

**TENDER DOCUMENT**  
**FOR**  
**HOUSEKEEPING/SANITATION SERVICES**  
**AT**  
**VARIOUS PLACES IN**  
**JAMIA HAMDARD**



**JAMIA HAMDARD**  
**(DEEMED TO BE UNIVERSITY)**  
**HAMDARD NAGAR, NEW DELHI-110062**

**Total pages: 26**

## 1. ELIGIBILITY AND SELECTION CRITERIA:

### (A) Technical Bid Evaluation:

The intending bidder should satisfy the following criteria:-

1. Should have minimum annual average turnover of **Rs. 5 Crores** during the last preceding three financial years ending 31<sup>st</sup> March, 2018.
2. Should have executed three similar work costing not less than Rs. 01 (one) crore or two similar work costing not less than Rs. 1.5 crores or one similar work costing not less than Rs. 02 crores in Central Govt/State Govt. Department/University/PSU/MNC/Bank/Hospital/Hotels etc. during the last three financial year ending 31<sup>st</sup> March, 2018 (**Annexure – IV**). Performance certificate of private establishment should be supported by TDS issued by client / Form 26A. Similar work means work of sanitation services / housekeeping services.
3. Should have minimum Solvency issued by nationalized Bank of Rs. 01 (one) Crore in the name of Jamia Hamdard. (**Annexure – VIII**). Solvency should be addressed to Registrar, Jamia Hamdard in sealed cover.
4. Should have minimum average strength of 200 manpower on rolls of the agency in last three consecutive years. Copy of EPF/ESIC return or any other statutory document certifying the above strength to be attached of last three consecutive years.
5. Should have valid registration with Trade & Tax Department of Govt. of NCT of Delhi on Works Contract, Service Tax Department, EPF & ESI Registration number.(Copies of registration to be attached).
6. Should not have been blacklisted by any Govt., Semi –Govt., Deptt. Or any other organization as on date. (**Annexure – VII**).
7. Should submit E.M.D. of Rs. 4,00,000.00 (Rupees Four Lakhs only) in favour Registrar, Jamia Hamdard.  
The bids which do not meet the above specified eligibility criteria shall be summarily rejected.
8. Those bidders who fulfill the initial eligibility criteria as mentioned in 1(A) above shall be evaluated on the basis on technical bid (**Annexure-III**).

#### Note:

- The Jamia Hamdard reserves the right to restrict the number of firms for opening of financial bids, i.e. it may decide to open the financial bids of lesser than eligible bidder(s) on the basis of marks obtained in technical bid evaluation.

### (B) Financial Bid Evaluation:-

- (a) Financial bid of only those bidders who fulfill the criteria of Technical Bid Evaluation as mentioned at 1(A) shall be opened.
- (b) The work will be awarded to the L-1 Agency. In case the financial bid of more than one Agency is same as L-1, then the work will be awarded to the agency which gets the higher marks in Technical Evaluation Criteria as mentioned in 1(A).
- (c) The Jamia Hamdard will open the 'Financial Bids' of technically qualified bidders, at notified time, date and place in the presence of the qualified bidders or their representatives.

### 2(A). SCOPE OF WORK:

- (i) Complete & comprehensive housekeeping service/job contract which involves daily sweeping, cleaning, dusting of furniture and all other items, wet washing/mopping and allied housekeeping jobs in Jamia Hamdard.
- (ii) The manpower (male + female) to be deployed at Jamia Hamdard Campus will be

- Approx.100 Sanitation Workers including sewer man and 05 Supervisors.(10% deviation may be upper side or lower side) on all days including Saturdays.
- (iii) The Agency shall be fully responsible for the sanitation/ housekeeping services in the Jamia Hamdard Campus.
  - (iv) The cleaning area in the hostel/residential building limited to staircase landing area, corridors, roof top etc.
  - (v) Daily sweeping, cleaning, collecting & disposal of dried leaves of trees/plants in the open/closed corridor, approach road, vehicle parking area, backside open yard/grounds.
  - (vi) Sweeping, mopping, dusting, cleaning and all other allied works in the offices have to be completed before 8.30 a.m. on all working days. In case the work is not completed before time on any day shall attract penalties as deemed fit by the Jamia Hamdard. Some activities such as garbage removal, insecticide/ pesticide application etc. shall be completed in the evening after office hours (i.e. 5:00 pm onwards), on day to day basis. No spillover of the above work for the next day shall be permitted under any circumstances.
  - (vii) However, regular cleaning of toilets (including fixtures such as WC's urinals, washbasins tiles etc.) Lobby, Corridors and other areas shall be done continuously during office hours.
  - (viii) The Jamia Hamdard shall make arrangements of cleaning materials/items to the service providing agency.
  - (ix) The work to be carried out under this tender shall also include arranging of vacuum cleaners, scrubbing and polishing machines and equipments which are required to be used during execution of the work (**Annexure-V**). All the machineries used should be appropriate for the surfaces existing on the site and in no way damage the surface/ fixtures/ fittings/ furniture beyond normal wear and tear. In case the agency or its employee damages the surface/ fixture/fitting/ furniture, the Jamia Hamdard will be well within its right to recover the cost of restoring the damaged area and/or impose a penalty on the agency. The decision of the Registrar, Jamia Hamdard, will be final and binding on the agency.
  - (x) The above also includes computers, machines, other office equipments, internal vertical surface (marble, glass panels and printed surface etc.) ceiling & fixtures, electric fans etc., whose cleaning is **very much** within the scope of housekeeping.
  - (xi) The periodicity with which the job is to be carried out at the site is broadly divided into three categories namely **2(C) Daily, 2(D) Weekly and 2(E) Fortnightly** basis.
  - (xii) The agency may visit the Jamia Hamdard campus on any working day between 10 a.m. to 4 p.m. under intimation to In-charge Housekeeping, Room No. B-6, Admn. Block, Jamia Hamdard for the assessment of work.

