

**TENDER DOCUMENT**

**PROVISION OF HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) AT AICTE HQ. BUILDING, NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI FOR A PERIOD OF TWO YEARS**

(TECHNICAL BID)



**AII INDIA COUNCIL FOR TECHNICAL EDUCATION**

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Nelson Mandela Marg, Vasant Kunj, New Delhi – 110067  
Ph. : 011-26131576-78 Ext. 1002 website : [www.aicte-india.org](http://www.aicte-india.org)

**NOTICE INVITING TENDER**

Sealed tenders under two bids system are invited from eligible contractors for providing services as listed under the scope of work in the tender documents. The key parameters are as follows:-

Sl. No	Description	Details
1	<b>Name of work</b>	Provision of HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) at AICTE, HQ. Building, Nelson Mandela Marg, Vasant Kunj New Delhi
2	<b>Estimated Cost</b>	Rs. 2,99,63,112
3	<b>Period of Contract</b>	Twenty four Months (24)
4	<b>Earnest Money</b>	<b>Rs. 2,60,000/-</b> (Rupees two lakhs sixty thousand only) to be deposited along with tender, through Demand Draft in favour Member Secretary, AICTE , payable at <b>New Delhi</b> . Bids received without EMD will not be considered and summarily rejected.
5	<b>Cost of Tender</b>	<b>Rs. 1000/-</b> (Non refundable) by Demand Draft in favor of ' <b>Member Secretary, AICTE</b> ' Payable at <b>New Delhi</b> .
6	<b>Date of submission of Tender</b>	Up to <b>03:00 pm</b> on <b>04/01/2017</b> in the tender box kept in R&I Section of AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi-110067.
7	<b>Date of opening of Tender</b>	The Technical Bids of tenders shall be opened in the presence of the tenderers who choose to be present <b>on 04/01/2017 at 04:00 PM</b> in the AICTE, Aryabhata Meeting Hall, Wing 4, Ground Floor, Nelson Mandela Marg, Vasant Kunj, New Delhi. In case, <b>04/01/2017</b> is declared a public holiday, tenders shall be received & opened as per above schedule on next working day.  Date of opening of Price Bids shall be intimated to the tenderers who are found to be technically qualified and shall be invited to be present for the same.
8	Pre-Bid Meeting	11:00 hrs on <u>26<sup>th</sup> December</u> , 2016 for clarifications of queries, if any at the Aryabhata Meeting Hall, Wing 4, Ground Floor, Vasant Kunj, New Delhi
9	Opening of Tender	<b>Part – A – Technical Bid</b> The technical Tender documents shall be opened on the same day, i.e. <u>04<sup>th</sup> January</u> , 2017 at 16:00 hrs. in the presence of authorized representatives of the bidders.  <b>Part – B – Financial Bid</b> Financial Bid of the technically acceptable bidders as recommended by the Tender Committee shall be opened at a later date after evaluation of the technical bids.

10	<b>Technical Eligibility criteria</b>	<p>(i) The tenderers should have minimum of five years satisfactory work experience as on 01.01.2017 in execution of similar works of Government / PSUs organizations.</p> <p>(ii) The Annual turnover of the agency must be Rs. 1.00 Crore (Rupees one crore only)</p> <p>(iii) They agency should have executed at least: -</p> <p>(a) One satisfactory completion &amp; similar work contract of value not less than Rs. 80 Lakhs in the last five years. or</p> <p>(b) Two satisfactory completion &amp; similar work contracts, each of value not less than Rs. 60 Lakhs in the last five years. or</p> <p>(c) Three satisfactory completion &amp; similar work contracts, each of value not less than Rs. 50 Lakhs in the last five years.</p> <p>The tenderers shall produce performance certificates issued from the authorities concerned for whom they have worked and they should not have been debarred/blacklisted by any of the Govt. /PSUs /AICTE Authorities.</p>
11	<b>General Instruction</b>	All the documents, financial sheets, testimonials are to be submitted by bidder and should be self-attested photocopies, legible, signed and stamped by authorized signatory, otherwise the bid is likely to be rejected.
12	<b>Bid/Tender Validity</b>	The prices quoted shall remain valid for 120 days from the date of opening of the Technical Bid.
13	Proposed Date to Commence the Operations	<b>1<sup>st</sup> Feb., 2017</b>

## IMPORTANT INSTRUCTIONS

1. Read the tender documents carefully before filling.
2. Sign each page with seal.
3. PART 'A' should contain –
  - a. Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
  - b. EMD
  - c. Tender Submission Cost
  - d. Sealed envelope with superscription “**TECHNICAL BID HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) FOR AICTE**” - PART 'A'
4. PART 'B' should contain only Financial Bid  

Sealed envelope with superscription “**FINANCIAL BID HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) FOR AICTE**” PART 'B'. Financial Bid should mention only prices in the stipulated format without any condition. The prices shall be filled up both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
5. Put PART 'A' and PART 'B' in separate sealed covers and put both the sealed cover in one cover addressed to Director (EMC), AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi -110067 with superscription on the cover as “**TENDER FOR HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) FOR AICTE HQ**” and send to the above mentioned address on or before 15:00 hrs. 4<sup>th</sup> January, 2017.
6. Application forms can be downloaded from AICTE official website [www.aicte-india.org](http://www.aicte-india.org). Please keep visiting our website for any corrigendum /amendments which will not be notified again in news paper and submit the bid documents accordingly. Completed application should be accompanied by Demand Draft for **Rs. 1,000/-**, drawn in favour of 'Member Secretary, AICTE', towards the cost of the Tender Documents. This amount is non- refundable. Application without the prescribed fee and EMD will not be considered.
7. AICTE, New Delhi accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete will be summarily rejected.
8. The technical bid will be opened at 16:00 hrs. on 4<sup>th</sup> January 2017 in the presence of the representatives of the Tenderers if present.
9. The financial bids of only those Tenderers whose technical Tenders are recommended by Tender Committee will be opened at a later date after evaluation of the technical bids. The date & time of opening of financial bid will be intimated to the Tenderers in advance through email & telephone.
10. During the opening of the two-bid Tender the name of Tenderers who have submitted their offers along with details of Earnest Money Deposit will only be read out and no other information/details whatsoever, will be shared at this stage.

