



GOVERNMENT OF NCT OF DELHI  
**DELHI TECHNOLOGICAL UNIVERSITY**

*(General Administration)*

Bawana Road, Delhi 110 042

Tel: +91-11-27294673 [www.dtu.ac.in](http://www.dtu.ac.in)

Email: [ga@dtu.ac.in](mailto:ga@dtu.ac.in)

# **TENDER DOCUMENT**

## **NOTICE INVITING TENDERS FOR PROVIDING HOUSEKEEPING AND SANITATION SERVICE**



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**NOTICE INVITING TENDER FOR PROVIDING SANITATION/HOUSEKEEPING SERVICES, SWEEPING OF ROADS & DISPOSAL OF GARBAGE AT DTU CAMPUSES**

Online e-Tenders are invited under Two-Bid system from Government/PSUs agencies to provide suitable uniform workmen for cleaning services related to housekeeping works, sweeping of roads and disposal of garbage at Delhi Technological University, Shahabad Daulatpur, Bawana Road, Delhi-110042 for a period of one (01) year on contract basis/outsourcing basis and the work may be extended to the subsequent years based on performance. Further details of the Notice Inviting Tender along with their terms and conditions and other documents can be seen/downloaded at/from the website <https://govtprocurement.delhi.gov.in>.

To participate in the e-tendering process of the Delhi Government, the bidder has to register with the NIC portal i.e. <https://govtprocurement.delhi.gov.in>.

Tender will be opened as per the schedule given below by the tender committee in the presence of the tenderers or their authorized representatives who wish to remain present on the same day and if any holiday on the day of opening, the tender will be will open on next working day of the university in the office of Assistant Registrar (General Administration).

Tender document is also available for viewing on the website of Delhi Technological University, Delhi at [www.dtu.ac.in](http://www.dtu.ac.in).

Estimated Cost of Tender: **Estimated Cost: Rs 2, 23, 50,000/- (Rupees Two Crore Twenty-Three Lakh Fifty Thousand only) for one year.**

**Bid Schedule: -**

<b>Date of start and downloading tender</b>	15.06.2019
<b>Earnest Money Deposit (EMD)</b>	Rs 4,47,000/- (Rupees Four Lakh Forty-seven Thousand only)
<b>Pre-bid Meeting Date</b>	25.06.2019 at 2:30 PM
<b>Last date submission of tender (online)</b>	10.07.2019 at 3:00 PM
<b>Date and Time of Opening Bid</b>	10.07.2019 at 3.30 PM
<b>Designation of the Authorized Officer and Address for Communication:</b>	Assistant Registrar (General Administration) Delhi Technological University Shahabad Daulatpur, Bawana Road, New Delhi - 110042

**Assistant Registrar  
General Administration  
Delhi Technological University.**



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## **GUIDELINES/PROCEDURE TO BE FOLLOWED IN INTRODUCTION OF 'E'-PROCUREMENT SOLUTION**

- 1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the: <https://govtprocurement.delhi.gov.in>.
- 2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at: <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents, etc. in the: <https://govtprocurement.delhi.gov.in> in support of their price bids. The bidder shall sign on all the pages of tender document statements and certificates uploaded by him, owning responsibility for their correctness/authenticity and copies thereof. Only EMD shall be submitted physically in the office of Assistant Registrar, General Administration.
- 3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of Registrar, Delhi Technological University, Delhi. Photocopy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU up to Last Date and Time for receipt of tenders through e-procurement solution.
- 4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time, and the result will be displayed on the: <https://govtprocurement.delhi.gov.in>, which can be seen by all the bidders who participated in the tenders.
- 5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders as done in the conventional tenders and will communicate the decision to the bidder online.
- 6. Payment of Performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of the value of 5% of the cost of the item for a period of sixty days beyond one year from a nationalized bank to ensure the satisfactory performance of the services. The performance guarantee is to be submitted at the time of deployment/installation/demonstration of equipment/manpower. In case the performance of the services is not found satisfactory, the amount of bank guarantee will be forfeited & credited in university account.
- 7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids: (i) Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii). Bidders can visualize the process online.



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8. **Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs.

**Assistant Registrar  
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**NIT FOR OUTSOURCING OF SANITATION /HOUSEKEEPING  
SERVICES AND SWEEPING OF ROADS & DISPOSAL OF  
GARBAGE**

**INSTRUCTIONS TO BIDDERS**

**1. GENERAL: -**

1.1 The present tender is being invited for Sanitation and Housekeeping Services and Sweeping of Roads under which the agency shall provide uniformed unskilled, semi-skilled and supervisor will use its best endeavors to provide sanitation and housekeeping of the building, equipment's, materials, as specified in the SCOPE OF WORK, at Delhi Technological University, Delhi.

