partnership firm given name and address of both the partners. If it is
Pvt. Ltd. Company - give the names and addresses of authorized signatory (s) and
directors to act on behalf of your company.
FORM-II
CONTRACTOR'S FINANCIAL DATA

LATEST YEAR 2018-2019:

a) Total annual turnover ____________________________________________

b) Job work turnover ______________________________________________

c) No. of clients/organizations______________________________________

d) ITCC, if issued ________________________________________________

PREVIOUS YEAR 2017-2018:

a) Total annual turnover ____________________________________________

b) Work turnover __________________________________________________

c) Assets. _________________________________________________________

d) ITCC furnished ________________________________________________

FOR THE YEAR 2016-2017:

a) Total annual turnover ____________________________________________

b) Maintenance work turnover _______________________________________

c) Assets _________________________________________________________

d) ITCC furnished ________________________________________________

BANKERS

1. NAME: __________________________________________________________

2. ADDRESS: _____________________________________________________
CONTRACTOR’S PREVIOUS EXPERIENCE DATA

I. EXPERIENCE: 2018-2019

a) Name of the contract-I ________________________________________

b) Client’s Name _______________________________________________

c) Client’s address and telephone number-__________________________

                                  _____________________________

d) Start date ___________________________________________________

e) Nature of job __________________________________________________

f) Completion date ______________________________________________

g) Total value of work ___________________________________________

h) Supporting documents __________________________________________

i) Number of Person/Manpower Deployed ____________________________

II. a) Name of the contract-II _______________________________________

b) Client’s name _________________________________________________

c) Client’s address and telephone number ____________________________

                                  _____________________________

d) Start date ___________________________________________________

e) Nature of job __________________________________________________

f) Completion date ______________________________________________

g) Total value of work ___________________________________________

h) Supporting documents __________________________________________

i) Number of Person/Manpower Deployed ____________________________
I. EXPERIENCE : 2017-2018

a) Name of the contract-I

b) Client’s name

c) Client’s address and telephone number

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-19-
d) Start date

e) Nature of job

f) Completion date

g) Total value of work

h) Supporting documents

i) Number of Person/Manpower Deployed

II. a) Name of the contract-II

b) Client’s name

c) Client’s address and telephone number

---------------------------------------

d) Start date

e) Nature of job

f) Completion date

g) Total value of work

h) Supporting documents

i) Number of Person/Manpower Deployed
I. EXPERIENCE: 2016-2017

a) Name of the contract-I

b) Client’s name

c) Client’s address and telephone number

   
d) Start date

  e) Nature of job

  f) Completion date

  g) Total value of work

  h) Supporting documents

  i) Number of Person/Manpower Deployed

II. a) Name of the contract-II

b) Client’s name

c) Client’s address and telephone number

   
d) Start date

  e) Nature of job

  f) Completion date

  g) Total value of work

  h) Supporting documents

  i) Number of Person/Manpower Deployed
FORM-IV
CONTRACTOR’S CURRENT JOB DETAILS

I.
a) Name of the contract-I
--------------------------------------------------------------------------------------
b) Client’s name
-------------------------------------------------------------------------------------------------
c) Client’s address and telephone number
-------------------------------------------------------------------------------
d) Start date
--------------------------------------------------------------------------------------------------
e) Nature of job
--------------------------------------------------------------------------------------------------
f) Completion date
--------------------------------------------------------------------------------------------
g) Total value of work
------------------------

h) Supporting documents
-------------------------------------------------------------------------------------
i) Number of Person/Manpower Deployed
-----------------------------------------------

II.
a) Name of the contract-II
-------------------------------------------------------------------------------
b) Client’s name
-------------------------------------------------------------------------------------------------
c) Client’s address and telephone number
-------------------------------------------------------------------------------

d) Start date
--------------------------------------------------------------------------------------------------
e) Nature of job
--------------------------------------------------------------------------------------------------
f) Completion date
--------------------------------------------------------------------------------------------
g) Total value of work
-----------------------------------------------------------------------------------------

h) Supporting documents
-------------------------------------------------------------------------------------
i) Number of Person/Manpower Deployed
--------------------------------------------------------------

Note: Please give details of actual current jobs in hand. Please attach separate sheet, if required.
SECTION V - FINANCIAL BID

Tender No.: 14-2/2019(Genl. Admn.) Dated __________

Name of the Bidder: __________________________________________________________

1. Details of Earnest Money Deposit: Rs. __________________________________________

DD/PO No. & Date: __________________________________________________________________

Drawn on Bank: __________________________________________________________________

2. Rates Quoted:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Contractor’s service charges over and above the minimum wages prescribed by Govt. of NCT of Delhi for unskilled labourers and skilled labourer for supervisor. Other dues such as ESI/EPF/Bonus will be reimbursed on actual basis as per rules.</td>
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</tr>
<tr>
<td>2</td>
<td>Cost (inclusive of taxes) of the materials on monthly basis.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:-

A. The rate of contractor’s service charges should not less than the rates of TDS applicable and cess thereon to be deducted by UGC from the payable bills.