11. The offer of the Tenderer shall be valid for 4 (Four) months from the last date of submission of Tender/revised offer (if any).
12. In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.
13. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offers sent through fax/ e-mail will not be accepted.
14. Hypothetical / Conditional, Incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.
15. The period of contract would be for two years from the date of award of the contract and it may be further extended for another one year on the satisfactory performance of service provider. The performance of the service provider will be evaluated on yearly basis.
16. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly. Separate advertisement will NOT be published in Newspaper for any corrigendum/extension/clarification etc.
17. The AICTE reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
18. AICTE, New Delhi reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
19. If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.
20. All tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

**TENDER DOCUMENTS CONSIST THE FOLLOWING:-**

- I. Eligibility criteria
- II. General Instructions to Tenderers
- III. General Conditions of Contract
- IV. Scope of Work (Annexure-I)
- V. Resource requirement (Annexure-II)
- VI. Technical Bid (Annexure-III)
- VII. Financial Bid (Annexure-IV)
- VIII. Declaration (Annexure-V)
- IX. Check List (Annexure-VI)

## I. ELIGIBILITY CRITERIA

1. The Tenderers must have an experience of handling the housekeeping work in reputed organization including Govt. & PSUs for at least five years supported by documentary evidence and must contain list of at least three Govt./Semi-Govt./PSUs. Certificates of satisfactory performance from these three clients are also to be submitted along with tender.
2. The tenderer should have at least;
  1. One satisfactory completion & similar work contract of value not less than Rs. 80 Lakhs in the last five years. **or**
  2. Two satisfactory completion & similar work contracts, each of value not less than Rs. 60 Lakhs in the last five years. **or**
  3. Three satisfactory completion & similar work contracts, each of value not less than Rs. 50 Lakhs in the last five years
3. The tenderer must be registered with the following statutory authorities and must also furnish attested copies of supporting documents:-
  - a. ESIC, EPF, INCOME TAX AND SERVICE TAX
  - b. Registration certificate under contract labor (R & A) Act 1970
  - c. Any other registration / license which are mandatory for such agencies stipulated by concerned authorities from time to time such as Storage of Hazardous Chemicals.
  - d. Breakup of Labour Rates in compliance of minimum wages as per Government of India, Ministry of Labour & Employment, Chief Labour Commissioner must be provided along with Technical bid.
4. The following documents must be submitted along with tender:-
  - a. Audited Balance Sheets of preceding three years with Income and Expenditure statement and Profit and Loss Account & Audit report of last three years.
  - b. Income tax returns of last three years.
5. The Tenderer should have sufficient employees on its rolls specifically trained for housekeeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details etc. should be attached with the technical Bid. Document in support of Service tax, ESI, EPF deductions and details of the health and safety measures, the tenderer takes for his workers should also be attached with the technical bid.
6. The Tenderer should have a valid labor license and license for providing Pest control and storage of Cleaning Material and Chemicals.
7. The tenderer should have at least **100 Nos. of captive manpower** on his payroll on the day of filing the tender. The tenders having captive manpower less than this will be rejected.
8. The Director (EMC) or authorized representative reserves the right to withdraw/relax this eligibility criteria and in such a situation the tenderer will be given sufficient time to take the changes into account. However, no relaxation will be given as far as statutory requirements are concerned.

## II. GENERAL INSTRUCTIONS TO TENDERERS

Eligible and willing agencies are advised to visit the AICTE Hqrs, JNU Campus, Nelson Mandela Marg, Vasant Kunj New Delhi site to get an onsite assessment of the work on any working day

between 10.00 AM to 04.00 PM and on Saturday from 10.00 AM to 01.00 PM after taking permission from the Administrative Officer or authorized representative, AICTE, New Delhi.

1. The closing date and time for availability of tenders document will be upto 03.00 P.M. 3<sup>rd</sup> January 2017
2. Last date and time for submission of Tender document in all respect will be upto 3.00PM on 4<sup>th</sup> January 2017
3. The Technical Tender will be opened at 04.00 PM on 04.01.2017 at AICTE, Aryabhata Meeting Hall, Wing 4, Ground Floor, Nelson Mandela Marg, Vasant Kunj, New Delhi-67 in the presence of the authorized representatives of the tenderers, who wish to be present at that time.
4. A pre-bid meeting shall be held at the AICTE, Aryabhata Meeting Hall, Wing 4, Ground Floor, Nelson Mandela Marg, Vasant Kunj, New Delhi-67 to clarify any queries of the tenderer on 26<sup>th</sup> December 2016 at 11.00 A.M. The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.
  - (A) The technical bid should contain the papers to fulfill all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipment's, tools and tackles required for the job.
  - (B) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as

**“TECHNICAL BID HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) FOR AICTE CAMPUS ” and “FINANCIAL BID HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) FOR AICTE CAMPUS”.** An Earnest Money Deposit of Rs. **2,60,000 (Rs. Two Lacks Sixty Thousand Only )** in the form of Demand Draft or Bankers' Cheque only of any scheduled bank should be in third envelope along with covering letter and it should be super scribed **“Earnest Money Deposit for Housekeeping Services”**. All three sealed envelopes should be put in a fourth sealed envelope and should be super scribed **“Tender for House Keeping Services at AICTE HQ”**. Sealed tenders should be addressed to the Director (EMC) AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi-110067. The Tender should be reached in this office by the stipulated date and time. **“Tender submitted or received after the closing date and time will not be considered”**. The Technical Bid must also be accompanied by declaration in the prescribed Performa (Annexure-V). In the absence of EMD or any of the mentioned details, the tender will be summarily rejected.