**2. ELIGIBLE BIDDERS: -**

2.1 All government agencies/PSUs only may apply.

2.2 The prospective bidder should be registered with NIC so as to enable his/her bids through e-tendering.

**3. QUALIFICATION OF THE BIDDERS: -**

3.1. Bidder should be familiar for providing such kind of manpower based services.

3.2. The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/ Consortium/Joint venture.

3.3. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under Income Tax Act.

3.4. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

3.5. Each Bidder (each member in the case of partnership firm/joint venture/ consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the Delhi Technological University subsequently finds to the contrary, the University reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

3.6. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.



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**4. ONE BID PER BIDDER: -**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**5. COST OF BID: -**

The bidder shall bear all costs associated with the preparation and submission of his bid and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**6. VISIT TO UNIVERSITY: -**

The interested bidder shall visit the university campus (Bawana Road) and DTU East Delhi Campus and make acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the agency has undertaken a visit to the University and is aware of the operational conditions prior to the submission of the tender documents.

**7. TENDER DOCUMENTS: -**

**7.1. Contents of Tender Documents.**

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Sanitation & Housekeeping Services and Sweeping of Roads & disposal of garbage. The Tender document comprises of:

- a) Notice of Invitation of Tender.
- b) Terms and Conditions.
- c) Tender form for providing Sanitation & housekeeping services and sweeping of roads & disposal of garbage (Annexure-I)
- d) Scope of Work (Annexure-II)
- e) Price bid (Annexure-III)
- f) Check list for Technical Evaluation (Annexure-IV)
- g) Undertaking (Annexure-V)
- h) Form of Bank Guarantee for Bid Security (Annexure-VI)
- i) Form of Bank Guarantee for Performance Security (Annexure-VII)
- j) Form of Agreement (Annexure-VIII)
- k) Details of the area to be cleaned (Table-II at Page 24)
- l) List of consumable items (Table-III at Page 26).

7.1.2. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.





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## **7.2. CLARIFICATION OF TENDER DOCUMENT: -**

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of Assistant Registrar (General Administration), Delhi Technological University, Bawana Road, Delhi.

7.2.2. In case the bidder has any doubt about the meaning of anything contained in the tender document, the same may be clarified in the pre bid meeting. The bidders may also seek clarification from the office of the Assistant Registrar (General Administration), Delhi Technological University, Bawana Road, Delhi not later than two weeks after the publication of the tender. Any such clarification together with all details on which clarification had been sought will be communicated to all bidders without disclosing the identity of the bidder seeking clarification.

7.2.3. Except for any such written clarification by the University, which is expressly stated to be an addendum to the tender document issued by the Office of Assistant Registrar (General Administration), no written or oral communication, presentation or explanation by any other employee of the University shall be taken to bind or fetter the University under the contract.

## **8. PREPARATION OF BIDS: -**

### **8.1. Language.**

The bids and all accompanying document shall be in English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

### **8.2. Documents Comprising the Bid.**

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8.2.1. The bidder shall, on or before the date given in the Notice Inviting Tender, submit his bid Online on the website <http://delhi.govtprocurement.gov.in>.

8.2.2. Tendering should be only through e-portal and hence no physical form of acceptance/acknowledgement of tenders would be allowed. All the documents specified in the technical bid including photocopy of proof of Bid Security should be authenticated and scanned and are to be uploaded on the notified website. Only the original bid security shall be deposited in the tender box. University can call for original documents to verify the authenticity of the copies of the documents submitted by the bidder. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be attached to acknowledge the acceptance of the same.

8.2.3. The agency shall deposit **Bid Security (Earnest Money Deposit) for an amount of ₹ 4,47,000/- (Rupees four lac forty seven thousand only)** in the form





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of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of "Registrar, Delhi Technological University along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The exemption from submission of Bid security shall be given as per GFR (General Finance Rule). The bidder seeking such expectation must submit their supporting documents as per GFR. **The EMD has to be submitted physically before the last date and time for submission of tender in the office of Assistant Registrar (General Administration) Delhi Technological University, Delhi.**

### **8.3. BID PRICES: -**

Bidder shall quote the Monthly **Wages of workmen with service charges and without service charge, cost of consumables, and cost of disposal of garbage** in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers agency's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Sanitation & housekeeping Services and sweeping of roads at Delhi Technological University. This includes all the liabilities of the agency such as cost of uniform and identity cards of personnel deployed by the agency and as detailed given in terms and conditions of the NIT. Wages includes all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.) which should be clearly stated by the agency.

### **8.4. FORM OF BID: -**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

### **8.5. Currencies of Bid and Payment: -**

The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

### **8.6. Duration of Contract: -**

The Contract shall be valid initially for one year and the University reserves the right to curtail or to extend the validity of contract on the same terms and conditions for such period as may be agreed to.