B. GST will be paid on actual basis.

☐ Terms and conditions mentioned in this tender are applicable.

☐ The payment shall be made on conclusion of the calendar month on reimbursement basis.

Signature of authorized person

Date:

Full Name:

Place:

Seal
## SECTION VI

THE RATES MAY BE QUOTED FOR THE FOLLOWING ESTIMATED QUANTITY OF THE MATERIAL/TOOLS/ MACHINES TO BE USED IN UGC OFFICE.

<table>
<thead>
<tr>
<th>Name of the items</th>
<th>Brand/Quality</th>
<th>Estimated Qty. required at UGC Main Office and its two branch offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Phenyl</td>
<td>Genda/Trishul Or equivalent ISI Marked</td>
<td>215 lts per month</td>
</tr>
<tr>
<td>2. Phenyl Black</td>
<td>Genda/Trishul Or equivalent ISI marked</td>
<td>90 ltr per month</td>
</tr>
<tr>
<td>3. Liquid Soap</td>
<td>( ISI Marked)</td>
<td>185 Lts per month</td>
</tr>
<tr>
<td>4. Liquid Soap for hand wash</td>
<td>Good Quality</td>
<td>250 Lts. Per month</td>
</tr>
<tr>
<td>5. (One kg. pkt. Powder detergent)</td>
<td>VIM or ISI marked</td>
<td>60 kg. Per month</td>
</tr>
<tr>
<td>6. (One kg.pkt.)</td>
<td>SURF/ AERIDC or equivalent</td>
<td>35 kg. Per month</td>
</tr>
<tr>
<td>7. Acid For toilet cleaning</td>
<td>Normal*</td>
<td>50 lts. per month.</td>
</tr>
<tr>
<td>8. Wiper</td>
<td>Roman (ISI Mark)</td>
<td>15 Nos. (quarterly )</td>
</tr>
<tr>
<td>9. Jute Brush</td>
<td>Good quality*</td>
<td>03 pkt. Per month</td>
</tr>
<tr>
<td>10. Toilet brush</td>
<td>Good quality</td>
<td>15 Nos. in quarterly</td>
</tr>
<tr>
<td>11. Juna (iron) (500 gms. Pkt.)</td>
<td>Good quality*</td>
<td>25 Nos. per month</td>
</tr>
<tr>
<td>12. Juna (Plastic)</td>
<td>Good quality*</td>
<td>04 pkt. Per month</td>
</tr>
<tr>
<td>13. Room freshener)</td>
<td>Good quality* Preferably Airwick or equivalent</td>
<td>150 Nos. Per month</td>
</tr>
<tr>
<td>14. Finit/ HIT</td>
<td>Byer/Bagon Sprey</td>
<td>20 lts. Per month</td>
</tr>
<tr>
<td>15. Floor duster</td>
<td>Good quality*</td>
<td>100 Nos. per month</td>
</tr>
<tr>
<td>16. Phool broom</td>
<td>Hariram Gulab Rai/Tiger/Talwar or equivalent</td>
<td>50 Nos. per month</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Supplier/Quality</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>17.</td>
<td>Stick broom</td>
<td>Hariram Gulab Rai/Tiger/Talwar or equivalent</td>
</tr>
<tr>
<td>18.</td>
<td>Broom with bamboo fitting</td>
<td>Good quality*</td>
</tr>
<tr>
<td>19.</td>
<td>Sanitary/Urinal Cube (12 pcs. Each pkt.)</td>
<td>Somu or good quality</td>
</tr>
<tr>
<td>20.</td>
<td>Nepthalene balls (one kg pkt.)</td>
<td>Good quality* (Trishul etc.)</td>
</tr>
<tr>
<td>21.</td>
<td>(10 pcs. Each pkt.) Frailness balls</td>
<td>Good quality* (ODONIL / etc.)</td>
</tr>
<tr>
<td>22.</td>
<td>Harpic (500 ml.)</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Finit pump</td>
<td>Good quality* (Heavy body)</td>
</tr>
<tr>
<td>25.</td>
<td>Iron Trolley</td>
<td>-</td>
</tr>
<tr>
<td>27.</td>
<td>Duster (Big)</td>
<td>Good quality*</td>
</tr>
<tr>
<td>28.</td>
<td>Wiper (brush)</td>
<td>Good quality*</td>
</tr>
<tr>
<td>29.</td>
<td>Toilet paper rolls</td>
<td>Good quality*</td>
</tr>
<tr>
<td>30.</td>
<td>Liquid Soap Container</td>
<td>Good quality*</td>
</tr>
<tr>
<td>31.</td>
<td>Glass cleaner</td>
<td>Colin/ etc.</td>
</tr>
<tr>
<td>32.</td>
<td>Garbage Bag (Big)</td>
<td>Good quality*</td>
</tr>
<tr>
<td>33.</td>
<td>Braso</td>
<td>Good quality*</td>
</tr>
<tr>
<td>34.</td>
<td>Tissue Paper</td>
<td>Good quality*</td>
</tr>
<tr>
<td>35.</td>
<td>Scotch Brite</td>
<td>Good quality*</td>
</tr>
</tbody>
</table>
## TOOLS & MACHINES