5. The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. In case of the successful tenderer EMD will be refunded after receipt of the performance security deposit. No interest will be paid on the EMD.
6. The bid shall be valid for 120 days from the date of opening of tender.
7. No Tenderer will be allowed to withdraw his tender after submission during the bid validity period (120 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
8. All entries in the Tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable has to be signed by the authorized signatory.

9. Each page of the Tender document and papers submitted, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by AICTE, New Delhi.
10. Tender incomplete in any way will be rejected summarily. Similarly conditional Tenders will also be rejected.
11. Technical Bids will be scrutinized, by the evaluation committee as constituted by the Director, EMC to check all requisite and relevant documents and their authentication. The Tenderers, whose Technical Bids are accepted will be informed about the date and time of opening of Financial Bids.
12. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
13. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.
14. The successful tenderer will have to deposit the Performance Security Deposit of Rs.2,25,000/- (Rs. Two Lakhs Twenty Five Thousand only) in the form of Demand Draft/Banker's cheque of any scheduled bank, drawn in favour of "Member Secretary, AICTE" and commence the work within 15 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited.

### **III. GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The period of contract will be two years extendable one year with a built-in scheme for review of the performance at the end of each year. Council will not entertain any request for revision of rates in the first 2 (two) years of the contract period. Revision of Minimum wages of manpower will be applicable as per rule of Govt. of India, Minimum Wages Act, and Ministry of Labour & Employment.
2. AICTE, New Delhi reserves the right to terminate the contract by serving one month's notice, in writing if the services of the contractor are not found satisfactory. The Contractor may also ask for the same by giving three month's notice but he has to provide the housekeeping facility till the next agency is engaged.
3. The persons to be deployed by the Contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment's.
4. The Contractor will have to provide standard liveries as approved by AICTE, New Delhi Administration at his own cost to its housekeeping staff. The staff shall be in proper uniform all the time with their identity card properly displayed. Samples of liveries will have to be submitted by the Contractor for the approval of competent authority within seven days from the date of entering into the agreement.
5. The contractor will arrange all items needed for his staff viz., time keeping machine, computerized inventory of stores, computerized daily duty roster chart etc. The housekeeping staff will first report to the control room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of material and equipment's, etc. AICTE will provide the space for setting up a control room for the Contractor in the premises of the AICTE from where the contractor and his own supervisory or office staff can control the house keeping labor force working in the AICTE Campus.
6. AICTE will provide space for a store room to the Contractor in the premise. The store keeper deployed by the contractor will store all their liveries, materials, equipments in the



- store room and maintain a computerized record of the stores which shall be opened to inspection by AICTE, New Delhi.
8. The Contractor should ensure the Health and safety measures of the employees. AICTE, New Delhi may also conduct health checkup of the staff deployed at regular intervals.
  9. The Contractor will be responsible for supply / installation / refilling / maintenance of all consumables, items and equipment's used in all areas of the Campus for housekeeping purpose, as given in "Annexure-II"
  10. The Contractor must employ adult and skilled labour only. Employment of child labor will lead to the termination of the contract and necessary action under Indian Penal Code also.
  11. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified; including character and police verification and other formalities .The Contractor shall be fully responsible for the conduct of his staff.
  12. The Contractor at all times should indemnify ESIC against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time. AICTE, New Delhi will not own any responsibility in this regard.
  13. The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Govt. of India. If the rates quoted found below the minimum wages, tender will be rejected.
  14. Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by Central Govt. The rate will be revised solely based on the revision of minimum wages as notified by GOI from time to time.
  15. The period of contract will be two years with a built-in scheme for review of the performance at the end of each year. Council will not entertain any request for revision of rates in the first 2 (two) years of the contract period. Revision of Minimum wages of manpower will be applicable as per rule of Govt. of India, Minimum Wages Act, and Ministry of Labour & Employment.
  16. In the event of injury, illness or accidents to any worker, AICTE, New Delhi will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen Compensation Act.
  17. The service provider shall in no case pay its employee less than the minimum mandatory rates per day in accordance with the Minimum wages fixed by Central Government and a record of that should be kept in a register , which may be made available for examination to AICTE as and when demanded.
  18. The workers employed by the Contractor shall be his sole employees and AICTE shall not have any relation whatsoever with employees of the Contractor. He will be fully responsible for their acts, conduct and any other liability.
  19. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by AICTE, New Delhi besides annulment of the contract.
  20. Once the house keeping staff is allotted an area of work he or she will be under supervision of the Engineer in Charge and in addition to the instructions issued by the contractor side they have to follow all instructions and orders given by the Director (A)/Engineer in Charge. These instructions should be considered as the scope of work.

21. The Contractor shall:-

- a) Ensure Pest/Animal and Rodent free environment in the premises of AICTE,
- b) Provide all items and consumables to his housekeeping staff as per Annexure-II.
- c) Ensure that their managers / supervisors are equipped with mobile phones and are available round the clock.
- d) Only deploy the workforce that is on his payroll.
- e) Provide Waste (Non-Biomedical) management Services including all equipment, containers, trolleys etc.
- f) The work should be carried out in an eco-friendly manner. The Contractor will arrange for required resources, including manpower, machinery, disposables etc which is used by the house keeping staff.
- h) Ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff.

22. **Scope of work and services for each of the premises:**

- a) Details of the scope of work are enclosed at “Annexure-I”.
- b) Details of Equipment’s to be used, number of manpower to be deployed, consumables and items to be used at Campus are given at Annexure ‘II’ under resource management.
- c) The number of equipment’s, consumable except manpower mentioned in Annexure ‘II’ is minimum. The contractor, however, shall provide all the resources, to meet the contractual obligations and under no circumstances whatsoever the contractor will claim anything.