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**8.7. BID HOUSEKEEPING/SANITATION & ROAD SWEEPING: -**

**8.7.1.** The agency shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs 4.47,000/- (Rupees four lac forty-seven thousand only)** in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favor of Registrar, Delhi Technological University along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. **The EMD has to be submitted physically before the last date and time for submission of tender.**

8.7.2. Any tender not accompanied by Bid Security (except exemption as specified in GFR) shall be rejected.

8.7.3. Bid security of the successful bidder shall be returned on receipt of Performance Security by the University and after signing the agreement.

8.7.4. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.7.5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the University.

**8.8. Format and Signing of Bid: -**

**8.8.1.** Tender will be accepted online through e-tendering platform only and hence no physical form of acceptance/acknowledge of tenders would be allowed. All the documents specified in the technical bid including photocopy of proof of Bid Security should be authenticated and scanned and are to be uploaded on the notified website. **Only the Bid Security shall be deposited in the tender box.**

8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the University, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

**9. Submission of Bids: -**

**9.1.1.** The bidder shall submit the Technical Bid and Financial Bid online on the website <http://delhi.govtprocurement.gov.in>. **No physical form of acceptance/acknowledgement of tender would be allowed. All supporting documents shall be uploaded through online portal.**

9.1.2. The Technical Bid should consist of the following documents: -



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- a) Bid Security
- b) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- c) Self-attested copy of PAN No. card under Income Tax Act;
- d) Self-attested copy of GST /Service Tax Registration Number;
- e) Self-attested copy of Valid Registration No. of the Agency/Firm;
- f) Self-attested copy of valid Provident Fund Registration Number;
- g) Self-attested copy of valid ESI Registration Number;
- h) Self-attested copy of valid License and Number under Contract Labour Act.
- i) Copy of document as stated in clause 2.1;
- j) Self-attested copy of ISO Certification

9.1.3. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

## **9.2 Late and Delayed Tenders: -**

9.2.1. Bids must be received in the University at the address specified above not later than the date and time stipulated in the NIT. The University may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the University and the Bidder will be the same.

9.2.2. Any bid received by the University after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## **10.1 Bid Opening and Evaluation: -**

10.1.1. The authorized representatives of the University will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.



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## **10.2 Right to accept any Bid and to reject any or all Bids: -**

10.2.1. The Delhi Technological University (DTU), is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

10.2.2. The DTU, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the University's/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. The DTU , may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

## **11.1 Award of Contract: -**

11.1.1. The DTU, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

11.1.2. The DTU will communicate the successful bidder by e-mail followed by letter transmitted through Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which University will pay to the agency in consideration of the execution of work/services by the agency as prescribed in the contract.

11.1.3. The successful bidder will be required to execute a contract agreement in the form specified in Annexure-VIII within a period of 30 days from the date of issue of Letter of Offer.

11.1.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of "Letter of Offer" for an amount in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form (Annexure-VII) in favor of Registrar, Delhi Technological University. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the agency accordingly.

11.1.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.



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## **TERMS AND CONDITIONS OF THE CONTRACT**

1. The execution of cleaning & housekeeping and sweeping of roads & disposal of garbage must be done by uniformed workmen under hygienic conditions. Wherever mechanized equipment's are needed the same should be employed while performing the work wherever required, wet mopping should be done.
2. The cleaning and housekeeping and sweeping of roads are to be carried out as per international norms/standards and in such manners that all premises always look neat and clean.
3. The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
4. It will be the sole responsibility of the agency that the men engaged are trained and the University will not be liable for any mishap, directly or indirectly. The agency will employ supervisory staff who have qualified sanitary inspectors and shall submit the certificate of supervisory staff.
5. All the consumables and disposables/material required for cleaning and housekeeping are to be procured by the agency. All consumables and disposables should be eco-friendly and reputed branded item only, an indicative list of the items are as given in Table-III. Before using the consumable items agency should get verified all the items by the committee of the university or officer appointed for the purpose.
6. Mechanized equipment's, wherever required, will be procured by the agency unless not provided by the university.
7. The cleanliness will be periodically checked by the officers of the University or any authorized person by him based on certain objective criteria which are decided to measure level of cleanliness and the agency has to abide by those criteria. These are as follows:
  - (a) Shine level, presence of dust, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
  - (b) Dust or cobwebs etc. on roof, window grills etc.
  - (c) Finger or palm marks, dust stain on glass panes of windows or doors and mirrors;
  - (d) Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
8. (a) In case any of agency's personnel(s) deployed under the contract is (are) absent or deficient or fails to report in time and agency is unable to provide suitable substitute in time for the same, the University Authority may view this adversely and may impose suitable penalty.





