



# DELHI TECHNOLOGICAL UNIVERSITY

(formerly DELHI COLLEGE OF ENGINEERING)

Govt. of NCT of DELHI

Shahbad Daulatpur, Bawana Road, Delhi 110 042

## NOTICE INVITING TENDER FOR PROVIDING SEMI SKILLED WORKMEN (OFFICE ATTENDANT/ LAB. ATTENDANT/ HOSTEL ATTENDANT/LIB. ATTENDANT)

E-tenders are invited under **One-Bid system** from the Govt. agencies/ PSUs to provide the workmen for Semi Skilled Work (office attendant/ Lab. attendant/ hostel attendant/Lib. attendant) in the **Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110 042**, for a period of twelve (12) months on outsourcing basis.

Last date for submission/receipt/ Uploading of tender(s) is **25.02.2016 at 14.30 Hrs.** and will be opened/ down loaded by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at **15.00 Hrs.** in the Office of Assistant Registrar (Gen. Admn.), DELHI TECHNOLOGICAL UNIVERSITY, DELHI. In case of any holiday on the day of opening, the tenders will be opened/ down loaded on the next working day at the same time but the last date and closing time shall remain same, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender will be entertained through other modes.

**Designation of the Authorized Officer:** Registrar

**Name and Address of the Department:** Delhi Technological University  
Shahbad Daulatpur, Bawana Road,  
Delhi-110 042.

**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 may also be submitted in the office of the Assistant Registrar (Gen. Admn.), DTU along with original EMD. However documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

**3. 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.

**4. 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.

**5. 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.

**6. 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 (GEN. ADMN.)  
DELHI TECHNOLOGICAL UNIVERSITY,  
SHAHBAD DAULATPUR,  
BAWANAROAD, DELHI – 110 042**

**NIT FOR OUTSOURCING SERVICES OF OFFICE/ LABORATORY/HOSTEL/LIBRARY ATTENDANT****INSTRUCTIONS TO BIDDERS****1. GENERAL:-**

- 1.1 The present tender is being invited for trained Semi Skilled Workmen under which the Govt. agencies/PSUs will provide qualified uniformed trained personnel and will use its best endeavours to provide the workmen whose services shall be used as office/Laboratory/Hostel/Library Attendant as specified in the SCOPE OF WORK, in **Delhi Technological University, Delhi.**

**2. ELIGIBLE BIDDERS:-**

- 2.1. All Government agencies/PSUs may apply.  
2.2. The prospective bidder should be registered with NIC so as to enable him to submit his bids through e-tendering

**3. BID PRICES:-**

3.1 Bidder shall quote the rates in Indian Rupees for the entire contract on a '**single responsibility**' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the office/Laboratory/Hostel/Library Attendant in Delhi Technological University, Delhi. **This includes all the liabilities of the Govt. agencies/PSUs such as cost of uniform and identity cards of personnel deployed by the Govt. agencies/PSUs.** All other statutory liabilities (like Minimum Wages, ESI, EPF contributions, service charges, all kinds of taxes etc.) which should be clearly stated by the agency to be uploaded as Annexure/documents to price bid.

3.2. Conditional bids/offers will be summarily rejected.

**4 Currencies of Bid and Payment:-**

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

**5. Duration of Contract:-**

The contract will be valid for twelve months (initially for one year) and the DTU reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, which will not be more than one year extension.

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

6.1 Delhi Technological University, Delhi 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.

6.2 Delhi Technological University, Delhi, may terminate the contract if it is found that

the agency is black listed on previous occasions by any of the Departments/Institutions/Local Bodies/Municipalities etc. or have failed to comply with the statutory requirement in old or ongoing contracts within specified period as required in NITs.

### **7 Award of Contract:-**

7.1 The Delhi Technological University, will award the contract to the successfully 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.

7.2 Delhi Technological University, will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of agency called the "Letter of Offer") shall prescribe the amount which Department will pay to the agency in consideration of the execution of work/services by the contractor as prescribed in the contract.

7.3 The successful bidder will be required to execute an agreement in the form specified in Annexure-V within a period of 07 days from the date of issue of Letter of Offer

7.4. The successful bidder should submit the SOP (Standard Operating Procedures) within two weeks of award of work without which, a penalty of Rs.2000/- each day will be imposed.