23. Variations AICTE, New Delhi may order variations in the scope through a written variation order based on requirement.

24. **Payment Procedure:**

Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on computerized print outs in standardized Performa approved by AICTE, along with computer generated attendance sheet in respect of the persons deployed. While submitting the bill for the next month, the services provider must file a certificate certifying the following along with AICTE contribution sheet:-

- a) Wages of workers were credited to their bank accounts on \_\_\_\_\_ (Acknowledgment by bank enclosed).
- b) ESI Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (Copy of Challan enclosed with contribution sheet)
- c) EPF Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (copy of the Challan enclosed with contribution sheet)
- d) We are complying with all statutory Labour Laws including Minimum Wage Act. The payment would be made on monthly basis on verification of attendance sheets, wage register, monthly ESIC/EPF/Service Tax challan /Deployment sheets/ Duty Roster/Satisfaction Report duly signed by Engineer-in-charge, documents in support of salary disbursement through ECS. Workers of contractors should get the wages on the seventh day of each month. The payment of wages shall not be linked to the payment

of bill by ESIC. If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving one month's notice. The Agency shall make payment of monthly wages (as quoted in the Financial Bid) to the deployed staffs. **Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all.**

## 25. SITE PARTICULARS

The AICTE HQrs. Office, located in JNU Campus, Nelson Mandela Marg, New Delhi. The office is spread over an area of around 05 Acres land. The total built up area is 36250.96 sq.meter. The building consists of two basements and Ground plus three floors of centralized Air conditioning system as well as alternative back up power load by local DG set system plus Guest House, and Auditorium. (check Appendix – A). The posted strength of the office is approx 350 employees including officers and staff.

The tenderer is advised to visit and examine the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the tender and entering into a contract for execution of the works. The cost of visiting the site shall be Tenderer's own.

- It is understood and agreed that the above factors have properly been investigated and considered by the Tenderer while submitting the Tender.
- No claim for financial or any other adjustments to contract price, on account of lack of clarity of such factors shall be entertained.
- The facilities available at sites mentioned above as and where it is can be examined by the tenderers before submitting their tenders. If any additional equipment's and refurbishing of the existing ones are required, the same shall be done by the tenderer who is awarded the contract.
- Vendors shall maintain all the above equipment's and weekly maintenance to be carried out as per the schedule indicated by the in-charge of the Mess/maintenance in-charge during the service period.

## 26. Liquidated Damages:

Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by I/C or any other staff of the AICTE and if no action is taken within ONE hour, liquidated damages @ Rs.1000/- per complaint shall be imposed. The decision of Director, AICTE shall be final in this regard.

## 27. Manpower

- a. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to Director (EMC), AICTE.
- b. The Contractor should ensure to maintain adequate no. of manpower as per Annexure 'II' and also arrange a pool of stand-by housekeeping staff. In case any housekeeping staff is absent from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of staff. If the deputed workers found are less than the minimum required as per Annexure 'II' on any day, penalty @Rs.1000/- per worker per day will be deducted from the bill. Payment will be done only for the staff

who was on duty and will be restricted to the salary paid to him/her by the AICTE authorized officer Sign of Tenderer with seal Contractor as per agreement. For absentees payment will not be made.

## 28. Materials

Any deviation in the house keeping tools quality & quantity and other resources as mentioned in Annexure 'II' will invoke penalty as decided by the competent authority. In case the contractor has not provided the sufficient amount of equipment's, tools and tackles and requisite materials even after levy of penalty, the AICTE may procure it and deduct the cost from the bills of the contractor.

## 29. Risk Clause

- a. The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement. AICTE reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by the AICTE, from the Contractor's Security Deposit or pending bill or by raising a separate recovery claim.
- b. All necessary reports and other information will be supplied by the contractor as per the direction of the AICTE Administration. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the AICTE, and shall not knowingly lend to any person or company any of the effects or assets of the AICTE, under its control.
- c. In the event of loss/damage of equipments etc. at the premises of the AICTE due to negligence/carelessness of Contractor staff, the Contractor shall compensate the loss to AICTE. The Contractor or its representative/s shall meet AICTE representative/s regularly to take feedback regarding the Housekeeping services.
- d. The Contractor will also maintain a suggestion book and a complaint register to be produced to the administration or designated official on weekly basis.
- e. The Contractor shall, in performing its part of this Agreement, ensure the safety of the building, its equipments, furniture, fixtures and the persons working in or visiting AICTE premises and shall indemnify, for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- f. The Contractor shall not assign or sublet this Agreement or any part thereof to any third party.
- g. The housekeeping staff shall be regularly trained on behavioral aspects and ethics. They shall also be made conversant with the way of working, its requirements, layout of AICTE, fire safety system along with telephone numbers of Police station, fire station, nearby Premises.
- h. Licenses if any required for Housekeeping services at the site will be procured by the Contractor.

**30. Dispute Settlement**

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Chairman, AICTE whose decision shall be final and binding on both the parties.

## **IV SCOPE OF WORK**

### **Area of work:**

All open and covered area within the boundary of the AICTE Campus 05 Acrc including Guest Houses, Auditorium will be in the scope of housekeeping services to be provided by the contractor

### **Cleaning Services:**

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. The contractor and his management team will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the AICTE, Officials.

#### General Instructions:

1. Waste shall not be transferred from one bag to another. Bags should be tied when three fourths full.
2. Covered Trolleys should be used for transportation. Before final disposal/treatment, waste should be kept in specified location and in specific liners and containers.