**2(B) THE DETAILS OF THE AREA COVERED UNDER THIS SCOPE OF WORK ARE AS UNDER:-**

**Area details: Tentative area details are as under:**

<b>S.No.</b>	<b>Name of the Building/Premises</b>	<b>No. of Floors</b>	<b>Area in Sq. mtrs</b>
1.	School of Unani Medical Education & Research (New block 04 floors & old block 04 floors)	04+04	3133.50
2.	School of Chemical & Life Sciences or Main building (B+ 4x2068.00 sq. mtr. Admn. Block) (5x483.12 sq.mtr old building) deduct the B.D. Labs area i.e. approx 277.88 sq.mtr(65'-0"x46'-0")Deduct from total area	04+04	10512.92

	i.e.10,790.80-277.88=10,512.92 sq.mtr		
3.	School of Pharmaceutical Education & Research (New block 04 floors & old block 04 floors)	04+04	9258.90
4.	School of Nursing Sciences & Allied Health	02	2234.25
5.	Growth Chamber/Nursing Faculty	02	267.00
6.	HARC & School of Management & Business Studies	03	4152.18
7.	Hkm. Mohd. Saeed Library & Computer Centre	06	11835.00
8.	NANO/CARPS Building(B+G+03 Floors) <b>but housekeeping work will be only at—B+G+01</b>	03	2119.20
9.	Porta Hall	01	952.45
10.	Gymnasium Building	01	809.00
11.	Scholar's House	03	1803.49
12.	"A" Block	02	595.50
13.	Hamdard Convention Centre	02	3053.00
14.	Rufaida Nursing Hostel (two floors only)	02	2192.5
15.	AMHR Hostel (B+G+07 Floors)	B+G+07 Floors	12205.79
16.	Sultan Razia Hostel (one floor only)	01	675.00
17.	Al- Baruni Hostel ( now converted in Girl's hostel)	04	3165.00
18.	Ibn -Sina girl's Hostel	04	3165.00
19.	PG Girl's Hostel/Anne Marie	03	695.25
20.	PG Girl's Hostel Annecy	01	149.48
21.	Jawahar Lal Nehru International Hostel (front block 04 floors & rear block 04 floors)	04+04	2754.75
22.	Ibn-Batoota Hostel	04	3075.00
23.	Kitchen area of Al-Baruni Hostel	01	210.00
24.	Kitchen area of Ibn-Batoota Hostel	01	50.00
25.	Kitchen area of JLN Hostel	01	210.00
26.	Kitchen area of Anne Marie Hostel	01	50.00
27.	Chancellor's Lodge	02	167.29
28.	Vice-Chancellor's Lodge	02	169.29
29.	Pro V.C.'s Lodge	01	130.13
30.	Skill Lab (under F/o Nursing)	01	219.00
31.	Roads & footpaths	-----	15932.00
32.	Surrounding area of Rabia Mosque including wazukhana and washrooms	-----	1630.00
33.	Surrounding area of small mosque near JLN Hostel	-----	570.00
34.	Number of Supervisors (Semi -skilled)	-----	-----

**Total area---Approx. 98141.87 sq. mtr.**

\* Above details are given only as indicative, the bidders are requested to visit the Jamia Hamdard Campus to assess the area etc. Sanitation services are to be provided in complete campus.

## **2(C) DETAILS OF JOBS TO BE CARRIED OUT ON DAILY BASIS:**

1. Daily General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), Auditorium, Library, reception, corridors, stairs, space for water coolers & toilets, parking areas, service area, corridors & staircase of hostels and residential area, all roads inside the Jamia Hamdard etc. and all unspecified areas/ location within the Jamia Hamdard campus .
2. Daily Removal of garbage from dustbins in trolley with high quality rubber wheels or any other means other than plastic bags and disposal of the same at government/local body designated sites following provisions under rules.
3. Daily Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircases, lift areas, open area etc.
4. Daily Cleaning of workstations, table top, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
5. Daily Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipments.
6. Daily Air freshener spray in conference room (if required), Auditorium, Officer's rooms once in a day and also on requirement basis as directed by the department.
7. Daily Cleaning and dusting of Lab equipments, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the site.
8. Daily Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's urinals wash basin, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
9. Cleaning and dusting of planters, paintings, posters, notice board etc.
10. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required.
11. Mosquito, Flies Control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flies. Spraying at all entry and exit points and reception area to be done on daily basis.
12. The bio degradable and non-biodegradable waste shall be segregated and disposed of by the contracting agency on day to day basis. The agency should follow the government guidelines/act in this regard.
13. Insect Control complaints should be attended on all days. Necessary, qualified, manpower for the purpose should be available on site for immediate attention.

## **2(D) DETAILS OF JOBS TO BE CARRIED OUT ON WEEKLY BASIS:**

1. Machine and hand scrubbing thorough cleaning /washing of the entire floor area by using approved cleaning material and dry /wet mopping.
2. Dusting of walls, roofs etc. from top downward and removal of cobweb, bee hives etc.
3. Polishing of Brass/ copper fixtures.
4. Cleaning of windowpanes and partition doors.
5. Cleaning of drinking water Cooler area, dustbins, buckets etc. with detergents.
6. Weekly cleaning and dusting of ventilators blinds and brushing of upholstered chairs and sofas.
7. Removal of Poster, Banners and hoardings inside and outside Jamia Hamdard covered in the tender.
8. Insect control treatment should be extensively carried out in the site on every weekend.

## 2(E) DETAILS OF JOBS TO BE CARRIED OUT ON FORTNIGHTLY BASIS:

1. Vacuum cleaning of upholstery of sofas and other upholstered chairs and other furniture.
2. Cleaning of Name Plates and painting with Glass top.
3. Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
4. General cleaning/dusting of panels, poster, paintings. etc.
5. Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles etc.
6. Removal of cobwebs in back / hidden areas in places like electrical substations, U.P.S. rooms, telephone exchange etc.
7. Removal of weeds from edges of paths/ roads, paved-laid area, corners, crevices in terraces, etc.
8. Insect & Pesticide Control/Disinfection treatment will be done by means of spraying in Toilets to get rid of ticks, cockroaches, ants, beetles, etc.

All the above services or any other service/work of similar nature as required may be entrusted to the contractor from time to time by Jamia Hamdard. These works may be rendered without causing any hindrance of disturbance to the students and staff during and after the normal working hours and shall be carried out effectively and in consonance and conformity with the standards of a neatly managed campus.