7.5. The successful bidder will submit the Universal Account No. of ESI/EPF subscription within one month from the award of the work. Quarterly system generated statements of EPF subscription are required to be submitted latest by 10th of every quarter. Non compliance of the same will attract the penalty of Rs.2000/- per day from the 10th day of every month.

7.6 The successful bidder will arrange its own bio-matric mechanism to record the attendance which will be required to submit along with the bills submitted on monthly basis by 10th of every month, the disbursement of remuneration should be done through ECS. Any delay to get the payments from DTU due to any reason will not be the excuse for not releasing the remuneration to deployed staff. The same will attract penalty of Rs.2000/- per day from the 10th day of every month.

7.7 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 for providing Skilled workmen.

- 7.8 Award of contract after being declared L1 will be subject to the following:**
- a) Procuring Form 5 from the DTU and obtaining the requisite Labour Licence for the Labour department.**
  - b) Signing the agreement**
  - c) Providing a list of staff to be deployed and their police verification**
  - d) Submission of Standard Operating Procedure (SOP)**

**Designation of the Authorized Officer: Assistant Registrar (Gen. Admn.)**  
**Name and Address of the Department: Delhi Technological University**  
**Shahbad Daulatpur, Bawana Road,**  
**Delhi-110042.**

**PRICE / FINANCIAL BID.**

No .	Designation of employee	Minimum wages per person per month	EPF+ EDLI	ESI	Bonus	Service Tax **	Service Charge *	Total
1.	Office /Laboratory/Hostel/ Library Attendant (Semi Skilled Workmen)							

\* Please refer clause No. 3.1 of NIT.

\*\* Vide notification no. 25/2012-ST dated 20.06.2012 as amended on 11.07.2014 under major exemptions in Service Tax at Para 6.1-1 vide Sr. No. 9, it is mentioned that “Service provided by an educational institution and specified services provided to educational institution are exempt from Service Tax”.

## 1. TERMS AND CONDITIONS OF CONTRACT

The workmen engaged should be trained in arranging /cleaning/dusting the apparatus/Instruments kept in Office /Lab./Hostel/Library. The attendants can be deployed in any of the roles in Office /Lab./Hostel/Library.

1. It will be the sole responsibility of the contractor that the workmen engaged are trained and Delhi Technological University, Delhi will not be liable for any mishap, directly or indirectly.
2. Mechanized equipments, wherever required, will be procured by the contractor and usual maintenance, upkeep, AMC, safety of such equipments shall be of the responsibility of the contractors.
4. The office/ Laboratory/Hostel/Library attendant will be periodically checked by the authorized representative of Delhi Technological University or any person authorized by Vice Chancellor based on certain objective criteria which are decided to measure level of Laboratory/Hostel/Library Attendant and the contractor has to abide by those criteria.
5. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to 1 % of monthly bill of the contract shall be levied by the University and the same shall be deducted from the contractor's bills.  
  
(b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and **penalty as mentioned in point 5(a) shall be levied.**  
  
(c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs. 1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the office/ Laboratory/Hostel/Library /University immediately.  
  
(d). In case the contractor 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, upto four weeks delays.
  - ii. After four weeks delay the Delhi Technological University, Delhi 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 contractor 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.
6. All the Staff will be deployed by the Agency after his/her Police verification is completed and only after proper screening at the University level, conveyed in writing to the agency by the University.
7. The deployed staff by the agency will not join any union/ association and shall have absolutely no claim for employment at the University or any other claim on the DTU.

The Contractor 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 DTU. While raising the bill, the deployment particulars of the personnel engaged during each month, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of the Department, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.