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Item</th>
<th>Model</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Flexible dust bag</td>
<td>Unger model NB 300  23”x27”/50 Gal Nifty Nabber Bagger or equivalent</td>
<td>05</td>
</tr>
<tr>
<td>2.</td>
<td>Wet Mop Set</td>
<td>Unger String Mop set or equivalent Eureka Forbes/Johnson Diversey.</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Dust pan and brush with extended handle</td>
<td>Unger EDPBR or equivalent of Eureka Forbes/Johnson Diversey</td>
<td>10</td>
</tr>
<tr>
<td>4.</td>
<td>Corner Brush with handle</td>
<td>Unger CB20G+MWSTC or equivalent of Eureka Forbes/Johnson Diversey</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>Flat duster</td>
<td>Unger PFD7G or equivalent of Eureka Forbes/Johnson Diversey</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Bucket for Glass Cleaning</td>
<td>Unger QB 220 or equivalent of Eureka Forbes/Johnson Diversey</td>
<td>10</td>
</tr>
<tr>
<td>7.</td>
<td>Vacuum cleaner</td>
<td>Karcet/Eureka Forbes/Johnson Diversey</td>
<td>05</td>
</tr>
<tr>
<td>8.</td>
<td>Long handle cobweb brush</td>
<td>Unger QB 220 or equivalent of Eureka Forbes/Johnson Diversey</td>
<td>05</td>
</tr>
<tr>
<td>9.</td>
<td>Odour Neutralizer Dispenser</td>
<td>Pudumjee Hygiene or equivalent</td>
<td>25</td>
</tr>
</tbody>
</table>

Note: This is the estimated quantity of material which may increase or decrease in any particular cost for which no extra payment would be made.
SECTION VII

CRITERIA FOR THE EVALUATION OF THE BID FOR L1 PURPOSE
ALSO INSTRUCTION FOR THE BIDDERS FOR SUBMISSION OF FINANCIAL BID

1. The bidder should submit the Financial Bid in Section V of the tender. The service charges should not be less than the rates of TDS applicable and Cess thereon to be deducted by UGC from the payable bills. G.S.T. will be paid on actual basis.

2. The rates of material should be quoted as per items indicated in Section VI. The quantity as indicated in the list can increase or decrease slightly.

3. The assessment of the evaluation of bid shall generally be done by the Committee of UGC office as under:

   Monthly component of Contractor’s service charges on wages

   And

   Total monthly cost of material quoted in Financial Bid.
This list is only for estimation and should not be treated as final and firm.

Instruction to BIDDER (for e-tendering) Registration on e-tendering portal of UGC

1. To participate in the E-Bid process, it is mandatory for bidders to register with 'EWizard' and to have valid user ID & Password.

2. Prospective bidders are advised to obtain Digital Signature (Class3 with Signing + Encryption) and register themselves at [https://mhrd.euniwizarde.com](https://mhrd.euniwizarde.com) well in advance. Please note that UGC will in no way responsible if a bidder fails to apply due to non possession of Digital Signature & non registration.

3. Compliance to registration requirements and payment regarding the same etc. and timely uploading of the proposals will be responsibility of the bidder.

4. To participate in the e-Bid submission, it is mandatory for the bidder to have a user ID & Password. For this purpose, bidder has to register itself with UGC through E-Wizard Website given below. In this connection, bidder may also obtain the same from E-Wizard.

5. Steps for Registration: a. Go to website [https://mhrd.euniwizarde.com](https://mhrd.euniwizarde.com)/ b. Click the link „Register here“ c. Enter the details about the E-tendering as per format d. Click „Register” e. E-tender will get confirmation with Login ID and Password

6. Steps for application for Digital Signature from E-Wizard a. Download the Application Form from the website [https://mhrd.euniwizarde.com](https://mhrd.euniwizarde.com)/ Follow the instructions as provided therein. In case of any assistance, you may contact EWizard officers whose address is given in the Tender document. Tender is to be submitted through online mode on website [https://mhrd.euniwizarde.com](https://mhrd.euniwizarde.com)/ in the prescribed form.

7. Contact Details in case of any query regarding e-tendering process (Participation):- a. Mr. Abhinav Bharat: +91-7982696347 b. Mr. Saurabh: +91-9355030619 c. Helpdesk (10:00AM to 6:00PM): 011- 49606060