#### **General Requirements and Documentation**

- Organizational structure and line of authority
- Housekeeping manual and all SOP (Standard Operating Procedures)
- List of equipment used
- Description for each category of housekeeping & Arboriculture
- Maintaining records / details of
  - a) Complaint Book
  - b) Duty Roster / Deployment Sheet of Housekeeping
  - c) Inventory of Stores
  - d) Accident / theft Register
  - e) Logs and checklists

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning, etc., in general and the following works in particular.

#### **DAILY WORK:**

- a) Dusting and cleaning of rooms, corridors, toilets, stair-cases, parking area and services area in basements
- b) Wet mopping of corridors with necessary detergents.
- c) Dusting of stairs and railings.
- d) Cleaning of toilets with toilet cleaners and deodorants etc.
- e) All toilets in the premises and other areas should be cleaned every hour.
- f) Collecting wastes and garbage and deporting it to the approved dumping areas.
- g) Such other cleaning or up keeping work as may be entrusted by the competent authority.

- h) Council will provide only required quantity of water for cleaning.
- i) Auditorium Cleaning
- j) Guest House Cleaning

### **EMERGENCY WORK**

- 1) Cleaning and removing of Blockage in pipes in toilets and building premises.
- 2) Auditorium Cleaning on any program/function day

### **WEEKEND WORK:**

The deep cleaning of the entire area will be done by the Contractor once a week as under:-

- 1) Dusting of entire area including windows / windowpanes/ doors / ledges / elevation frames etc.
- 2) Cleaning of ceilings and high walls, removal of wash / spit stains on walls, cleaning of roofs, porches etc.
- 3) Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
- 4) Cleaning of all windows glasses and grills with detergent/ cleaning agents.
- 5) Washing of roads, lawns, paths etc with High Pressure Jet machine or as per requirement/direction of AICTE officials.
- 6) Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
- 7) The Tenderer will make a cleaning program and submit to Officer-In-Charge of housekeeping AICTE for weekly cleaning so that AICTE concerned official / In charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
- 8) The Contractor will cover all the specified area in the scope of work.
- 9) The Contractor will provide the duty register to officials of AICTE as required.
- 10) The Contractor will maintain a record of all weekly services and submit.

### **(C) Pest and Rodent Control Services**

- 1) The Contractor shall take effective measures for Rodent and Disinfection Services including fogging etc. in the area under contract.
- 2) The Contractor shall use chemicals that are harmless to humans and machines and treated area. Material Safety Data Sheet (MSDS) report of these chemical be attached. These chemicals, tools required for pest and rodent control and manpower needed has to be arranged by the contractor himself.
- 3) The Contractor will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the Contractor.
- 4) The Contractor will submit a detailed plan for carrying out the Pest and Rodent Control Services for the approval of AICTE. Frequency of the services will be as per the requirement or as decided by the Administration or Engineer-in-charge.

## **(D) Housekeeping Monitoring and Control**

For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor:-

### **1. Toilets Checklist**

This is to be attached on the back of the toilet door. It is to be filled up by supervisor/Housekeeping staff on hourly daily. All the toilets shall be cleaned and made fit for use by 8.45 a.m. on all working days. In the areas in the office which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use by 8.45 a.m. All periodical operations shall be executed continuously even after the closing time / normal office hours i.e. upto 6.00 p.m. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time. The common toilets in the office, urinals, commodes, wash basins, mirrors, tap fittings etc. shall be cleaned four times daily. The workers/ attendants employed for cleaning and supervision of toilets should be adequate in number and cater to the needs of daily cleaning and should have equitable ratios according to the number of gents and ladies toilets. The ladies toilets have to be cleaned necessarily by Female Staff only.

### **2. Management / Housekeeping Service Requirements/ Complaints Report**

This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site on a computer and should be reported to Caretaker/Supervisor or any other designated official.

### **3. Housekeeping Services Complaint Register**

This register is to be completed on the basis of information received by the Housekeeping Manager from AICTE officials through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from AICTE, etc. and necessary action is to be taken.

### **ADDITIONAL SCOPE AND PARTICULAR CONDITIONS**

In case of any differences, these particular conditions of Contract shall supersede the General Conditions of Contract. The services shall be provided round the clock on all days including holidays.

The services include:

- (i) Cleaning of the whole premises including toilets and open areas.
- (ii) Wet moping of covered areas.
- (iii) Cleaning of window panes and door panels.
- (iv) Cleaning and dusting of furniture and fittings.
- (v) Vacuum Cleaning of all Carpets, blind and upholstered furniture.
- (vi) Any other work within the scope of the specialized services.



## 1. GUEST HOUSE

1. Maintenance and cleaning on daily basis of all the rooms (with toilet cum bath), kitchen, dining hall, glass window pane, venation blinds and all fixtures/furniture at the Guest House including the office/meeting rooms on the ground floor/first floor and other rooms belonging to the Guest House, shall be the duty of contractor. A status report on day to day basis will be maintained by the supervisor as a permanent record and may be sent to the office daily.
2. Bedroom linen and Bathroom towels shall be changed
3. Floors of the rooms and corridor/wings will be cleaned daily, Cleaning of sofa set, covers, curtains will also be done on monthly/quarterly basis
4. The contractor at his own expense shall arrange all consumable and cleaning materials for cleaning and dry cleaning. Mosquito repellent, anti-mosquito spray/fumigation, rodent and pest control, fly/ultrasonic repugnant, etc., shall be done
5. Bathroom/toilet shall be cleaned thoroughly every day and mopped
6. The contractor shall ensure overall general maintenance, like drainage, cleaning, garbage disposal (dry and wet garbage/plastic and non-plastic waste disposal etc., in an eco-friendly manner, using protective/closed bins), services and repairs (electrical, plumbing, HVAC etc.), breakdowns, emergency relief and help on urgency basis. To ensure that managers/ Supervisors are sufficiently trained and equipped with mobile phones.
7. The contractor should keep a small inventory (25 units each) of good quality of hair oil pouch, small soap, hand wash liquid shampoo, facial tissues (small packs) which may be provided to guests, if needed, at guest house.