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(b) In case any public complaint is received attributable to misconduct/misbehavior of agency's personnel, a penalty as decided by competent authority for each such incident shall be levied and the same shall be deducted from agency's bill. Further the concerned agency's personnel shall be removed from the system immediately.

(c) In case any workmen deployed at the university found without in uniform, a penalty as decided by competent authority per workmen will be imposed to the agency.

(d) In case agency is fail to submit the individual (workmen) ESI Employee ID number within 30 days of award of contract, a penalty as decided by competent authority per day will be imposed.

(e) The contractor will provide individual Pass book or statement of individual PF deposits and if fail to do then a penalty as decided by competent authority will be imposed on agency in respect of non-submission of individual EPF UAN number.

(f) The agency will have to pay monthly wages to their workmen on or before **7th of** every month by ECS only and if fail to do then a penalty as decided by competent authority per day will be imposed.

(h). In case the agency fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, Principal Employer reserves the right to impose the penalty as detailed below: -

- i. 20% of cost of order/agreement per week, up to four weeks delay.
  - ii. After four weeks delay the University may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter agency and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
9. If cleanliness is not observed up to the satisfaction of the University, a penalty of Rs. 2,000/- to Rs. 10,000/- per day will be imposed on the agency depending on the objective criteria as above.
  10. The University reserves the right to cancel or reject all or any of the tender without assigning any reason.
  11. Any act on the part of the tenderer to influence anybody in the University is liable to rejection of his tender.
  12. Every employee so engaged by the agency shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the agency at his own cost.
  13. The staff engaged by the agency shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior



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permission of the authorized officer of the University. Adequate supervision will be provided to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Agency deployed, the supervisory staff will move in their areas of responsibility.

14. The agency shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
15. The agency 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 and housekeeping works. It will be the responsibility of the agency to provide details of manpower deployed by him, in the University and to the Labour department.
16. The agency shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Agency to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the sanitation works, is required to be submitted to the University. In any eventuality, if the agency failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the University is entitled to recover the equal amount from any money due or accrue to the Agency under this agreement or any other contract and will be deposited with RPFC on behalf of the agency.
17. The University shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
18. The agency shall not engage any sub-agency or transfer the contract to any other person in any manner.
19. The antecedents of staff deployed shall be got verified by the agency from local police authority and an undertaking in this regard to be submitted to the University and University shall ensure that the agency complies with the provisions.
20. The Agency will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the University. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Agency has to give an undertaking (on the format), duly countersigned by the concerned official of the University regarding payment of wages as per rules and laws in force, before receiving the 2<sup>nd</sup> payment onwards.
21. All liabilities arising out of accident or death while on duty shall be borne by the agency.





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22. The agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the University and shall not knowingly lend to any person or company any of the effects of the University under its control.
23. The staff engaged by the agency shall not accept any gratitude or reward in any shape.
24. The agency shall be responsible to maintain all property and equipment of the University entrusted to it. Any damage or loss caused by agency's persons to the University in whatever shape would be recovered from the agency.
25. The agency will not be held responsible for the damages/sabotage caused to the property of the University due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
26. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The University shall have right to have any person moved in case of patient/staff/visitor complaints or as decided by representative of the University if the person is not performing the job satisfactorily or otherwise. The agency shall have to arrange the suitable replacement in all such cases.
27. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the agency and based on the documentary proof jointly signed by the representative of the University and the agency/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the University.
28. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the agency which will be established after an enquiry conducted by the University, the said loss can claim from the agency up to the value of the loss. The decision of the Hon'ble Vice Chancellor of the University will be final and binding on the agency.
29. The agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI, bonus and various other Acts as applicable from time to time by the Govt. of NCT of Delhi with regard to the personnel engaged by the agency for the University.
30. The University may direct the agency, to have any person removed that is considered to be undesirable or otherwise and similarly Agency reserves the right to change the staff with prior intimation to the University.
31. The agency will deploy supervisors as per the need given by the University. The supervisor shall be required to work as per the instructions of University.
32. The agency shall ensure that its personnel shall not at any time, without the consent of the University in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the University and shall not disclose to any information about the affairs of University. This clause does not apply to the information, which becomes public knowledge.
33. Any liability arising out of any litigation (including those in consumer courts) due to any act of agency's personnel shall be directly borne by the agency including all expenses/fines. The concerned agency's personnel shall attend the court as and when required.



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**34. Force Majeure: -**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

35. "NOTICE TO PROCEED" means the notice issued by the University to the agency communicating the date on which the work/services under the contract are to be commenced.
36. If the agency is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the University for the Fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the University.
37. The contract period shall be twelve months from the date of the commencement (as mentioned in Notice to Proceed).
38. During the course of contract, if any of agency's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the University shall be entitled to terminate the contract forthwith duly forfeiting the agency's Performance Guarantee.
39. In the event of default being made in the payment of any money in respect of wages of any person deployed by the agency for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the University may, failing payment of the said money by the agency, make payment of such claim on behalf of the agency to the said Labour Authorities and any sums so paid shall be recoverable by the University from the agency.
40. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the University, such money shall be deemed to be payable by the agency to the University within seven days. The University shall be entitled to recover the amount from the agency by deduction from money due to the agency or from the Performance Security.



