



MAHARAJA AGRASEN COLLEGE

University of Delhi

VASUNDHARA ENCLAVE, DELHI-110096

Sub: Tender for award of contract for providing Housekeeping & Security Services at MAHARAJA AGRASEN COLLEGE, University of Delhi, Vasundhara Enclave, Delhi-110096.

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

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

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 by assigning reasonable reasons and by giving one month notice.
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 wage, EPF, ESI, Gratuity, Bonus and any other statutory dues/taxes etc by the state government/Central Government.
5. Minimum qualification of the persons engaged should be:
 - a. Security Guards:- 10th Pass in semi-skilled category.
 - b. Security Supervisor – Skilled Category
 - c. Sweeper/Safai Karamchari – working knowledge and experience in unskilled category.
 - d. Housekeeping supervisor- Skilled category.



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6. The agency shall ensure that the persons engaged have authentic certificate of police clearance/verification.
7. The agency shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff/students/visitors and guests.
8. **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.**
9. **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.**
10. 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 08 Hours per day x 7 Days (shift basis). The agency shall be responsible to maintain the rosters as per the rules governing the same. The number of security guards and Housekeeping staff to be engaged will be decided by the college.
11. The monthly payment of the engaged contract workers will be subject to 'providing of satisfactory services' as per the service agreement which are to be certified by the person/committee authorized by the College.
12. The engagement does not confer any right for continuation or extension of the contract on any account beyond the period specified in the service agreement. This will be purely short term temporary arrangement on contractual basis.
13. 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.
14. Any liability regarding payment to the workers, or arising due to non-compliance with any of the labour laws or due to any human



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loss/injury during the course of work will be the sole and personal responsibility of the Contractor/Agency.

15. 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.

Submission of BIDS

16. The '**technical bid**' and the '**financial bid**' should be sealed by the Tenderer in separate covers duly superscribed as "Technical Bid" and "Financial Bid" and both the sealed envelopes are to be put in a bigger cover/envelop which should also be duly sealed and superscribed as "QUOTATION FOR PROVIDING HOUSEKEEPING & SECURITY SERVICES". The TENDER should be addressed to the "Principal, Maharaja Agrasen College, Vasundhara Enclave, Delhi-110096 and reach college **latest by 27th October, 2017**. The bids should be valid for a period of 120 days. On award of contract, if the agency fails to deploy required number of manpower, as per agreement, within 7 days from the date of order/award of contract, the 'award of contract' will be deemed as cancelled. The financial bids will be considered only in respect of the tenderers whose technical bids are found fit after the evaluation.
17. 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 90 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.
18. The contractor shall ensure that the staff engaged by him duly maintains work performance report on daily basis. A copy of the same is to be submitted to the officer authorized by the College.
19. The Tenderers shall also furnish a declaration in Annexure-III on Official Letter Head of the Agency.
20. The successful Tenderers will have to enter into an agreement with the College.

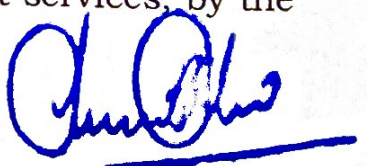


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The service provider/agency must fulfil the following points whose copy/proof must be submitted along with the Technical Bid failing which Technical Bid shall be disqualified.

1. The security service provider must have license issued by Home Department of Govt. of Delhi under PSARA - 2005.
2. The service provider must have annual turnover of at least Rs. 4 Crores over the last 3 consecutive years 2014-2015, 2015-16 and 2016-17 and shall submit audited balance sheet certified by the Chartered Accountant to support it.
3. The security provider must have experience of providing security services in atleast 5 colleges/universities in the city of Delhi.
4. The service provider must attach return of Income Tax, Service Tax, EPF, ESI for the last 3 years.
5. The service provider company/agency shall be preferably ISO-2015 certified.
6. The tenderer will submit a refundable **EMD of Rs. 2 Lacs** along with the bid thorough Bank Draft payable in favour of "Principal, Maharaja Agrasen College".
7. Only those tenderer will be considered technically qualified whose technical bid is found to be 'qualified' and recommended for interaction by the college technical committee. Such technically qualified tenderer shall give a presentation to the college committee for competence evaluation and regarding the S.O.Ps adopted by the vendor and its implementation and compliance. The action plans proposed and their implementation to provide best services, by the tenderer, shall also be considered.