## 3. UNDERGROUND & OVERHEAD WATER TANKS

The Contractor shall clean & disinfect the Under Ground & Overhead Tank periodically after emptying the water from the tanks as per instruction of AICTE. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

## 4. TERRACE CLEANING

The Contractor shall clean the terrace periodically as per instruction of AICTE quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

### **IMPORTANT:**

**Every care has been taken to cover all important scopes, aspects, areas requiring Housekeeping services, these are, however, not exhaustive and if deemed fit, Director (EMC), AICTE may add additional scope of work, for which no additional payment whatsoever on any account will be made.**

V.

ANNEXURE-II

**RESOURCES REQUIREMENT****A. THE CONTRACTOR HAS TO PROVIDE THE FOLLOWINGS:****ALL DUST BINS AND COLOURED WASTE DISPOSABLE BAGS**

1. ALL THE CLEANING MATERIAL, SOAP SOLUTIONS, ROOM FRESHENERS, NAPHTHALINEBALLS, DISINFECTANTS, DEODORANTS, ANY OTHER ARTICLES/SOLUTION/CHEMICALS MENTIONED IN THIS TENDER DOCUMENT WILL BE PROVIDED BY THE CONTRACTOR.
2. All the manpower, equipment's, tools and tackles their accessories /refills pertaining to housekeeping services will have to be provided by the contractor.
3. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the force deployed at the AICTE Campus. Teaching and training to the Housekeeping staff has to be done by the contractor. The man and all materials needed for the management of the staff will be the responsibility of the contractor. The AICTE will only pay the management fee or service charges.
4. For Pest and rodent control the contractor has to procure manpower, equipment and chemicals. The AICTE will only pay for the services.
5. Following equipment's, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. These numbers, however, can be increased as per requirement but payment will only be done as per financial bid. Minimum No. of Equipment's, tools, tackles etc have to be maintained in the Campus at all times. A record of all these items should be kept by the Supervisor. All these equipment's may be inspected by designated AICTE official at any time.
6. The number of Manpower may be increased or decreased as per requirement of the AICTE, but rate of manpower will remain the same as per financial bid.

**6. LIST OF EQUIPMENTS, TOOLS & TACKLES**

S.No.	Description	Number required (Mandatory)
1	SCRUBBING MACHINE (Small & Big)	02
2	WET/DRAY VACCUM CLENAR	03
3	HIGH PRESSURE JET	03
4	WRINGER TROLLEY	06
5	GADDY BASKET	10
6	GLASS CLENGING KIT	10
7	WET MOPS KENTACKY	Minimum 15
8	WET MOPS ROUND (FOR BATH ROOMS)	Minimum 15

9	SWIPING BRUSH (DRY DUST CONTROL MOPS)	Minimum 8
10	HARDROOMS FOR FROUND SWEEPING	Minimum 8
11	Nylon scrubbers, dusters, hard and soft brooms, buckets, squeezers	As per requirements
12	Equipment's for Pest Control and Rodents Control	As per standard guide line
13	Aluminum Ladder 30 feet and 15 feet	01 each
14	Single dish scrubbing machine	02
15	Fogging Machine	02

**The minimum Numbers of items given above is to be kept maintained by replacement whenever required. In case if these equipment's are not able to ensure an effective. Efficient and timely housekeeping management in the AICTE Campus the Contractor will have to increase the numbers as per the requirement, no payment whatsoever will be made for these additional quantities.**

The following quantities of cleaning material and aids for a month shall be procured by the Contractor and shall be stored in the store room and issue to the staff on daily basis as per requirement. The Consumables to be used are to be got approved by AICTE Authorities. Records shall be maintained which shall be opened to the inspection by AICTE Authorities.

#### **LIST OF CLEANING MATERIALS & AIDS**

S.N.	Items	Qty	S.N.	Items	Qty
1	Dust Control refill	20 no.	10	Cleanzo/Phenyl	150 Ltr
2	Kent mop refill	200 no.	11	R1 (Bathroom Cleaner )	50 Ltr
3	Detergent	50 k.g	12	R2 (Bathroom Cleaner )	50 Ltr
4	Vim	50	13	R4 (Furniture Cleaner )	50 Ltr
5	Multi cleaner Solution	30 Ltr	14	R6 (Toilet Cleaner )	50 Ltr
6	Room Spray (Premium)	10 Bottles	15	D7 (Stainless Steel Polish)	5 Ltr
7	Auto Spray	50 no.	16	Dettol Anti Septic	50 Ltr
8	Odonil	200 no.	17	Floor Polish	As per requirement
9	N.Balls	5 K.G.			

**Note: Aforesaid quantities are not exhaustive and may vary depending on requirement. If the**

above articles are not able to ensure an effective, efficient and timely housekeeping service management in the AICTE Campus, the Contractor will have to provide additional items as per requirement. No extra payment whatsoever will be made for these additional quantities.

8. Uniforms of housekeeping staff, I-Cards, Covered trolleys, dustpans, mops, buckets, wipers, gloves, dusters, scrubbers, sponge, brooms, brushes, safety gear etc. to be provided by the Contractor as per requirement.