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41. The list of staff going to be deployed shall be made available to the University and if any change is required on part of the University fresh list of staff shall be made available by the agency after each and every change.
42. The agency shall indemnify and hold the University harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the agency.
43. The bidder should be registered with the concerned authorities of Labour University under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act. (Wherever applicable).
44. The agency shall not employ any person below the age of 18 yrs.
45. Only physically fit personnel shall be deployed for duty by the agency.
46. The agency shall ensure that the Sanitation/Housekeeping and Sweeping of Roads staff & disposal of garbage shall not take part in any staff union and association activities.
47. The University shall not be responsible for providing residential accommodation to any of the personnel of the agency.
48. The University shall not be under any obligation for providing employment to any of the worker of the agency after the expiry of the contract. The University does not recognize any employee employer relationship with any of the workers of the agency.
49. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the University from the agency.
50. If any underpayment is discovered, it may be reported to the General Administration Branch within 3 months of issuance of Sanction Order, otherwise no such query will be entertained by the General Administration Branch.
51. The agency shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the University.
52. The agency will have to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee in every three months.
53. The agency shall disburse the wages to its staff deployed in the University **before 7th day** of every month through ECS only.
54. The agency shall record biometric attendance of each workmen and accordingly wages has to be prepared.
55. Agency should ensure that all workmen deployed at the university should wear a unique uniform.

**OBLIGATION OF THE AGENCY: -**

56. The agency shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The agency shall submit copies of acknowledgements evidencing filing of returns every year and



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shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the agency in respect thereof, which may arise.

57. The University will deduct Income Tax at source under Section 194-C of Income Tax Act from the agency at the prevailing rates of such sum as income tax on the income comprised therein.

**58. Dispute Resolution: -**

59.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the DTU.

59.2 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the agency shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

**59. JURISDICTION OF COURT: -**

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**Note: -**

1. Agency shall provide uniformed and trained personnel and use its best endeavor to provide sanitation and housekeeping services to the University for providing neat and clean environment. Rates quoted will include all statutory obligations of the agency under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the agency, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per square meter. If the minimum wages are revised by the labor department of Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The contract is for One year.
4. The area and number of articles given in annexure Table-I are indicative and the actual quantity may vary.
5. The bidders may quote the rates with the cleaning materials of ISI specifications.



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**ANNEXURE-I**

**TENDER FORM FOR PROVIDING SANITATION SERVICES**

1.	Cost of tender	:	
2.	Due date for tender	:	
3.	Opening time and date of tender	:	
4.	Name, Address of firm/Agency and Telephone numbers	:	
5.	Registration No of the Firm/Agency	:	
6.	Name, Designation, Address and Telephone No of Authorized person of Firm/Agency to deal with.	:	
7.	Please specify as to whether Tenderer is sole proprietor/Partnership firm. Name and address and telephone No of Directors/Partners should specified.	:	
8.	Copy of PAN Card issued by Income Tax Department and copy of previous three Financial Year's Income Tax Return.	:	
9.	Provident Fund Account No	:	
10.	ESI Number	:	
11.	License number under Contract Labour (R&A) Act, if any	:	
12.	Details of Bid Security deposited:	:	
	(a) Amount: Rs (Rupees in words also)	:	
	(b) FDR No or DD No or Bank Guarantee in favour of	:	
	(c) Date of issue	:	
	(d) Name of issue authority	:	



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		:	
		:	
13.	Details of ISO Certification	:	
14.	GST /Service Tax Registration Number	:	
15.	Any other information	:	

**Declaration by the bidder: -**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)

Name and Address (with seal)





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**ANNEXURE-II**

**SCOPE OF WORK OF THE AGENCY**

The agency shall provide the sanitation/housekeeping services and Mechanized sweeping of roads and disposal of garbage at the Delhi Technological University (Main Campus and East Delhi Campus, Vivek Vihar, Delhi) as per the standard operating procedure (Table IV). The agency shall ensure hygienic atmosphere and clean environment in the University campus.

