



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DEIHI-110096

Sub: Quotation for award of contract for providing Housekeeping Persons i.e. Security Guards and Sweepers at Maharaja Agrasen College, University of Delhi, Vasundhra Enclave, Delhi-110096.

Sealed Tenders are invited on behalf of The Principal, Maharaja Agrasen College, from reputed Housekeeping Service / Security Guard provider for provision of housekeeping and security guard service in our college through two bid system.

The campus area consists of class rooms, labs, library, office blocks, canteen, open areas and toilets at different locations, gardens, auditorium block. College also has a 58 seater girl's hostel within the campus.

Interested service providers should visit the campus for ascertaining the requirement before submitting their proposal.

1. The contract shall ordinarily be in force for **one year** from the date of award of contract subject to further extension each year on certificate of satisfactory performance of the firm by the competent authority. The Department shall have the right to terminate the contract without notice or without prior assigning any reason whatsoever.
2. The Agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
3. The Agency shall be fully responsible and answerable to the college for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.
4. Escalation of wages shall not be accepted on any ground during the period the contract is in force except for revision of minimum wages by the state government.
5. The persons engaged must have the following qualifications:
 - a. Security Guards:- 10th Pass in semi-skilled category.
 - b. Sweeper:- Working Knowledge and experience in unskilled category.
 - c. Security Supervisor in skilled category.



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- d. Housekeeping supervisor in semiskilled category.
6. Candidates will be required to produce documents in support of prescribed educational and technical qualifications.
7. The vendor shall ensure that the persons engaged are properly verified from Police Authority.
8. The vendor shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff.
9. **The selected agency shall be solely responsible for complying with all statutory requirements and obligations, especially, but not limited to those relating to employment of labour, service conditions of labour, payment of minimum wages, employees state insurance, payment of bonus and provident fund contribution, including enhancement of wages from time to time in accordance with the notification issues by the Govt. of Delhi, Labour Ministry as per the minimum Wages Act, 1948.**
10. **The payment shall be on monthly basis on submission of bills including receipts of submission of ESI & EPF contribution of the staff engaged and after completion of all formalities.**
11. The House-Keeping staff shall be entitled to only one day weekly off (Sunday) in addition to other Gazetted holidays on which the office remains closed. The security services are required for 24 Hours x 7 Days. The vendor shall be responsible to maintain the roasters as per the rules governing the same.
12. The payment of such engaged contract workers will be subject to providing of satisfactory service which may be certified by the Officers/Sections where they are engaged.
13. The engagement does not confer any right for continuation or extension of the contract on any account. This will be purely short term temporary arrangement on contractual basis.
14. The Contract Agreement shall be construed as per Indian Laws and will have jurisdiction to settle any dispute arising out of the contract in Delhi only.



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15. Any liability regarding payment to the workers, or arising due to non-compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor.
16. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services with this college under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to the college.
17. **The technical bid (as per Annexure-I) and financial bid (as per Annexure-II) should be sealed by the bidder in separate covers duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed duly superscribed. The envelope containing the quotation shall be superscribed as "Quotation for providing Housekeeping & security services" and the quotation must reach the Principal, Maharaja Agrasen College, Administration Department, Room No.12, Vasundhra Enclave, Delhi-110096 latest by 14.12.2015 at 14.00 Hrs. The bids would be valid for a period of 120 days. If the agency fails to deploy required number of manpower within 5 days from the date of placing the order, it shall be deemed cancelled. The financial bids will be considered only in respect of the bidders whose technical bids are found fit after the evaluation of technical bids.**
18. The successful tenderer will have to submit Performance Security equivalent to 5% of the value of the annual contract. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of **Principal, Maharaja Agrasen College**. The validity of the Bank Draft shall be up to 60 days after the period of contract. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the college besides annulment of the Contract.
19. The contractor shall ensure that the staff engaged by him duly maintains work performance report on daily basis. A copy to be submitted to college Caretaker.