## 2(F) MATERIAL & EQUIPMENT:

- (i) The indicative list of tools and cleaning equipment to be arranged by the Agency on his own expenses, are as under :-
  - (a) Two, Three, Four wheeled Trolley and Cycle Rickshaw (for garbage lifting/removal)
  - (b) Four legged stools Industrial or balanced ladders
  - (c) Industrial Vacuum cleaners
  - (d) Heavy duty scrubbing machine
  - (e) High Power Jet machine
  - (f) Heavy duty polishing machine with pads
  - (g) Mops/swabs
  - (h) Upholstering brushes
  - (i) Long handled cobweb brushes pads
  - (j) Metal dust pans
  - (k) Any other similar equipment required for cleaning

## 3. TERMS AND CONDITION OF THE CONTRACT:

1. The contract shall be for a period of one year subject to extension of one more year on condition of excellent services and compliance of Labor Laws and Minimum Wages Act.
2. Jamia Hamdard reserves the right to reject the tenders not conforming to the prescribed requirements and non submission of required documents/ copies. No correspondence thereof shall be entertained whatsoever.
3. The tender form should be clearly filled in ink legibly or typed clearly with **NO OVERWRITING**. The tenderer should quote the rates & amount tendered by him in figures as well as words. Alterations unless legibly attested by tenderer shall disqualify the tender. Every page of the tender form should be signed by the tenderer himself along with his official seal. **Attested copies of the Registration number of the agency, license number under Contract Labours Act, Provident Fund Account Number (Allotted by Provident Fund Commissioner), ESI no.(Allotted by the ESI Deptt.) and copy of the Income Tax Clearance Certificate, satisfactory performance certificate issued by the concerned**

**agency/organization, Memorandum of firm and partnership deed, if the agency/firm is in partnership shall also be enclosed.**

4. The quoted rates should be inclusive of all taxes and in accordance with the provisions of Minimum Wages Act, Labour Laws and other standard provisions like PF, ESI Bonus etc. Additionally, it is reiterated that any hike in minimum wages shall be adopted accordingly during the contract period.
5. Preference shall be given to those contractors who have minimum 03 years experience of providing housekeeping services (with two works of one crore each or one work of two crore annually in the last five years) in reputed universities, hospitals, hostels, Govt. /corporate buildings and also who use the latest machines for housekeeping purpose. Use of latest inventory and its ownership is preferred.
6. The earnest money is liable to be forfeited, if the tenderer withdraws or amends or derogates from the tender in any respect within the period of validity of the tender. The earnest money can be adjusted against the security money. No interest shall be paid on earnest and security money deposit.
7. Every amount to be paid to the contractor shall be subject to the deduction of tax at source and other taxes as applicable from time to time by the Govt. of India.
8. The tenderer /contractor shall deposit a security in favor of Jamia Hamdard for an amount of Rs. Ten lacs or equivalent to one month's billing amount whichever is higher or as directed by the Competent Authority of Jamia Hamdard either in cash or in the form of a Bank Guarantee (no other mode of payment acceptable) for the due performance of the contract, within 15 days from the date of the award of contract. In the event of breach/ violation or contravention of any terms and conditions herein by the contractor, the security deposited shall be forfeited by Jamia Hamdard, in addition to any amount of penalty as decided by the Registrar, Jamia Hamdard which shall be recoverable from the security amount , if not paid by the tenderer himself.
9. **The Competent Authority of Jamia Hamdard reserves the right to accept or reject any tender without assigning any reason whatsoever, bifurcate the whole tender in two bidders (without effecting the existing terms & conditions of the contract) or cancel any part of the tender.**
10. **The performance of those agencies who have served in the past/ still serving Jamia Hamdard will be considered while awarding the contract. The tender of those agencies whose performance has not been satisfactory may not be considered even if they qualify.**
11. The tenderers may visit the campus to assess the quantum of work, deployment of required manpower, machines, tools, equipments etc. before quoting their rates and amount in the tender.
12. The tenderer, while submitting the tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
13. The contractor shall declare what and how many latest machines he will use. The machines will remain in the campus premises in pristine & working condition and will be replaced/repared within three days if they get faulty during work, failing which the Jamia Hamdard will get them replaced/repared and the expenses thereof shall be deducted from the bill of the agency. Additionally a suitable penalty as decided by the Competent Authority of Jamia Hamdard shall be charged from the contractor's bill.
14. The contractor shall comply with all the legal requirements and for obtaining license under Contract Labour (R & A) Act. The age of the workers (male & female) shall not be less than 18 years.
15. Every worker of the contractor shall wear neat and tidy prescribed uniform with the name of the agency stitched on it and an I-Card during all working hours. The contractor at his own cost shall provide the said uniform and I-Card. The contractor shall also provide Police

Verification of each and every person deployed in Jamia Hamdard. A list of all workers engaged by him along with their place of work shall be submitted to the Officer In-charge of the Jamia Hamdard.

16. The agency staff shall be available at all working hours/days as per their duty roster and they shall not leave their place of duty, failing which the salary of the worker shall be deducted from the bill of the contractor and also the salary of the worker shall be deducted if the assigned work is found incomplete or not executed in proper manner. The decision of the Competent Authority of Jamia Hamdard shall be final and binding on the part of the contractor.
17. The contractor shall make provision of bio-metric attendance (at his own cost) of all its workers twice in a day (beginning & end of the shift) and the same will be submitted daily to the Officer Incharge, Housekeeping.
18. The agency shall be responsible for immediate replacement of any worker who is not available on duty or at the place of posting and such other additional staff as may be required from time to time for additional area for which prior information have been given.
19. The agency staff shall work under the direct supervision and overall administration of the contractor. The contractor shall work under the direction of the Officer Incharge as deputed by the Competent Authority in order to ensure smooth functioning.
20. The agency shall be fully responsible to provide all the benefits of Minimum Wages of Govt. of Delhi i.e. EPF, ESI etc. to all its workers deployed in the campus and Jamia Hamdard shall not be responsible for any act of omission and commission in any manner whatsoever.
21. The Competent Authority of Jamia Hamdard shall have the right to ask the contractor /agency to remove any such person who is not found to be competent and orderly in the discharge of his duty.
22. The agency staff shall carry out such other duties as instructed to them from time to time by the Competent Authority of Jamia Hamdard or his authorized representative.
23. The agency shall not engage any sub-contractor or transfer the contract to any person in any manner, if found subletting in any manner, the contract will stand cancelled immediately without any prior notice.
24. The contractor/agency shall be responsible for opening of choked manholes & G.T. and sewer lines etc of the entire campus (including residential blocks) and arrange suitable equipments and machines for the required work at his own cost, failing which the concerned office/department will arrange to open the same at the risk and cost of the contractor. The contractor will face suitable penalty as decided by the Competent Authority of Jamia Hamdard for such non-conformity.
25. The contractor shall deploy Supervisors and workers for due discharge of duties of housekeeping. The said staff shall take instructions from the Officer Incharge of Jamia Hamdard.
26. In case any area of any buildings is found to be not properly cleaned or maintained like wash rooms, galleries, labs, open areas, roads etc. a pecuniary penalty of any amount can be imposed on the agency by the Competent Authority of Jamia Hamdard. The contractor shall put a complaint diary at the reception of every building or as directed by the Officer Incharge. The staff, students, parents; visitors may endorse the short comings or problems found in the work. The Supervisor of the contractor shall be responsible for the swift rectification of the complaints thus received on day to day basis.
27. The contractor shall use/arrange tractor trolley/cycle rickshaw at his own cost for disposing of garbage, kitchen and mess waste from the hostels, road sides, dustbins and dispose them off outside of Jamia Hamdard (No separate payment will be made in this regard), failing which the concerned department will make arrangements and amount spent shall be recovered from the contractor's bill along with a suitable penalty as decided by the Competent Authority of Jamia Hamdard.