**DUTIES AND RESPONSIBILITY OF SANITATION WORKMEN:**

1. Cleaning of floor areas, vertical finishes (walls) roof and False ceilings, glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminum grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bath- rooms and toilets of Office on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any. The indicative details of the area/items to be cleaned/swept is as per the Table-I, table-II, III.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
3. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain hygienic atmosphere.
4. Cleaning and maintenance of all the drains within the compound of the University.
5. Cleaning of dustbins to an approved location, clearance of segregated bio-medical waste as per the prescribed norms of bio-medical waste disposal at designated places.
6. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the University in all covered and open area.
7. Cleaning of all equipment's available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
8. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
9. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
10. Cleaning of lifts (all components).
11. Cleaning of fire-fighting equipment's, CCTV and public address systems, etc.
12. Cleaning of all miscellaneous equipment's as available or being provided from time to time.
13. The cleaning of carpets, etc. with modern gadgets shall be done once a week.





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14. Sweeping/Cleaning and wet mopping of the main hall of canteen/kitchen/pantry shall be done twice a day.
15. Cleaning/dusting of Library Books and Racks.
16. Everyday agency will collect the bio degradable and non-bio degradable garbage's from the source such as residential flats, hotels, academic block, etc. in separate bags and dispose of on the same day to the MCD Khatta.
17. **Any other provisions as advised by the university may be incorporated in the agreement. The same shall also be binding on the agency.**

The University may also include the items, if any other than prescribed above, in the Duty chart as per their requirement.

**TABLE-I**

S.no.	Description of work	Area covered/unit
1.	Sweeping in covered area	1,16,299 m <sup>2</sup>
2.	Scrubbing, wet cleaning of floor, passages and different types of floor area provided in different rooms and stair cases of the building	29936 m <sup>2</sup>
3.	Sweeping open space like roads, courtyards, garage, parking lots, etc.	Road 91,634 m <sup>2</sup> , footpath 38,747 m <sup>2</sup>
4.	Cleaning open space like lawns, play grounds, etc., where necessary.	20.05 acres
5.	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc. attached thereto.	3029.77 m <sup>2</sup>
6.	Sweeping/cleaning/wet mopping of main hall of canteen/kitchen/pantry	2231.23 m <sup>2</sup>
7.	Cleaning of mirrors, dressing tables, urinal pots and other articles contained in toilets and bath rooms.	U.P.319 nos. WC 184 pcs, IC 288 pcs, WB 491 pcs Mirrors 491 pcs



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8.	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures	1845 nos.
9.	Cleaning of portable fire extinguishers/Smoke detectors/Fire detectors/Fire detection panel.etc.	250 nos.
10.	Cleaning of telephone sets and accessories	180 pcs.
11.	Cleaning of computers/photocopier machines/other office equipments	Per 100 items
12.	Cleaning of Indoors light fittings/External light fittings and accessories.	9840 nos.
13.	Cleaning of switch boards/panels/distribution boards/fans/and accessories	6423 nos.
14.	Pest control/Todent control/Mosquito control	146235 sq. m.
15	Collection, Segregation and disposal of garbage at nearby MCD khatta.	Per Quintal

**TABLE-II**

**Sanitary item detail (Block Wise)**

S. No.	Department	Urinal pots (nos.)	W.C. (nos.)	I.C. (nos.)	Washbasin (nos.)	Looking mirror (nos.)
1	Electrical Engineering	24	8	24	36	36
2	Computer Science & I.T. Engineering	8	0	8	8	8



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3	Civil & Environment Engineering	8	4	8	12	12
4	Administration Building	10	7	7	14	14
5	Auditorium	8	8	8	16	16
6	Library	4	3	5	8	8
7	Computer Centre	4	3	3	6	6
8	Mechanical Engineering	12	8	8	16	16
9	Workshop	6	2	6	8	8
10	Gymnasium	0	2	0	2	2
11	Applied Science	14	13	11	24	24
12	Wind tunnel	2	1	1	2	2
13	Canteen	2	2	0	4	4
14	Gate Complex	0	0	1	1	1
15	Type-I Quarters (Block-1)	0	0	15	15	15
16	Type-I Quarters (Block-2)	0	0	15	15	15
17	Type-I Quarters (Block-3)	0	0	15	15	15
18	Type-I Quarters (Block-4)	0	0	15	15	15
19	Type-II Quarters (Block-1)	0	0	15	15	15
20	Type-II Quarters (Block-2)	0	0	4	4	4
21	Type-II Quarters (Block-3)	0	0	5	5	5
22	Type-II Quarters (Block-4)	0	0	4	4	4
23	Type-II Quarters (Block-5)	0	0	4	4	4



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24	Type-II Quarters (Block-6)	0	0	3	3	3
25	Type-II Quarters (Block-7)	0	0	2	2	2
26	Type-III Quarters (Block-1)	0	0	10	10	10
27	Type-III Quarters (Block-2)	0	0	12	12	12
28	Guest House	2	9	0	9	9
29	Transit Hostel	0	15	0	15	15
30	V.C.'s residence	1	2	1	3	3
31	Health Centre	4	0	4	2	2
32	Boy's Hostel (All 5 blocks)	210	64	86	158	158
33	Girl's Hostel (All blocks)	0	15	0	30	30
34	P.G. Hostel	22	11	11	22	22
<b>Total</b>		<b>341</b>	<b>177</b>	<b>311</b>	<b>515</b>	<b>515</b>