#### 9. MAN POWER REQUIREMENT:

Sl. No.	Description of manpower	Qualification	Timing	Working Days	Number
1.*	Supervisor (Housekeeping) (Skilled)	Graduate in any discipline/Housekeeping Management with minimum three years post qualification work experience	7:30 to 16:30	6 days	02 (Two) (one for Administrative Block, Auditorium and one for Guest House)
2.	Cleaning machine operator (Semi-skilled)	One years experience of Housekeeping and cleaning machine operation services	7:30 to 16:30	6 days	01 (One)
3.	Trained housekeeping sweepers in uniform and I-card (Office Block)	With three year experience	7:30 to 16:30	5 days	30 (thirty) (including 5 ladies)
4	Trained housekeeping sweepers for Auditorium in uniform and I-card	With three year experience	8.00 to 5.00	5 days	3 (Three) (including 2 ladies) As an when required
5.	Trained housekeeping sweepers for Guest House in uniform and I-card	With three year experience	24 x 7 (three shift)	7 days	3 (Three) total 9 required
				<b>Total</b>	46

10. The waste disposal shall be done as per the Municipal Solid Waste (Management & Handling) Rules 1999 and directions given by NGT from time to time.

VI

Annexure – III

**THE TECHNICAL BID**

**FOR PROVISION OF HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) AT AICTE CAMPUS, NEW DELHI FOR A PERIOD OF TWO YEARS**

**A. DETAILS OF TENDRER**

**1 NAME OF TENDERING COMPANY / FIRM / TENDERER:**

**2 NAME OF OWNER / DIRECTORS / PROPRIETOR:**

**3 FULL PARTICULARS OF OFFICE:**

**(a) Address:**

**(b) Telephone No.:**

**(c) Fax No.:**

**(d) E-Mail Address**

**4 FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM /.**

**(a) Name of the Bank:**

**(b) Address of the Bank:**

**(c) Telephone No.**

**(d) Fax No.:**

--

(e) E-Mail Address:

--

**5 REGISTRATION DETAILS:(a) PAN / TAN No:**

--	--

(b) Service Tax Registration No.

--

(c) E.P.F. Registration No.

--

(d) E.S.I. Registration No.:

--

(e) TIN No. /VAT No. / Sale Tax No.-

--

**6 DETAILS OF EARNEST MONEY DEPOSIT:**

(a) Amount (Rs.):	
(b) D.D. No.	Date:
(c) Drawn on Bank:	
(d) Valid up to:	

**7 DETAILS OF TENDER FEES:**

(a) Amount (Rs.):	
(b) D.D. No.	Date:
(c) Drawn on Bank:	
(d) Valid up to:	

The above format may be used to provide requisite details

Date: Place:

Name:

Seal:

Signature of Tenderer

**WORK EXPERIENCE**

**Experience In House Keeping Services (INCLUDING Internal And External Conservancy) Completed During Last Five Years Proceeding 01 January, 2017 And Ongoing Works Use Separate Sheet For Each Work.**

1.	Name of the work/ Project Name	
2.	Name of the Client and Address	
3.	Describe area of Participation (Specific Work done/Services rendered by the applicant)	
4.	Period of Work Done/Services rendered for the project	
5.	Total cost of work	
6.	Date of start of the work and the present status	
7.	Any other details	

**NOTE:**

Supporting documents like certificates from the clients in support of each of the above projects to be furnished.

**Signature of Contractor**

VIII.

Annexure - V

**DECLARATION**

1. I, ..... Son / Daughter of Shri .....Proprietor / Partner / Director / Authorized Signatory of .....am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of Authorized Person**

**Date:  
Name:**

**Full**

**Place:  
Seal:**

**Company's**

**N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical tender.**



**FORMAT-V**

**(TO BE TYPED ON A LETTER HEAD)**

**UNDERTAKING**

To,

**The Director (EMC)  
AICTE,  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi-67**

**Subject: Tender for providing of House Keeping Services (INCLUDING Internal And External Conservancy) at AICTE, New Delhi for a period of two years.**

Sir/Madam,

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 Income Tax return/and other statutory provisions like Service tax, TIN number, from time to time.
4. I/We do hereby undertake that execution of work of House Keeping Services (Including Internal And External Conservancy) works at AICTE, New Delhi shall be ensured by our Agency, as well as any other assignment considered by the Director, AICTE, New Delhi.
5. I/We do hereby undertake that in case agency is unable to prove by documentary evidence compliance regarding ESI Act, EPF Act, Minimum Wage Act, Service Tax Act any other Act as applicable, the AICTE shall be at liberty to terminate the contract at any time.

**(Signature of the Bidder)**

**Name and Address of the  
Bidder. Telephone No.**

IX

Annexure - VI

**CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER**

S. No	Items	Confirm with indicate the page number
1	EMD in the form of Bank Draft for Rs.260000 /-	
2	Bid documents fee in the form of bank draft for Rs. 1,000/- in case bid documents have been download from the website,	
3	Tender form with complete technical bid and Financial bid, with all pages serially numbered , signed and stamped on each page,	
4	Copy of PAN Card & TAN Certificate,	
5	Labour License under the Contractor Labour Act (R & A, Act 1970),	
6	Registration certificate of shop/company Act,	
7	Income Tax return for the last three years,	
8	Balance Sheet & Profit & Loss Account for last three years,	
9	Service Tax registration certificate with details of the last payment,	
10	Copy of Sales Tax/ VAT Certificate/TIN Certificate,	
11	Sealed, Signed & Separate Bid Technical bid documents,	
12	Sealed, Signed & Separate Price/Financial Bid document,	
13	Filled Format- I to IX,	
14	Documents in support of Satisfactory work experience during last 2 years,	
15	Certificate of Satisfactory work completion from previous organizations,	
16	Annual Turnover of company which is certified by Chartered Accountant,	
17	ESI Certificate along with latest challan,	
18	EPF Certificate along with latest challan,	
19	Valid License copy for <b>House Keeping Services (Including Internal And External Conservancy)</b> under the CPWD/State Govt./PSUs./MES/Others,	
20	ISO Certificate, if any.	