Dr. Sunil Sondhi
Principal



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NAME OF THE COMPANY WITH ADDRESS

Technical Bid

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

1. Proof of Incorporation/inception of the Agency
2. PSARA License from Home Department, Govt. of Delhi.
3. P.F. Registration details and last 3 years returns/Challans.
4. ESI Registration details and last 3 years returns/Challans.
5. Copy of the PAN Card and last 3 consecutive years Income Tax returns.
6. GST Registration number
7. Registration with the Labour Department
8. Balance sheet of last 3 years showing minimum turnover of Rs. 4 Crores.
9. Proof of similar assignment with 5 colleges/university in city of Delhi.
10. Any other relevant information.
11. ISO Certificate
12. Registered vendors under Delhi Jurisdiction only.



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Annexure-II

Financial Bid (Security Guards)

Sub:- Tender 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.	Minimum wage Rate on the date of tender notice including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi) 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.	Bonus as applicable	
5.	Any other charge	
6.	GST (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
7.	Service Charge	
Total Amount (to be given in specific amount)		

- L1 will be decided on the basis of Total Amount

Signature (s) of Authorized Person (s)

Full Name:



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Annexure-II(B)

Financial Bid (Security Supervisor)

Sub:- TENDER for award of contract for providing skilled category 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.	Minimum wage Rate on the date of tender notice including existing Dearness Allowance (in accordance with Delhi Wages Act, 1948, as fixed by Labour Ministry, Govt. of Delhi) 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.	Bonus as applicable	
5.	Any other charge	
6.	GST (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
7.	Service Charge	
Total Amount (to be given in specific amount)		

- L1 will be decided on the basis of Total Amount

Signature (s) of Authorized Person (s)

Full Name:

(Company Stamp)



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Annexure-II(C)

Financial Bid

(Housekeeping Service)

Sub:- TENDER for award of contract for providing unskilled category (sweeper/Safai Karamchari) 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.	Minimum 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.	Bonus as applicable	
5.	Any other charge	
6.	GST (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
7.	Service Charge	
Total Amount (to be given in specific amount)		

- L1 will be decided on the basis of Total Amount

Signature (s) of Authorized Person (s)

Full Name & Stamp:



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Annexure-II(D)

Financial Bid

(Housekeeping Supervisor)

Sub:- 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.	Minimum 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.	Bonus as applicable	
5.	Any other charge	
6.	GST (at applicable rates fixed by Customs/Central Excise Department from time to time) (Please quote specific amount).	
7.	Service Charge	
Total Amount (to be given in specific amount)		

- L1 will be decided on the basis of Total Amount

Signature (s) of Authorized Person (s)

Full Name & Stamp:



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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



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Please attach this sheet with the Technical Bid

S.No.	Tender Queries	YES/NO
1	Are the technical bids and financial bids separately sealed and kept in a single bigger envelop	
2	Is the envelop in which Technical and Financial Bids are sealed superscribed with "QYOTATION FOR PROVIDING SECURITY AND HOUSEKEEPING SERVICES".	
3	Is the company registered?	
4	Is the registration certificate attached with Technical Bid	
5	Is the 'PSARA License' from Home Department, Govt. of Delhi, attached with Technical Bid	
6	Are the copies of "Return of Income Tax", for the last 3 years attached with Technical Bid?	
7	Are the copies of "Service Tax" for the last 3 years attached with Technical Bid?	
8	Are the copies of "EPF" for the last 3 years attached with Technical Bid?	
9	Are the copies of "ESI" for the last 3 years attached with Technical Bid	
10	Is the copy of PAN Card attached with the technical bid?	
11	Is the copy of GST Registration attached with the technical bid?	
12	Is the company registered with the Labour Department. Is the copy of registration attached with technical bid?	
13	Is the annual turnover of the company in the last three financial years more than 04 crores per year.	
14	Are the copies of proof (audited balance sheet) of the last three years attached with the technical bid?	
15	Is the company ISO-2015 certified?	
16	Is the copy of ISO certificate attached with Technical Bid?	
17	Does the company has work experience in atleast 05 colleges/Universities in the city of Delhi?	
18	Are the proofs of work assignments in 05 colleges/universities attached with Technical bid?	

Signature(s) of Authorized Person(s)

Full Name:

(Seal)