**Table III**

**LIST OF CONSUMABLE ITEMS AND THEIR BRANDS**

S.NO.	WORKS	NAME OF THE SUGGESTED BRAND
1	Cleaning agents of standards company for WC's urinal pots etc.	Phenyale Gainda, Trishul etc.
2	Detergents of Standard company for cleaning wash basin, sinks, refrigerators and other items.	Nirma, Surf
3	Liquid soap of Standard Company for scrubbing of floors and wall.	Dettol, Lifebuoy, Fem, Homocol



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4	Anti-Bacterial disinfectants of standards company for cleaning toilets, bathrooms, CFS kitchen.	Cleanzo, Lyzol.
5	Glass cleaning liquid of standard company.	Colin
6	Deodorizer of a standard company.	Odonil
7	Air-fresheners/Aerosols (eco-friendly) of standard company.	Premium, Fresco
8	Urinal cubes (standard company)	Odonil
9	Broom (for dry as well as wet sweeping)	

**TABLE: IV**

**STANDARD OPERATING PROCEDURE**

S. No.	Description of work	Frequency/ Periodicity
1.	Sweeping in covered area	Once in a day and as and when required
2.	Scrubbing, wet cleaning of floor, passages and different types of floor area provided in different rooms and stair cases of the	Once in a day and as and when required
3.	Sweeping open space like roads courtyards, garage, parking lots, etc	Once in a day and as and when required
4.	Cleaning open space like lawns, play grounds, etc., where necessary	Once in a day and as and when required
5.	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc attached thereto.	Twice a day. (Total number of toilets & bath rooms
6.	Sweeping/ cleaning/wet mopping of main hall of canteen/kitchen/ pantry	Twice a day.



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7.	Cleaning of mirrors, dressing tables, urinal pots and other articles contained in toilets and bath rooms.	Twice in a day.(Total number of articles)
8.	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures	Daily and as and when required. (Total number)
9.	Cleaning of portable fire extinguishers/ Smoke detectors/Fire detectors/Fire detection panel, etc.	Once in a fortnight. (Total number)
10.	Cleaning of telephone sets and accessories	Daily and as and when required. (Total number)
11.	Cleaning of computers/photo-copier machines/other office equipment's	Daily and as and when required. (Total number)
12.	Cleaning of Indoor light fittings/External light fittings and accessories.	Once in a week and as and when required. (Total number )
13.	Cleaning of switch boards/panels/distribution boards/fans/ exhaust fans and accessories	Once in a week and as and when required.
14.	Pest control/Rodent control/Mosquito control	Once in a fortnight and as and when required (under non- Office hours)



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**ANNEXURE-III**

**PRICE BID**

**FOR SANITATION/HOUSEKEEPING, SWEEPING OF ROADS AND DISPOSAL  
OF GARBAGE**

S.No.	Items/works descriptions	Qty. (Ann auly) (A)	Wages per person per month (Rs.) (B)	Service charge (%) (C)	Wages with service Charge (Rs.) (D=B+C)	Amount (Rs.) (E=A*D*12)
1.	Unskilled workmen (110 nos)	1320				
2.	Semi-skilled workmen (07 nos)	84				
3.	Sanitary Inspector (04 nos)	48				
4.	Daily charge for the disposal of garbage from University Campus to MCD Khatta (Per day)	365	NA	NA		
5.	Cost of Consumable items (Annually)	01	NA	NA	NA	
<b>Total Amount</b>						

**Note: a).** The wages quoted in price bid shall include, min. wages as prescribed by the Govt. of NCT of Delhi as on date of opening of tender, ESI & EPF. Bonus shall be paid as per norms. The number of workmen mentioned against each category includes the requirement of Main Campus and East Delhi Campus and these numbers may vary as per the need of the university.

**b).** Taxes will be paid as applicable.





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**ANNEXURE-IV**

**CHECKLIST FOR TECHNICAL EVALUATION**

<b>Sl.</b>	<b>Information to be provided</b>	<b>To be filled by</b>	<b>For office use</b>
1.	Annual Turnover		
2.	Manpower deployed as on 31.03.2019		
3.	Experience of providing similar services		
4.	No. of trained supervisory staff on roll		
5.	ISO certificate		

**Note:** Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.



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**ANNEXURE-V**

**(ON A STAMP PAPER OF Rs.100/-)**

**UNDERTAKING**

To

\_\_\_\_\_  
\_\_\_\_\_

(Designation and Name of the concerned University)

Name of the firm/Agency \_\_\_\_\_

Name of the tender \_\_\_\_\_ Due date: \_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.