8. Under the terms of their employment agreement with the Contractor the deployed staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor, failing which appropriate penalty shall be imposed without giving any notice.
9. Full control of the deployed staff provided by the agency will rest directly with the agency. The University will nominate officer(s) by name(s) to oversee the duties of the staff who will deal with the agency and issue necessary orders. The administrative control of the staff deployed by the contractor like pay and allowances, leave, uniform, transfer, appointments, testimonials and replacement, discipline, loyalty and conduct etc. will rest with the agency,. All personnel will be the staff of the agency and in no case, any onus in any form or claim of any type for employment or regularisation etc. will rest on or be preferable on the University. The agency will be solely responsible to protect the University against any such claim.
10. The contractor shall indemnify and hold the DTU 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 contractor.
11. In case the work arrangements are found unsatisfactory, in its absolute discretion, the University will have every right to terminate the contract with one month's notice, before the maturity period of the contract, without assigning any reason thereof. An appropriate penalty may be imposed on the agency by the University authorities for unsatisfactory work or for any breach of the contract.
12. Subletting of the contract or any part thereof will lead to summary cancellation of the contract, and will make the agency liable to punitive action by the University including forfeiture of the security deposit. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
13. 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/her for works. It will be the responsibility of the contractor to provide details of manpower deployed by him/her, in the Department and to the Labour department.
14. The staff provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, EPF and other as per Workmen's Compensation Act. The list of staff as per format given below, going to be deployed shall be made available to the DTU and if any change is required on part of the DTU, fresh list of staff shall be made available by the agency after each and every change. Prior consent of University authority will have to be taken before changing a particular staff.

Name	Father's Name	Age	Address	Past Experience, if any	Qualification	Nearest Police Station	Universal A/c No.	Remarks
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The contractor will have to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee in every month. The payment will be released to the contractor only after depositing the proof of ESI, EPF to respective statutory bodies in respect of Manpower deployed at DTU Campus.

15. The Department shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the DTU.
16. As far as EPF is concerned, it shall be the duty of the Contractor to get UAN allotted by RPFC against which the EPF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. In any eventuality, if the contractor fails to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time Department is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for the Department.
17. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
18. Adequate supervision will be provided to ensure correct performance of the said 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 Contractor deployed, the supervisory staff will move in their areas of responsibility.
19. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the DTU
20. Contractor 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 DTU and shall not knowingly lend to any person or company any of the effects of the DTU under its control.
21. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the Department, the said loss can be claimed from the contractor up to the value of the loss will be charged/ deducted from the bill/ amount of awardee contractor. The decision of the Head of the Department will be final and binding on the agency.
22. The staff shall not accept any gratitude or reward in any shape.
23. The contractor shall do and perform all such services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements



as per the direction enumerated herein and in accordance with such directions, which the DTU may issue from time to time and which have been mutually agreed upon between the two parties.

24. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff and should project an image of utmost discipline. The DTU shall have right to have any person moved in case of staff/ students complaints or as decided by representative of the DTU if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
25. The successful bidder will arrange its own bio-matric mechanism to record the attendance which will be required to submit along with the bills submitted on monthly basis.
26. By 10th of every month, the disbursement of remuneration should be done through ECS. Any delay to get the payments from DTU due to any reason will not be the excuse for not releasing the remuneration to deployed staff. The same will attract penalty of Rs.2000/- per day from the 10th day of every month.
27. The payment would be made at the end of every month based on the actual duties performed by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the DTU and the contractor/his or her representative/personnel authorized by him/her. No other claim on whatever account shall be entertained by the DTU. The University will not entertain any complaint from the deployed workmen in regard to non-release of salary to them; it will be sole responsibility of the awardee contractor to handle the issue(s) without any hurdle in the service.

## 2. Force Majeure:-

1. 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.
2. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
3. "NOTICE TO PROCEED" means the notice issued by the DTU to the contractor communicating the date on which the work/services under the contract are to be commenced.

4. If the contractor 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 fulfilment 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 DTU.
5. The contract period is for one year from the date of the commencement (as mentioned in Notice to Proceed).
6. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the DTU shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
7. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor 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 contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the DTU from the contractor.
8. 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 contractor to the DTU within seven days. The DTU shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Guarantee for Skilled and semi skilled workmen.
9. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).
10. The contracting agency shall not employ any person below the age of 18 years and above the age of 55 years.
11. The University shall not be responsible for providing residential accommodation to any of the employee of the contractor.
12. The University shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The DTU does not recognize any employee employer relationship with any of the workers of the contractor.
13. 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.
14. If any underpayment is discovered, the amount shall be duly paid to the agency by the DTU

15. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the DTU etc.