28. The contractor must also ensure that the garbage /waste especially after cleaning of road not to be dumped in the open drain/nala, the same shall be lifted by hand trolley or a garbage rickshaw arranged by the contractor at his own cost.
- 29. The contractor shall also fumigate/chemical spray of insecticides in the entire campus including hostels, kitchen mess, offices , labs etc. from time to time or as directed by the designated officer of Jamia Hamdard .**
30. The contractor shall deploy workers for picking and disposal of paper cups, polythene bags, waste paper and other discarded items from all the adjoining areas of the buildings mentioned in the tender document and will also clean the drains, cobwebs and maintain neat and clean surroundings. If the contractor fails to do so, the work may be executed by another agency on the risk & cost of the contractor along with a suitable penalty as decided by the Competent Authority of Jamia Hamdard.
31. The Jamia Hamdard will only provide water and electricity required in the housekeeping process. If needed, extension board and lead wire shall be arranged by the contractor at his own cost, he will also provide machines, appliances, instruments etc required for cleaning and sanitary process.
32. The cleaning material shall be provided to the contractor by Jamia Hamdard, which will be handed over to the supervisor of the contractor who will distribute the cleaning material among the safai workers and maintain a proper register as directed.
33. The contractor will provide the deployment of minimum manpower in the entire campus and their place of work, no. of Safai workers, Supervisors, Manager etc. in a separate sheet.
- 34. The work shall be executed on all 07 days of the week with full strength of the workers. The working hours will be from 07:00 a.m. to 04:00 p.m. every day. Only in AMHR hostel there will be two shifts, timing will be from 06:00 a.m. to 02:00 p.m. & 02:00 p.m. to 10:00 p.m. every day or as decided by the Competent Authority of Jamia Hamdard.**
- 35. Contractor shall provide the 2(two) sets of uniform each for summer and winter to his worker(s) as prescribed by the Jamia Hamdard for both male and female worker(s) while on duty from out of his service charges. The contractor shall also provide 10 Nos. of Walkie-Talkie for the Sanitary supervisors / controlling officials etc.**
- 36. The worker(s) deployed should be able to read instructions written in Hindi / English. Contractor need to submit the Police verification & Medical fitness certificate of each and every worker to the Jamia Hamdard.**
37. Apart from the buildings and areas mentioned in the tender document, there may be modification in the area of work as and when required or as directed by the authorized person/s of Jamia Hamdard without effecting the rates and other terms & conditions of the contract.
38. In case, if the contractor fails to provide proper upkeep & housekeeping work regularly for more than three days, in such circumstances the contract can be terminated forthwith by Jamia Hamdard without any notice.
39. In case of any dispute or difference, if remains unresolved, the matter shall be referred to the Arbitrator appointed by the Vice-Chancellor of Jamia Hamdard. The decision of the Arbitrator shall be final and binding on both the parties. The jurisdiction shall be only at Delhi/New Delhi.

#### **4. EARNEST MONEY DEPOSIT AND PERFORMANCE SECURITY DEPOSIT:**

1. Tenderer will submit the tender form for sanitation / Housekeeping services in the Jamia Hamdard along with Earnest Money Deposit amounting to Rs. 4.0 lakhs to be paid in the form of Bank Draft of any Nationalized scheduled bank in favour of Registrar, Jamia Hamdard Delhi. In no case, cheque and/or cash will be accepted. The tender will not be accepted if it is not accompanied by Earnest money deposit as earlier explained.
2. The Earnest money Deposit shall be adjusted towards Performance Security Deposit of the Successful Bidder. The Department shall not pay interest on Earnest money or performance security deposit.

3. Total performance security deposit will be 10% of the total value of the contract per annum of the qualifying Tender. This will be in the form of D.D. or Bank Guarantee of total value. Performance security will have to be submitted within 10 (ten) days from award of work extendable by 05 (five) days for genuine reasons under satisfaction of the Registrar. Non submission of Performance Security Deposit within the said 10 days or the extended 05 days will entail forfeiture of the EMD and recalling of the tender without any notice to the accepted agency. In such case, the said agency should not be allowed to participate in the re-tendering process.
4. The tenderer should submit the duly filled and signed Tender Form with covering letter **(Annexure-I)** along with the following documents. In case the tenderer is found to have not fulfilled any/all of the following requirements, the entire bid is liable to be rejected without assigning any reason thereof. All the documents pertaining to the Firm/Company submitted by the tenderer should bear the same Name and Address as recorded in the Tender Form. In case of any variation, it should be specifically clarified as to whether the changes have been duly notified to the respective Authority and proof of acceptance by such Authority must be attached with the respective document submitted by the tenderer.
  - a. Earnest money deposit of Rs. 4.0 (Four) lakhs.
  - b. Original Notice Inviting Tender (to be signed by the tenderer)
  - c. Service tax Registration Certificate from the concerned taxation Authority.
  - d. GST Registration Certificate.
  - e. Original terms and conditions of tender (each page to be signed by the tenderer).
  - f. Demand Draft/Pay order for Rs. 2000/- in favour of Registrar, Jamia Hamdard, Delhi. (As cost of the tender document, if the same was downloaded from the website). In case Tender Document is purchased by cash, enclose the cash receipt.
  - g. Valid Registration No. of the Firm (Under Shops & Establishment Act) or registration No. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate)
  - h. Valid PAN card of the Company/Firm(attach attested copy of PAN card)
  - i. Valid Provident Fund Account No. of the Firm (attach attested copy of registration)
  - j. Valid ESI No. of the company/Firm (Attach attested copy of registration certificate)
  - k. Valid Pest control License No. In case Pest Control Service is intended to be sub contracted, sub contractor's Pest control License Number along with sub contractor's acceptance letter to associate with the tender to provide services on site(attach attested copy of License)
  - l. The tenderer should have a minimum annual turnover during the preceding three financial years ending 31<sup>st</sup> March of 2016, 2017 and 2018 for Rs. 05 crores in Housekeeping Services. The details of the turnover for the financial years should be produced and verified by the Chartered Accountant.
  - m. Balance Sheet and profit loss account for the last 03 years ending 31.03.2018 duly certified by Chartered Accountants.
  - n. Tenderer should give the documentary proof of minimum 03 years experience (for the last three financial years) in providing Sanitation /Housekeeping Services.
  - o. The tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the client of the tenderer. The minimum qualifying rating for performance certificate is prescribed as satisfactory. The tenderers who do not attach the minimum of satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected.

