University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi

TENDER DOCUMENT

TENDER FOR CLEANLINESS, SWEEPING AND HOUSEKEEPING SERVICES (WITH MATERIAL) 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.)

E tenders on behalf of Secretary, University Grants Commission are invited by for providing Cleanliness, Sweeping and Housekeeping services(with material) 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 one year from the date of commencement as mentioned in Award Letter. This contract may be further extended on yearly basis maximum upto two years 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 PM on 16-12-2019.
4. Time of Bid Opening: At 3.00 PM on 16-12-2019
6. The interested Companies/Firms/Agencies may put the Earnest Money in the Tender Box kept on UGC, Bahadur Shah Zafar marg, New Delhi (ground floor). The EMD shall not be entertained after this deadline under any circumstances whatsoever.
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.

Secretary, UGC
TENDER NOTICE FORM

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

2. Name of work : Providing Cleanliness, Sweeping and Housekeeping services 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/-

5. Time & Venue for opening of Tender: 16-12-2019 AT 3:00PM in University Grants Commission

6. Validity of tender Offer : 90 days

7. Details of EMD(DD Date, Amount, Bank Name etc.) : ________________________________(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, New Delhi 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 gurantee 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 hall 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
b. The tenderer will be bound by all terms, conditions & specifications as detailed in the tender document.

c. 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 to qualified bidders accordingly.

Late BIDS:
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 by Demand Drat drawn on any Nationalized or Scheduled Bank drown in favour of Secretary, UGC. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
7. Interest shall NOT be payable on the Earnest Money deposit.
8. The Earnest Money of the successful 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) **Attested copy of PAN card;**

h) **Copy of the Income Tax (IT) return filed for the last financial year (2015-16, 2016-17 & 2017-18)**

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 (2015-16, 2016-17, 2017-18).

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 opening of the financial bid. Tenderer shall not be entitled during this period of ninety days, without the consent in writing of UGC to revoke of 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 work couldn’t be completed within 8 hours.** This schedule would 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 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. The agency’s service charges will also cover the cost of all the material etc. to be used.
13. **UGC is not bound to accept the lowest tender and 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.**

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

15. 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.

16. 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 current or after expiry of the contract.

17. All the materials should be of reputed company preferably ISI marked. It will be checked by the office as and when the same is brought in the UGC building. The contractor will be required to obtain a certificate from US(GA) in this regard each time. The estimated quantity of Housekeeping materials mentioned at Section VI shall provided in advance by the firm.
Tender No.: 14-2/2019 (Genl. Admn.) dated ______

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>
<tr>
<td></td>
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<td></td>
<td>From</td>
</tr>
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<td></td>
</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 (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 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>
<thead>
<tr>
<th>S.No.</th>
<th>Type</th>
<th>Number</th>
<th>Work</th>
</tr>
</thead>
</table>
| 1.    | Manpower for cleaning &       | 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 person is called on Sunday due to demand of work, extra pro-rata wages be paid.  
  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, wash basins, toilets.  
  q. Cleaning of buckets, water flask, water coolers.  
  r. Brasso/silvo polishing of copper chrome plated 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. |
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 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.

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

 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

(To be enclosed in a separate sealed envelope)

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:

| 1. | Contractor’s service charges (which will include cost of material) 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. | _____ % (in figures) | _____ % (in words) |

Note:-

1. 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.
2. 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 only on the basis of duties performed by each contracted employee during the month by the firm which will be reimbursed by UGC subsequently.

☐ The rates should be quoted including manpower with material to be provided by the firm as per estimated quantity at Section-VI of this NIT.

Signature of authorized person

Date:
Full Name:
Place:
Seal:
**SECTION VI**

**ESTIMATED QUANTITY OF HOUSEKEEPING MATERIAL, TOOLS & MACHINES, ETC. GENERALLY TO BE USED BY THE FIRM WHICH ARE TO BE PROVIDED BY THE FIRM ALONG WITH MANPOWER MATERIAL**

<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>200 lts per month</td>
</tr>
<tr>
<td>2. Phenyl Black</td>
<td>Genda/Trishul Or equivalent ISI marked</td>
<td>70 ltr per month</td>
</tr>
<tr>
<td>3. Liquid Soap Floor washing</td>
<td>Good Quality (ISI mark)</td>
<td>175 Lts per month</td>
</tr>
<tr>
<td>4. Liquid Soap for hand wash</td>
<td>Good Quality</td>
<td>200 Lts. Per month</td>
</tr>
<tr>
<td>5. (One kg. pkt. Powder detergent)</td>
<td>VIM or ISI marked</td>
<td>50 kg. Per month</td>
</tr>
<tr>
<td>6. (One kg.pkt.) SURF/ AERIDC or equivalent</td>
<td></td>
<td>30 kg. Per month</td>
</tr>
<tr>
<td>7. Acid For toilet cleaning</td>
<td>Normal*</td>
<td>40 lts. per month</td>
</tr>
<tr>
<td>8. Wiper</td>
<td>Roman (ISI Mark)</td>
<td>10 Nos. (quarterly )</td>
</tr>
<tr>
<td>9. Jute Brush (One pkt. Containing one dozen brushes)</td>
<td>Good quality*</td>
<td>1 pkt. Per month</td>
</tr>
<tr>
<td>10. Toilet brush</td>
<td>Good quality</td>
<td>10 Nos. in quarterly</td>
</tr>
<tr>
<td>11. Juna (iron) (500 gms. Pkt.)</td>
<td>Good quality*</td>
<td>20 Nos. per month</td>
</tr>
<tr>
<td>12. Juna (Plastic)</td>
<td>Good quality*</td>
<td>2 pkt. Per month</td>
</tr>
<tr>
<td>13. Room freshener)</td>
<td>Good quality* Preferably Airwick or equivalent</td>
<td>120 Nos. Per month</td>
</tr>
<tr>
<td>14. Finit</td>
<td>Byer/Bagon Sprey</td>
<td>15 lts. Per month</td>
</tr>
<tr>
<td>15. Floor duster</td>
<td>Good quality*</td>
<td>75 Nos. per month</td>
</tr>
<tr>
<td>16. Phool broom</td>
<td>Hariram Gulab Rai/Tiger/Talwar or equivalent</td>
<td>40 Nos. per month</td>
</tr>
<tr>
<td>Sl.No.</td>
<td>Item</td>
<td>Model</td>
</tr>
<tr>
<td>-------</td>
<td>-------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Flexible dust bag</td>
<td>Unger model NB 300 23”x27”/50 Gal Nifty Nabber Bagger or equivalent</td>
</tr>
<tr>
<td>2.</td>
<td>Wet Mop Set</td>
<td>Unger String Mop set or equivalent Eureka Forbes/Johnson Diversey.</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>
</tr>
<tr>
<td>4.</td>
<td>Corner Brush with handle</td>
<td>Unger CB20G+MWSTC or equivalent of Eureka forbes/Johnson Diversey</td>
</tr>
</tbody>
</table>
5. Flat duster Unger PFD7G or equivalent of Eureka Forbes/Johnson Diversey 10
6. Bucket for Glass Cleaning Unger QB 220 or equivalent of Eureka Forbes/Johnson Diversey 10
7. Vacuum cleaner Karcer/Eureka Forbes/Johnson Diversey 05
8. Long handle cobweb brush Unger QB 220 or equivalent of Eureka Forbes/Johnson Diversey 05
9. Odour Neutralizer Dispenser Pudumjee Hygiene or equivalent 25

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 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/ 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/ 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/ 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