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20. The contractor will be held responsible for any kind of challan if imposed by any civic body/agency of Govt. of India due to negligence.
21. The Tenderers shall also furnish a declaration in Annexure-III on Official Letter Head of the Agency.
22. All the security/housekeeping staff engaged in the college shall be required to mark attendance in the Biometric Attendance installed in the college.
23. The successful Tenderers will have to enter into an agreement with the College in the enclosed format.
24. The security service provider must have license issued by Home Department of Govt. of Delhi under PSR Act.
25. The service provider must have annual turnover of at least Rs. 3 Crores over the last 3 years and shall submit audited balance sheet to support it.
26. The security provider must have experience of providing security services in atleast 5 colleges/universities in the city of Delhi.
27. The service provider must attach return of Income Tax, Service Tax, EPF, ESI for the last 3 years.
28. The service provider shall be preferably ISO certified.
29. The bidder will submit a refundable EMD of Rs. 2 Lacs along with the bid thorough Bank Draft payable in favour of "Principal, Maharaja Agrasen College".
- 30. The bidder will be required to give a presentation before the college committee for consideration of the Technical Bid. The decision of the committee shall be final and financial bid of only qualified bidder shall be considered for award of work.**



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NAME OF THE COMPANY WITH ADDRESS

Technical Bid

Technical Bid should indicate the following information along with the self-attested photocopies of these documents:-

1. Proof of Incorporation/inception of the Agency
2. PSR Act License from Home Department, Govt. of Delhi.
3. P.F. Registration details and last 3 years returns.
4. ESI Registration details and last 3 years returns.
5. Copy of the PAN Card and last 3 years Income Tax returns.
6. Service Tax Registration number
7. Registration with the Labour Department
8. Balance sheet of last 3 years showing minimum turnover of Rs. 3 Crores.
9. Proof of similar assignment with 5 colleges/university in city of Delhi.
10. Any other relevant information.



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Annexure-II

Financial Bid (Security Guards)

To

Sub:- Quotation for award of contract for providing Semi-skilled Security Guards in Maharaja Agrasen College, University of Delhi, for a period of one year extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the subject mentioned above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1.	Daily Wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (24 Hours x 7 Days) per week in 3 shifts (8+8+8 = 24 Hours).	
2.	Employees Provident Fund (at applicable rates fixed by EPFO from time to time) (Please quote specific amount).	
3.	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4.	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
5.	Bonus as applicable	
6.	Service Charge	
Total Amount (to be given in specific amount)		



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Annexure-II(B)

Financial Bid
(Housekeeping Staff)

To

Sub:- Quotation for award of contract for providing unskilled persons category for House Keeping Staff and Sweepers in Maharaja Agrasen College, for a period of one year extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the subject mentioned above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1.	Daily Wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (8 Hours x 6 Days) per week.	
2.	Employees Provident Fund (at applicable rates fixed by EPFO from time to time) (Please quote specific amount).	
3.	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4.	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
5.	Bonus as applicable	
6.	Service Charge	
Total Amount (to be given in specific amount)		



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Annexure-II(C)

Financial Bid
(Security Supervisor)

To

Sub:- Quotation for award of contract for providing skilled category (Ex-service men) Security Supervisor in Maharaja Agrasen College for a period of one year extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the subject mentioned above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1.	Daily Wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (24 Hours x 7 Days) per week in 3 shifts (8+8+8=24 Hours).	
2.	Employees Provident Fund (at applicable rates fixed by EPFO from time to time) (Please quote specific amount).	
3.	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4.	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
5.	Bonus as applicable	
6.	Service Charge	
Total Amount (to be given in specific amount)		



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Annexure-II(D)

Financial Bid
(Housekeeping Supervisor)

To

Sub:- Quotation for award of contract for providing semi skilled category Housekeeping Supervisor in Maharaja Agrasen College, for a period of one year extendable as per requirement.

Sir,

With reference to your Notice inviting Tender on the subject mentioned above, we quote the rate for above mentioned work as under:-

SL. No.	Component of Rate	Amount in Rupees per person per month
1.	Daily Wage Rate including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi, from time to time) for (8 Hours x 6 Days) per week.	
2.	Employees Provident Fund (at applicable rates fixed by EPFO from time to time) (Please quote specific amount).	
3.	Employees State Insurance (at applicable rates fixed by ESIC from time to time) (Please quote specific amount).	
4.	Service Tax (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
5.	Bonus as applicable	
6.	Service Charge	
Total Amount (to be given in specific amount)		



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Annexure-III

DECLARATION

(To be furnished in official Letter Head of the Agency)

1. I _____ Son/Daughter/Wife of Shri. _____ authorized signatory of the Agency/Firm mentioned above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My Agency has not been black-listed/de-barred from participating in tender by Any Ministry/Department of the government of India or Govt. of Delhi and Gov. of India Under taking during the last three years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:

Date