17. **Penalty:**

Process	Requirement	Penalty
1. Deploying specified number of personnel/ supervisor	The contractor will provide specified number of personnel/ supervisor for meeting the service requirement of the department	Rs. 1000/- for every instance when the deployment is found to be deficient on checking. This penalty will be in addition to the penalty specified at Clause no. 5 (a) under terms & conditions of the contract.
2. office/ Laboratory/Hostel/Library personnel/ Supervisor to report in uniform	Approved uniform design with name badge.	Rs. 500/- for every member of (office/ Laboratory/Hostel/Library Attendant) personnel/ supervisor not found in prescribed uniform.
3. Misconduct/misbehavior/In discipline by the office/ Laboratory/Hostel/Library personnel/ Supervisor	i) The workmen should be courteous to the staffs and disciplined ii) They should not smoke and spit on the walls/floors etc.	Rs. 500/- for every instance.
4. Non payment of salary/ wages beyond 10 <sup>th</sup> of month	The contractor shall release monthly wages before 10 <sup>th</sup> of every month to each workman (office/Laboratory/ Hostel/ Library Attendant)	Rs. 2000/- per day in respect of non payment .
5. EPF Pass book or Statement of individual PF deposits	The contractor will provide individual Pass book or statement of individual PF deposits	Rs. 2000/- per day in respect of non submission of individual EPF card.

**OBLIGATION OF THE CONTRACTOR:**

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

**3. Dispute Resolution**

- a. 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 Principal Secretary/Secretary (of the Administrative Department), Government of NCT of Delhi.
- b. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- c. 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 contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only

**4. 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.

## ANNEXURE-I

**DELHI TECHNOLOGICAL UNIVERSITY**  
**(Formerly Delhi College of Engineering)**  
**SHAHBAD DAULATPUR: BAWANA ROAD: DELHI – 110 042**

**TENDER FORM FOR PROVIDING ATTENDANT**  
**(SEMI SKILLED WORKMEN)**

1. Cost of tender : Rs \_\_\_\_\_
2. Due date for tender :
3. Opening time and date of tender :
4. Names, address of firm/Agency and Telephone numbers. **e-mail ID, web address** \_\_\_\_\_
5. Registration No. of the Firm/ Agency \_\_\_\_\_
6. Name, Designation, Address and Telephone No. of Authorized person of Firm Agency to deal with. and e-mail ID \_\_\_\_\_
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. Employee Provident Fund Account No. \_\_\_\_\_
10. ESI Number \_\_\_\_\_
11. Licence number under Contract Labour (R&A) Act, if any. \_\_\_\_\_
12. Details of Bid for semi skilled work deposited:

(a) Amount :

(b) FDR No. or DD No. or \_\_\_\_\_

Bank Guarantee in favour of

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(c) Date of issue:

Name of issuing authority:

13. Any other information:

14. 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)

**ANNEXURE-II**

**DELHI TECHNOLOGICAL UNIVERSITY  
(Formerly Delhi College of Engineering)  
SHAHBAD DAULATPUR: BAWANA ROAD: DELHI – 110 042**

**SCOPE OF WORK OF THE CONTRACTOR**

The contractor shall provide the office/Laboratory/Hostel/Library Attendant in Delhi Technological University, Delhi.

**DUTIES AND RESPONSIBILITY OF OFFICE/ LABORATORY/HOSTEL/LIBRARY STAFF STAFF:**

**Laboratory Attendant**

1. To properly arrange the apparatus/ instruments kept in Lab.
2. To keep the lab neat and clean, to check expiry date of instruments/ equipment/ materials/chemicals available in the lab.
3. To do the messenger work, assisting his supervisor in the instructional work in the Laboratory during day and evening hours, in circulating work and any other duty assigned by supervisors.
4. To assist to impart shop floor/lab instruction at a level appropriate to his status, to assist the lab. Incharge/workshop in-charge to conduct University examination/tests in the lab./workshop.
5. Charge and maintenance of stores stock and ledger of the lab ship under the guidance of tender incharge, to keep in account of day to day consumption of raw materials, to operate and to maintain/repair the machines and equipment and keep the section in proper order, to manufacture/repair/testing of jobs for the clooerge, Supervision and coordination of work of subordinate staff.
6. Any other duty assigned by the HOD/Lab-in-charge/workshop Supdt./ University representative.
7. Laboratory attendants to supervise cleanliness; Keep records/ inventory/ liasoning with Laboratory in-charge.
8. Any other provisions as advised by the Employer may be incorporated in the agreement. The same shall also be binding on the contractor.