## **5. SUBMISSION & OPENING OF TENDERS:**

- (A) Before submitting the tender, the tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of tender.**

- (B) Tenders should be submitted on specified format supplied by Jamia Hamdard or downloaded from Jamia Hamdard website along with Account payee Demand Draft of any nationalized scheduled bank amounting to Rs. 4.0 Lakhs with validity of not less than 3 months beyond the validity period of tender, drawn in favour of Registrar, Jamia Hamdard towards E.M.D. In case the downloaded Tenders Document is submitted, a separate DD of Rs. 2000/- will be required to be attached.
- (C) The E.M.D. of unsuccessful tenders will be returned after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
- (D) No tender will be accepted after 02:30 p.m. on 26.10.2018.**
- (E) Both the technical Bid & Financial Bid should be placed in separate sealed envelopes and both sealed in bigger envelope super-scribing "Tender for Sanitation / Housekeeping Services". EMD should be with Technical Bid.**
- (F) **Technical Bid will be opened on 26.10.2018, at 02:30 pm** in the Administrative Block of the Jamia Hamdard in the presence of Tenderer if any. For opening of financial bid, date, time, venue will be conveyed to technically qualified Tenderer by post/ emails/telephonically.
- (G) Solvency Certificate by banker of the bidder in sealed cover addressed to tendering authority should be enclosed in sealed technical bid envelope.
- (H) The Registrar, Jamia Hamdard will have full authority to reject any / all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- (I) The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance / rejection of tender.
- (J) Tenders should be deposited in Room No. B-7, Admin. Block, Jamia Hamdard, New Delhi-110062 between **10.00 am to 04.00 pm**. No tender will be accepted after **02.30 pm on 26.10.2018**. Tenders received by post shall not be entertained.
- (K) Envelope shall be submitted in following manner:
1. Sealed Technical Bid alongwith, EMD & Solvency envelope.
  2. Sealed Financial Bid envelope.  
(1) & (2) both sealed in bigger envelope.

## **6. FINANCIAL BID:**

1. The rate should be quoted by the agency in accordance with terms and conditions, scope of work, all incidental expenses and as per **Clause 2** of this tender document. The quoted rates will be treated as inclusive service charges, cost of providing machinery and equipment, overhead expenses, incidental expenses and also the GST component deductible. Nothing extra other than that provided under **Clause 2** shall be paid under any circumstances.
2. The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No over writing in the financial bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.
3. The tenderer should quote the amount tendered / financial bid as per **Annexure-V**.
4. The financial bid should have the stamp of the firm of Company and signed by the tenderer on every page.

## **7. PERIOD OF TENDERED WORK:**

The tender will be awarded for a period of one year from the day the selected agency starts providing the Sanitation / Housekeeping Service in Jamia Hamdard Campus. However Jamia Hamdard reserves right to cancel/ terminate the contract any time during the Currency of contract. Extension of one year may be considered by the Jamia Hamdard, depending upon Agency's performance.

## **8. PAYMENT OF WAGES:**

The Jamia Hamdard will pay the minimum wages to the manpower deployed in conformity with the latest minimum wages and other statutory liabilities notified by the Labour Department, Govt. of NCT of Delhi.

## **9. LABOUR AND MANPOWER:**

Adequate manpower will be deployed by the agency for the job. In case, the agency fails to maintain the aforesaid strength of the labour and supervisor, the Jamia Hamdard shall levy penalties as deemed fit.

## **10. PERFORMANCE EVALUATION:**

Jamia Hamdard reserves the right to satisfy itself about the quality of the Housekeeping services provided by the tenderer. In the Event the agency does not achieve the level of satisfactory performance, the tenderer /agency is liable to be penalized by the deduction. The decision of the Jamia Hamdard will be final in this regard.

## **11. INSTRUCTIONS TO THE TENDERER/OBLIGATIONS:**

- I. The contractor shall be responsible to undertake the activities as per the periodicity indicated against each activity and shall use the modern machine like: Vacuum cleaner, wet & dry mopping machine, scrubber etc.
- II. Area to be cleaned under the contract including Scope of Work is as follows:
  - a) Jamia Hamdard Academic and Administrative Campus: All building, all rooms, open area, common area, stairs, toilets, water cooler, Solar Panel etc. to be cleaned
  - b) Jamia Hamdard Residential Campus: Boys & Girls hostels, transit hostels, open area, common area, stairs & open area of all the buildings, toilets, balcony, water cooler, porta Cabins, road, path, water tank etc. to be cleaned
- III. Effective cleaning, sweeping & mopping of all the hostels (excluding rooms of Boys/Girls) including toilets and bathrooms has to be ensured taking into account the convenience of the occupant, to be done daily with phenyl, detergent & disinfectant. Staircases, corridors, lobby, open area, roads and foot path are to be cleaned daily.
- IV. Effective cleaning, sweeping & mopping of all the office rooms, laboratory has to be done daily with phenyl, detergent & disinfectant. The first cleaning should be completed by 08:30 am daily.
- V. The contractor shall be responsible to maintain the aesthetic looks in the Jamia Hamdard premises and surrounding areas by maintaining pleasant odor and cleanliness, keeping the buildings & the surrounding area neat, clean & tidy every day, keeping them in hygienic & sanitary conditions of high standard as per contract. staircases, corridors, lobby, toilets, bathrooms, washbasin, kitchen, dustbins are to be cleaned twice daily with phenyl, detergent & disinfectant. The first cleaning should be completed by 08:30 am daily.
- VI. Dusting of all the buildings, rooms, hostels, furniture & fixtures, equipment's, partition walls, doors, windows, notice boards, flower vases & pieces of decoration and other materials available in the Jamia Hamdard buildings and removal of cob-webs are to be done daily. The first cleaning should be completed by 8:30 am daily.
- VII. Toilets & urinals including floors to be cleaned regularly and continuously at every 3 hours throughout the day with phenyl and other disinfectants. Suitable number of female cleaners should be deployed for taking care of cleaning works of ladies toilets and ladies