Signature of Authorized Person

Date:

Full Name:

**FORMAT- III****DETAILS OF THE EXISTING CONTRACTS:**

Sr. No.	Name and Address of the Organization, Name, Designation and Contact Telephone / Fax No. of the Officer concerned	Details of regarding the Contract	Value of Contract (Rs.)	Duration of Contract	
				From	To
				DD/MM/YYYY	DD/MM/YYYY
<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
	Additional information, If any				

The above format may be used to provide requisite details.

Signature of Tenderer

Date:

Name: Place:

Seal:

**FORMAT**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING  
(To reach on or before time of bid opening)**

To

**The Director (EMC)**  
AICTE,  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi-67

**Subject:** Authorization for attending bid opening on \_\_\_\_\_ (date)  
in the Tender of .....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf \_\_\_\_\_ (Bidder)  
in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
I.		
II.		

Alternate Representative

Signature of Bidder Or

Officer authorized to sign the bid Documents on behalf of the Bidder

**Note:**

1. Maximum of two representatives will be permitted to attend bid opening. In case where entry is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**(TO BE TYPED ON A LETTER HEAD OF THE AGENCY)**

**UNDERTAKING**

**Certificate of Non-Participation of near Relatives in the tender**

I \_\_\_\_\_, S/O \_\_\_\_\_  
R/O \_\_\_\_\_ hereby certify that none of my relative(s)  
is/are employed in AICTE as per details given in tender document. In case at any stage, it is found that the  
information given by me is false/incorrect, AICTE, New Delhi shall have the absolute right to take any action  
as deemed fit/without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Tenderer

Name (caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**To,**

**The Director (EMC)**  
AICTE,  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi-110067

**TENDER DOCUMENT**

**HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL  
CONSERVANCY) AT AICTE CAMPUS, NEW DELHI FOR A PERIOD OF  
TWO YEARS**

(FINANCIAL BID)



**AII INDIA COUNCIL FOR TECHNICAL EDUCATION**

---

Nelson Mandela Marg, Vasant Kunj, New Delhi – 110067  
Ph. : 011-26131576-78 website : [www.aicte-india.org](http://www.aicte-india.org)

Name & Address of the Tenderer: .....

.....

<b>I. MAN POWER CHARGES</b>				
	Type of man power	Rate per Month* (Rs.)	Total Nos.	Amount per Month (Rs.)
A.*	Supervisor (Housekeeping) (Skilled)			
B.	Cleaning machine operator (Semi- skilled)			
C.	Trained housekeeping sweepers in uniform and I- card (Office Block)			
D	Trained housekeeping sweepers for Auditorium in uniform and I-card			
E.	Trained housekeeping sweepers for Guest House in uniform and I-card			
<b>II. MACHINES, TOOLS, EQUIPMENT &amp; CONSUMABLES CHARGES (Amount per month)</b>				
F	Charges for providing and maintaining machines, equipment, tools and tackles, small or big, all the consumables their refills and another item(s) that may be required for fulfillment of the contract (Refer Annexure-II) / month)			
<b>III. PEST AND RODENT CONTROL SERVICES (Amount per Month)</b>				
G	Charges for providing the services for Pest and Rodent control including man power, equipment and consumable chemicals.			
G. Total of A+B+C+D+E+F+G				
<b>IV. MANAGEMENT/ SERVICE CHARGES (In percentage of G above) ( %)</b>				
H	Service charges/ Management fee which should include: All expenditure on providing managerial /supervisory/ administrative services by all means to get the work through deployed housekeeping staff			

Total G+H (Rs. \_\_\_\_\_) /Month

Grand Total \_\_\_\_\_ (i.e./per month x 24)

- The manpower charges should be towards wages only to manpower including all allowances, statutory levies like ESI & EPF Employer shares, but excluding only service tax which shall be reimbursed on actual, as per govt. rules, on production of documentary evidence.
- **The tenderer should quote manpower charges in financial bid strictly in accordance with the minimum wages as decided by the Central Govt. If the rates quoted found below the minimum wages, tender will be rejected.**
- Break up of payment structure should be provided by tenderer along with financial bid.
- Tender will be awarded after taking into account all the components i.e. I to IV above.

**Total Area of Campus 05 Acrc**

**Basement: 16733.74 Sq meter.**

Ground Floor, First floor, Second floor and third floor: Plinth Area 14682 Sq meters in total.

Ground Floor Consisting of:

- a. Rooms: 35
- b. Toilets: 08 nos.
- c. Corridors: 04 nos. with staircase

First Floor Consisting of:

- a. Rooms: 44 no
- b. Toilets: 09 nos.
- c. Corridors: 04 nos. with staircase

Second Floor Consisting of:

- a. Rooms: 33 no. (Including CM/VCM/MS plus Conference Hall, Board Rooms plus three Meeting Rooms, Waiting Halls, one pantry service at Wing 1.)
- b. Toilets: 11 nos.
- c. Corridors: 04 nos. with staircase

Third Floor Consisting of:

- a. Server Room twenty
- b. Records Rooms
- c. Library
- d. 33 Rooms including Pantry service, dinning hall
- e. Corridors : 04 Nos. with staircase
- f. Toilets : 8

Auditorium Block Capacity - 850

- a. Toilets: 13 nos.
- b. Corridors: 02 nos. with staircase

Guest House

- a. Rooms: 20 (including 4 Nos. Suits)
- b. Toilets: Attached with each rooms.
- c. Corridors: 03 nos. with staircase
- e. Dinning hall and cooking area

\*\*\*\* Road and Open Area around Building is = 8700 Sq. Mtr.

**Machines Required for House- keeping.**

- |    |                                       |           |
|----|---------------------------------------|-----------|
| 1. | Wet & Dry Vacuum Cleaner (Industrial) | (03 Pcs.) |
| 2. | Single Disc Machine                   | (03 Pcs.) |
| 3. | Automatic floor cleaning machine      | (02 Pcs.) |