2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

4. I/We shall provide trained sanitation/housekeeping workers.

5. I/We do hereby undertake that neat and clean environment of the University shall be ensured by our Agency, as well as any other point considered by



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our Agency. Our Sanitation/Housekeeping Service shall be covered under “Fidelity Bond” through Insurance Agency for minimum sum of Rs. \_\_\_\_\_ lac (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder) Name and Address of the Bidder.

Telephone No



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**ANNEXURE-VI**

**FORM OF BANK GUARANTEE FOR BID SECURITY**

(Refer Clause 8.7.1 of the NIT)

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we\_(Name and address of Bank), having our registered office at\_(hereinafter called "the Bank") are bound unto\_(Name of the University) (hereinafter called "the University") in sum of Rs.\_\_\_\_for which payment will and AND WHEREAS\_\_\_\_\_(Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

We further agree as follows:-

1. That the University may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
  - a) The Bidder, in case the bid is accepted by the University, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
  - b) Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
2. If the Bidder refuses to accept the corrections of errors in his bid; Or
3. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para\_\_\_\_\_of the NIT.



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4. If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
5. If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the University upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

Signature of Authorized Official of

\_\_\_\_\_The Bank Name of Official\_\_\_\_\_Designation\_\_\_\_\_ID No.\_\_\_\_\_

Name of Witness

(Stamp/Seal of Bank) Address of Witness



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**ANNEXURE-VII**

**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(Refer Clause 11.1.4 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_(Name of the Bank) (hereinafter called the “Bank”) of the one part and \_\_\_\_\_(Name of the University) (hereinafter called the “University”) of the other part.
2. WHEREAS \_\_\_\_\_(Name of the University) has awarded the contract for sanitation/housekeeping services & sweeping of roads & disposal of garbage contract for Rs. \_\_\_\_\_(Rupees in figures and words) (hereinafter called the “contract”) to M/s \_\_\_\_\_(Name of the agency) (hereinafter called the “agency”).
3. AND WHEREAS THE Agency is bound by the said Contract to submit to the University a Performance Security for a total amount of Rs (Amount in figures and words).
4. NOW WE the Undersigned \_\_\_\_\_(Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_(Full name of Bank), hereby declare that the said Bank will guarantee the University the full amount of Rs. \_\_\_\_\_(Amount in figures and words) as stated above.
5. After the Agency has signed the aforementioned contract with the University, the Bank is engaged to pay the University, any amount up to and inclusive of the aforementioned full amount upon written order from the University to indemnify the University for any liability of damage resulting from any defects or shortcomings of the Agency or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the University immediately on demand without delay without reference to the Agency and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Agency. The Bank shall pay to the University any money so demanded notwithstanding any dispute/disputes raised by the Agency in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s)



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relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. This guarantee is valid for a period of \_\_\_\_\_ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the University agrees to grant a time of extension to the agency or if the agency fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the University and at the cost of the agency.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the agency.
9. The neglect or forbearance of the University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the University for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the University", "the Bank" and "the Agency" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_ Designation \_\_\_\_\_ I.D. No. \_\_\_\_\_  
Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named

\_\_\_\_\_ In the presence of:





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Witness-1.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_

Witness-2.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Address \_\_\_\_\_



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**ANNEXURE-VIII**

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ Day \_\_\_\_\_

(Month) \_\_\_\_\_ (Year) Between the Board of Management, Delhi Technological University hereinafter called "the University", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one

part AND \_\_\_\_\_ (Name and address of the agency

through Shri \_\_\_\_\_, the authorized representative (hereinafter called "the agency") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the agency shall provide uniformed and trained personnel and will use its best endeavours to provide Sanitation/Housekeeping Services and sweeping of roads to the Delhi Technological University for providing a neat and clean environment to the University.

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:

- a. Letter of acceptance of award of contract;
- b. Terms and conditions;
- c. Notice inviting Tender;
- d. Bill of Quantities;
- e. Scope of work;
- f. Addendums, if any;
- g. Any other documents forming part of the contract.



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3. In consideration of the payments to be made by the University to the Agency as hereinafter mentioned, the Agency hereby covenants with the employer to execute and the Sanitation/Housekeeping services w.e.f. as per the provisions of this Agreement and the tender documents.

4. The University hereby covenants to pay the agency in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents,

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the time, in manner prescribed in the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Agency

For and on behalf of Board of Management  
of Delhi Technological University

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Agency

Stamp/Seal of the Employer

By the said

By the said

\_\_\_\_\_ Name

\_\_\_\_\_ Name

On behalf of the Contractor in the  
presence of:

On behalf of the Employer in the  
presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_