- rooms.
- VIII. Only male workers should be deployed to clean the Gent's toilets in the premises and only female workers to clean ladies toilets. The toilets should be cleaned every day with utmost care.
  - X. To attend, clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes and underground sewer lines, whenever required for smooth functioning and as required or as directed.
  - XI. Daily removing of wastage / garbage etc. are to be dumped at the place earmarked by the local body for the purpose.
  - XII. Cleaning of carpets, curtains, venetian / vertical blinds, phones and electrical fittings on walls in rooms, passage and corridors in the building, and terraces in all buildings are to be cleaned weekly.
  - XIV. The contractor shall deploy the worker after Police Verification on regular basis. The contractor shall deploy workers of decent character, sound health and general abilities to carry out such work.
  - XV. The worker(s) deployed shall wear uniform and keep Identity Card provided by the contractor.
  - XVI. Contractor shall provide the 2(two) sets of uniform each for summer and winter to his worker(s) as prescribed by the Jamia Hamdard for both male and female worker(s) while on duty from out of his service charges. The contractor shall also provide 10 Nos. of Walkie-Talkie for the Sanitary supervisors / controlling officials etc.
  - XVII. The worker(s) deployed should be able to read instructions written in Hindi / English. Contractor need to submit the Medical fitness certificate of each and every worker to the Jamia Hamdard.
  - XVIII. The contractor shall pay his worker(s) wages not less than the minimum wages fixed by the Govt. of NCT of Delhi/Govt. of India and all other statutory dues like EPF (if applicable) & ESI throughout the tenure of contract.
  - XIX. The contractor would be required to ensure that the payment of the worker(s) in the strict observance of Minimum Wages Act will be made on or before 7th day of every month and there should be no linkage between worker(s) payment and settlement of the contractor bill from the Institute.
  - XX. The contractor shall provide at his own cost all tools, items, appliances (like: Vacuum cleaner, wet & dry mopping machine, scrubber etc.) required for proper execution of works.
  - XXI. The Contractor shall abide by all laws and rules and regulations framed there under or any other statutory obligations which are in force from time to time in respect of worker(s) deployed. The contractor shall indemnify the Institute from any claims in this regard.
  - XXII. The contractor will submit the pre-receipted duly stamped bill in prescribed format for reimbursement of services covered under the contract in triplicate of preceding month, monthly pre-receipted, printed & dully signed. Each Monthly bill must accompany the:
    - a) Satisfactory work completion certificate issued by concerned Office,
    - b) Certificate to the effect that no Labour Law or any other Law governing the worker(s) deployed has been violated and any dispute or claim arising out of this shall be concerned and responsibility of Contractor.

## **12. PAYMENT OF BILLS:**

1. Payment of bill(s) will be made by Jamia Hamdard within ninety days from the date of submission of the Bills in respect of undisputed bills. The agency while preferring the bill for payment will have to certify that the wages (as per Minimum Wages Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN NO. & GSTIN NO. should be quoted on the body of the bill.
2. Wherever any over payment comes to the notice of Jamia Hamdard the same shall be

deducted by Jamia Hamdard from any sum due or which at any time thereafter may become due to the agency under this tender/ agreement/ contract, and failing that, under any other tender/ contract/agreement with Jamia Hamdard or from the performance security deposit of the tenderer.

- a. Jamia Hamdard reserves the right to carry out at payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. Jamia Hamdard further reserves the right to enforce recovery of any overpayment whenever detected.
- b. If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender / agreement/ contract, it shall be recovered by the Jamia Hamdard from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.
- c. If any underpayment is discovered, the amount shall be duly paid to the agency by the Jamia Hamdard as and when pointed out and found justified.
- d. Jamia Hamdard reserves the right to make payment of only such persons who actually worked during the period of bill.
- e. The Contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (contract Labour Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Department and the Labour department.
- f. The contractor shall abide by and comply with all the relevant laws and statutory requirement covered under various laws such as Labour Act, Minimum Wages Act, contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the department.
- g. The Designated manpower on a given day can also be deployed for other services like shifting equipments/furniture etc. apart from sanitation & Housekeeping Services.

### **13. NOTICE OF THE JAMIA HAMDARD:**

Subject to as otherwise provided in this tender, all notices to be given on behalf of the Jamia Hamdard and all other actions to be taken on its behalf may be given and taking by the Registrar, or any authorized official by the Jamia Hamdard.

### **14. NO LIABILITY OF THE JAMIA HAMDARD:**

- i. The Jamia Hamdard shall not provide any residential accommodation to the Sanitation/ Housekeeping personnel employed by the agency.
- ii. The Jamia Hamdard will be under no obligation to provide employment to any of the employees of the Housekeeping agency during or after expiry of tender/ agreement/ contract period and Jamia Hamdard recognizes no Employer- employee relationship between Jamia Hamdard and the Sanitation /Housekeeping employees deployed by the contraction agency.
- iii. The Jamia Hamdard shall not be responsible financially or otherwise for any injury to the Housekeeping personnel in the course of performing the Sanitation/ Housekeeping functions as per this tender. This liability shall be of the service providing agency in terms of Workmen's Compensation Act, 1948..

### **15. TERMINATION OF TENDER:**

- a. If the agency at any time make default in executing housekeeping job with due diligence and care and continues to do so, and / or the Sanitation/ Housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy or fails to complete the work as per terms and conditions and does not complete them within the period specified in the notice given to him in writing, the Jamia

Hamdard may without prejudice to any other right to remedy, which shall have accrued thereafter to the contracting agency, shall cancel the contract/ agreement after one month notice and security deposit will also be liable to be forfeited by the Jamia Hamdard. Jamia Hamdard, on such cancellation, shall have powers to carry out /execute the work through other agencies by any means at the risk and cost of the contracting agency.

- b. The Jamia Hamdard reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice, the contract/agreement shall come to an end.
- c. If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be terminated, and all deposits will also be liable to be forfeited by the Jamia Hamdard.
- d. In case the agency wants to terminate the contract/agreement, it shall have to give three months notice in advance to this effect to the Jamia Hamdard. However, the decision of Jamia Hamdard in this regard shall be final & binding on the agency.