**Office Attendant**

1. To ensure upkeep, maintenance & cleanliness of the office & its fixture.
2. To supervisor the house keeping staff in getting the upkeep done of the offices.
3. To do the messenger work, distribute Dak and carryout documentation where enquired.
4. Charge and maintenance of stores stock and inventory upkeep in respective offices.
5. To carry out relevant tasks assigned by branch office incharge
6. To carry out hospitality related duties in the offices.
7. Any other provisions as advised by the Employer may be incorporated in the agreement. The same shall also be binding on the contractor.

Hostel Attendant

1. To ensure upkeep, maintenance & cleanliness of the office & its fixture.
2. To supervisor the house keeping staff in getting the upkeep done of the hostels.
3. To supervise any maintenance and repairs carried out by Civil and Electrical in various hostels.
4. To ensure safety of various fixtures like geysers, water coolers, TVs, wifi switch, dust bin etc.
5. To carry out regular check of various fixtures in residents rooms and lodge complaint with Engg Cell enquiry for their repair.
6. Keep resident warden & warders apprised of the various issues related to safety, security, cleanliness and upkeep of the hostel premises.
7. To ensure the safety of the belongings of the residents and any breach to be reported to the workmen.
8. Inventory management of the assets on the charge of hostels
9. Any other provisions as advised by the Employer may be incorporated in the agreement. The same shall also be binding on the contractor.

Library Attendant

1. To properly arrange the books kept in Lib.
2. To keep the library neat and clean
3. To do the messenger work, assisting his supervisor in the instructional work in the Library during day and evening hours, in circulating work and any other duty assigned by supervisors.
4. Any other duty assigned by the Librarian/Lib-in-charge/University representative.
5. To supervise cleanliness, keep records/ inventory/ liasoning with Library in-charge.
6. Any other provisions as advised by the Employer may be incorporated in the agreement. The same shall also be binding on the contractor.

(The concerned Department may also include the items, if any other than prescribed above, in the Duty chart as per their requirement)



## ANNEXURE-III

**DETAILS OF MANPOWER REQUIRED**

<b>Sl. No.</b>	<b>Details</b>	<b>Required in numbers</b>
1.	Office Attendant ( Semi Skilled Worker)	22
2.	Laboratory Attendant ( Semi Skilled Worker)	96
3.	Hostel Attendant ( Semi Skilled Worker)	35
4.	Library Attendant ( Semi Skilled Worker)	12
5.	Supervisor (Skilled Workman)	01
	<b>Total</b>	<b>166</b>

Note: The number of workmen may be increased/ decreased by up to 10% (rounded off to next number)

**ANNEXURE-IV**

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

**UNDERTAKING**

To

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

(Designation and Name of the concerned Department)

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 Laboratory/Hostel/Library staff.
5. I/We do hereby undertake that neat and clean of Laboratory/Hostel/Library works of Delhi Technological University, Delhi shall be ensured by our Agency, as well as any other point considered by our Agency. Our Laboratory/Hostel/Library Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs.\_\_\_\_\_Lakhs (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.

## ANNEXURE-V

(Name of the Department)

## FORM OF AGREEMENT

THIS AGREEMENT is made on the \_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

Between the Board of Management Delhi Technological University through the **Registrar, Delhi Technological University** hereinafter called "the Department", 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 contractor) through Shri \_\_\_\_\_, the authorized representative (hereinafter called "the contractor") (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 contractor shall provide uniformed and trained personnel and will use its best endeavours to provide Laboratory/Hostel/Library Attendants to Delhi Technological University, Delhi.

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.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the Laboratory/Hostel/Library services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender documents.
4. The Department hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. \_\_\_\_\_ (\_\_\_\_\_ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by 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 Contractor  
Signature of the authorized official

For and on behalf of the Board of  
Management, DTU  
Signature of the authorized Officer

Name of the official  
Stamp/Seal of the Contractor

Name of the Officer  
Stamp/Seal of the Employer

By the said  
\_\_\_\_\_Name

By the said  
\_\_\_\_\_Name

on behalf of the Contractor in  
the presence of:

on behalf of the Employer in  
the presence of:

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Witness \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Telephone No: \_\_\_\_\_

\_\_\_\_\_  
Telephone No: \_\_\_\_\_