#### **16. ARBITRATION:**

In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the Jamia Hamdard. Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

#### **17. CANCELLATION OF CONTRACT:**

Jamia Hamdard also reserves the right to cancel the contract/tender process without assigning any reason. However, some of the grounds on which a contract can be cancelled are detailed below. (This list is only illustrative and not exhaustive).

- i. Serious discrepancy in the provision of the required services by the contractor.
- ii. Breach by the tenders of any of the terms and conditions of the tender.
- iii. Any action by the bidder which is in breach of law or accepted practices in the financial transactions.
- iv. If the Vendor goes into liquidation voluntarily or otherwise.
- v. In addition to the cancellation purchase order/award, Jamia Hamdard reserves the right to forfeit the performance guarantee.
- vi. Any attempt to influence the decision of the Jamia Hamdard officials through direct/indirect methods/means.

**ANNEXURE – I**

(Letter to the Jamia Hamdard on the letterhead of Service Provider/Tenderer)

The  
Registrar  
Jamia Hamdard  
Hamdard Nagar  
New Delhi-110062

Dear Sir,

Sub: Ref. your tender for provision of Housekeeping Services in the Jamia Hamdard Campus.

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our offer for the provision of Housekeeping/Sanitation Services and other related activities in the Jamia Hamdard Campus as per details in your above referred tender.

We affirm/declare that we have never been black listed by any agency.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred tender and enclosures. We also understand that the Jamia Hamdard is not bound to accept the offer either in part or in full and that the Jamia Hamdard has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Earnest Money Deposit of Rs. 4,00,000.00 in the form of A/c Payee Demand Draft in Favour of "Registrar, Jamia Hamdard" drawn on Bank ..... DD No. .... Dated. ....

Yours faithfully,

Authorised Signatories  
(Name and Designation, seal of the Firm)  
Dated:



**ANNEXURE-II**

**COMPANY PROFILE**

<b>S. No.</b>	<b>Item</b>	<b>Details</b>
1.	Name of Firm/Contractor	
2.	Name of Owner(s)/Partner(s)	
3.	Mailing Address	
4.	Telephone and Fax numbers	
5.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
6.	Name and Designation of the person authorized to make commitments to the Jamia Hamdard	
7.	Contact details of the person authorized to make commitments to the Jamia Hamdard	
8.	PAN No.	
9.	Service Tax Registration Number	
10.	Details of Registration Appropriate Labour Commissioner	
11.	Manpower details indicating number of Housekeeping Workers & Supervisor with the agency in Delhi & India on the whole.	
12.	Address of Training Centre in Delhi/NCR	

Authorised Signatories  
(Name and Designation, seal of the firm)  
Dated:

**Annexure-III****PRO-FORMA FOR TECHNICAL BID**

Sr. No.	Particulars	Reference No.	Page No.	
1.	Reference cost of Tender form (enclosed copy of tender cost slip)	No. _____ Date _____		
2.	Reference of Earnest Money Deposit (enclosed Demand Draft amount of Rs. 4,00,000 (Rupees Four Lakh) only)	DD No. _____ Date _____		
3.	Registration Certificate of the Firm/Company (enclosed attested copy of the Registration Certificate)	No. _____ Date _____ From _____ date _____		
4.	ISO 9001/2000 Certification(enclosed attested copy of ISO certificate)	No. _____ Date _____ From _____ date _____		
5.	Memorandum , in case of Company & Partnership Deed in case of Partnership Firm to be provided	No. _____ Date _____ From _____ date _____		
6.	Address of the Registered office/ corporate office with name and designation of the authorized person <b>(kindly attach additional sheet, if required)</b>	Registered office: Address:  Name, mobile no.& designation of the authorized person:		
7.	EPF Registration Certificate (enclosed enclosed attested copy of EPF Registration Certificate)	No. _____ Date _____ From _____ date _____		
8.	ESI Registration Certificate (enclosed attested copy of ESI Registration Certificate)	No. _____ Date _____ From _____ date _____		
9.	Permanent Account Number issued by the Income Tax Department (enclosed attested copy of PAN)	No. _____		
10.	Service Tax Registration Certificate (enclosed attested copy of the Service Tax Registration Certificate)	No. _____ Date _____		
11.	Turnover of the last three financial years (enclosed attested copy of the Auditor's Report with Balance Sheet per year)	FY-2016: _____ FY-2017: _____ FY-2018: _____		
12.	List of clients with address & telephone no. where the said services were provided or being provided by the Agency in the last five	As per Annexure		

	years <b>(kindly attach additional sheet as per annexure)</b>			
13.	Performance certificate issued by the Managing Director/ Competent Authority against the upkeep and housekeeping services executed or being executed in universities, hospitals, hostels, corporate buildings etc. <b>(kindly attach separate sheet for each work as per annexure)</b>	As per Annexure		
14.	Declaration of latest machines to be used. These machines will remain in the Jamia Hamdard in working condition throughout the contract period. <b>(kindly attach additional sheet as per annexure)</b>	As per Annexure		
15.	Proof of providing services of last three years experience and proof of the same period of housekeeping services of minimum Rs.....crores work universities, hospitals, hostels, corporate buildings etc. (Enclosed copies of the last three years) <b>(kindly attach additional sheet, if required)</b>	Name of the organization: From_____ To_____ Name of the organization: From_____ To_____ Name of the organization: From_____ To_____		
16.	Total number of staff under different categories with complete breakup to be deployed in the campus.	1. 2. 3. 4. 5.		
17.	Any other declaration			

**Dated :**

**CONTRACTOR'S SIGNATURE & SEAL**

**Annexure-IV**

(This should be mentioned on the letter head of the agency)

**DETAILS OF SIMILAR WORKS COMPLETED**

Sr. No.	Description of Work	Postal Address of Client with Contact Numbers	Contract Value (In Rs.)	Completed Value (In Rs.)	Starting Date	Completion Date	Remarks
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

**NOTE:** Performance Report issued by Client for all above jobs shall be furnished alongwith the Bid as per Annexure-IX.

**Dated**

**CONTRACTOR'S SIGNATURE & SEAL**

**Annexure-V**

**DETAILS OF MACHINERY**

<b>S. No.</b>	<b>Description</b>	<b>Nos.</b>	<b>Utilization Area</b>	<b>Marks per machine</b>	<b>Max. Marks</b>
1.	Scrubber/ Polishing	04	Scrubbing and polishing for hard floors	0.5 each machine	2
2.	Auto Scrubber Drier	04	Daily scrubbing drying of all the floors at all the levels	0.5 each machine	2
3.	Compact Auto Scrubber Drier	04	Daily scrubbing drying of all confined area floors at all the levels	0.5 each machine	2
4.	Wet & dry Suction Cleaner	04	Back-up unit for N 421 A for collection of wet slurry, and wet required for cleaning of toilets	0.5 each machine	2
5.	High Pressure Water Jet	06	Cleaning/ washing of toilets, red stone, porches etc.	0.25 each machine	1.5
6.	Commercial Vacuum Cleaner	06	Daily Dusting & Vacuuming needs at various carpeted areas and other general cleaning	0.25 each machine	1.5
7.	Floor Burnisher	05	For daily buffing of hard floors like kota, marble and granite	0.4 each machine	2
8.	Ladder 28 and 30 feet for height cleaning	04		0.25 each machine	1
9.	Insect spray Machine	04		0.25 each machine	1
				<b>Total Marks</b>	<b>15</b>

**Dated**

**CONTRACTOR'S SIGNATURE & SEAL**

**ANNEXURE-VI**

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

**Financial Bid for Housekeeping services at Jamia Hamdard Campus**

I/We \_\_\_\_\_ proprietor/partner/authorized person of M/s \_\_\_\_\_ understand the work and terms & conditions as entered in the tender document and bound himself/ themselves to abide by the rules and regulations of Jamia Hamdard. The charges of the housekeeping services as mentioned in the tender document will be on minimum wages basis that include EPF, ESI, weekly off (as applicable), uniform, all statutory deductions, applicable taxes and other obligations under the law including complete disposal of garbage of the entire campus to outside or as directed by the authorized person/s of Jamia Hamdard.

The total rates quoted for housekeeping services at Jamia Hamdard per employee comprising of all statutory payments & liabilities as applicable on date and revised from time to time is as under:-

Particulars of Post	Statutory components					
	Rates/Wages (Rs.)	EPF (13%)	ESI (4.75%)	GST (%)	Service Charges on wages (%)	Total
	(A)	(B)	(C)	(D)	(E)	(F)
Housekeeping Worker (Unskilled)	13,896.00					
Housekeeping Supervisor (Graduate & Above category)	18332.00					

**Dated**

**CONTRACTOR'S SIGNATURE & SEAL**

Annexure-VII

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India and should not have any litigation in any of the labour court(s).

Or

I / We \_\_\_\_\_ (Tenderer) hereby declare that the Firm / agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by the Jamia Hamdard, and EMD / SD shall be forfeited.

In addition to the above, the Jamia Hamdard will not be responsible to pay the bills for any completed /partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate) with Date

Solvency Certificate from Bankers of the Company in the following format:

**FORM OF BANKER'S CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s .....  
..... having marginally noted address, a customer of our bank  
are/is respectable and can be treated as good for any engagement upto a limit of  
Rs. .... (Rupees .....)

This certificate is issued without any guarantee or responsibility on the bank or any of  
the officers.

(Signature)

For the Bank

NOTE

- (1) Bankers certificate should be on letter head of the Bank, sealed in cover addressed to tendering authority,
- (2) In case of partnership firm, certificate should include names of all partners as recorded with the bank.

Signature of Chartered Accountant with seal      Signature of Bidder(s) with seal



PERFORMANCE REPORT OF EACH WORK REFERRED IN ANNEXURE-III

1. Name of work/project & Location :
2. Name of Client and address with  
Contact details :
3. Agreement No./work order No. :
4. Value of work as per work order/  
Award :
5. Total Value of actual work done :
6. Date of start :
7. Date of completion :
8. Performance Report (Pls. tick one) :

Outstanding/Very  
Good/Good/Satisfactory

(Signature & Stamp of Director/Registrar/Admin. Officer/Ex. Engineer or Equivalent)  
with Phone No./ Mob. No. & E-mail address

Dated:

(Stamp & Signature of Bidder)

Note:

1. This Annexure should be submitted separately for each work completed by the Bidder and the works indicated in **Annexure-III**.
2. This ANNEXURE shall be signed & stamped by the Bidder's Client not below the rank of Manager/Director/Admn. Officer or equivalent.
3. The Name, Address, Contact details (Mobile, Fax, E-mail, and Landline Phones) of Client should be indicated to facilitate confirmation of work.

**CHECK LIST:-**

1. Duly completed covering letter on letterhead of the Firm/Company. (*Annexure-I*).
2. Duly completed company profile (*Annexure-II*).
3. Duly completed Notice Inviting Tender/Form.
4. Earnest money deposit (Demand Draft of Rs 4, 00,000/- (Rupees Four Lakhs Only) in favour of Jamia Hamdard.
5. Demand draft/pay order for Rs. 2000/- (Rupees Two thousand only) in favour of Jamia Hamdard, as cost of the tender document.
6. Registration No. of the Firm (under Shops & Establishment Act)/ Registration No. of the Company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
7. Services Tax Clearance Certificate.
8. GSTIN Registration.
9. PAN Card of firm/Company (attach attested copy of PAN card)
10. Provident fund Account no. of firms/Company (attach attested copy of certificate).
11. ESI No. of Firm /Company (attach attested copy of Certificate)
12. Insect control License No. (Attach attested copy of certificate and acceptance letter of sub-contractor, if applicable).
13. ISO Certification No. of the firm / company.
14. The details of the turnover for the year 2015-16, 2016-17 and 2017-18 should be shown and verified by submitting the copy of Income Tax Returns of respective financial year.
15. The details of the turnover on the letter head of the tenderer.
16. Details of similar work executed by the tenderer in its letterhead (*Annexure-IV*).
17. Copies of similar Work orders issued by tenderer's client as per point 16 above.
18. Performance Certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of satisfactory. (*Annexure - IX*).
19. Financial Bid in the letterhead of the Firm/Company (*Annexure-VI*) in a sealed envelope.
20. Declaration of various machines (*Annexure V*).
21. Solvency Certificate issued by tenderer's banker (*Annexure-VIII*).
22. Declaration regarding Blacklisting/Debarring for taking part in Tender (*Annexure - VII*).
23. Documents in support of manpower strength.
24. Terms and Conditions of Tender duly signed on each page.
25. Page no. should be mentioned on each page.

