

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, Sri Aurobindo Marg, New Delhi - 110016

TENDER FORM FOR HOUSEKEEPING PERSONNEL (NUEPA OFFICE)

1. Name of the Firm : _____
2. Address : _____

3. Telephone No/s: FAX/Mobile : Telephone: _____
FAX: _____
Mobile: _____

4. Documents to be enclosed:

- (1) Attested copy of Registration Certification for Proprietorship/Partnership/Company/Society as the case may be.
(2) Attested copy of Registration Certificate under ESI Act
(3) Attested copy of Registration Certificate under EPF Act
(4) Attested copy of Registration Certificate under Labour Commissioner
(5) Attested copy of Income Tax Clearance Certificate/Copies of last three year Income Tax Returns (with PAN/TAN certificate)
(5) Attested copy of Service Tax Registration certificate

Financial Quote:

5. A. Rates per supervisor : Rs. _____ Per Month/Per Person
B. Rates Per Cleaning Personnel : Rs. _____ Per Month/Per Person
C. Service Charges : Rs. -----/- per month*
D. Taxes, if any : Rs. -----/- per month
E. EPF per month @ : Rs. _____ / per month/per person
F. ESI per month @ : Rs. _____/- per month/per person
E. Charges for evacuation of Daily Garbage on daily basis from NUEPA premises for disposal on outside by transport : Rs. _____ / per month

* To be quoted in Rupees only.

6. EMD (Rs.20, 000/-) DD No _____ Dated _____
 Amount (in figure) Rs. _____
 Amount: (in words) Rs. _____

 In favour of NUEPA, New Delhi

7. Details of the Institutions/Offices (three only) where already done/ doing the job

(1) _____

(2) _____

(3) _____

Important Note:

1. **Firms quoting must sign all the pages of terms and conditions and submit it along with tender documents in conformity of acceptance.**
2. **Minimum wages should be as per Government of NCT of Delhi rates and also in conformity of Labour Laws in force. Quotes not in compliance of Government’s orders will be rejected summarily.**
3. **Documents listed at Sl. No. 4 above are mandatory without which tenders will be rejected summarily.**

Authorized Signatory with Office Seal

NAME:

Address:

Phone No.....

Mobile No.....

e-mail:.....

Authorized Signatory OF Firm with Office Seal

Last date for submission of Tender form is 28/02/2013 at 2:30 PM

TERMS AND CONDITIONS

(Please read carefully before quoting)

1. Manpower provided for carrying out services will be accepted only with proper uniform supplied by the Contractor and should be below 50 years of age.
2. Material will be provided by NUEPA and other supporting things to be provided by contractor for the purpose of maintaining absolute cleanliness in the entire main office building, hostel and residential complex.
3. Cleaning i.e. sweeping and scrubbing of all Rooms, Stairs and Corridors of 4 Floors of main building, Terrace, records room, and NUEPA Hostel daily twice before opening and after closing.
4. Cleaning and scrubbing of canteen at least two times a day i.e. at 9.00 a.m. and 2.00 p.m.
5. Cleaning of compound inside the boundary wall including front and back side of staff quarters and stair cases of staff quarters daily in the morning.
6. Cleaning of toilets of 4 floors including WCs and washbasins, urinals, etc. with Vim at least twice daily and with acid on every Friday. Providing Phenyl (Trishul)/Cleanzo Pocha in the toilets, water cooler areas and wherever whenever necessary, something for NUEPA hostel.
7. To keep all sewer lines, main exits silt as well as stoppage free.
8. Wiping and cleaning of items such as all furniture, equipments, telephone, grills of air-conditioners, venation blinds etc. cleaning scrubbing, waxing doors, walls, brass name plates etc.
9. Cleaning of carpets etc.
10. Cleaning of window panes, doors and fire fighting equipment once a week.
11. Washing floors of corridors with Vim/Detergent once a week preferably on Saturday/Sunday
12. Finite sprays in the rooms at least once a week and also as and when called for by concerned branch and to be regularly done on Friday evening positively.
13. Putting HOMOCOLE liquid soap once in all toilets day 100 ml. at 9.00 a.m.
14. Putting sanitary cubes/naphthalene balls in urinal pots @ 100 gms. per pot daily.
15. Providing toilet papers in such a way that toilets have the same daily. All toilets are to be cleaned once in a week by using acid.
16. Removal of cobwebs at least once a week. To be certified by the caretaker on every Monday.
17. Daily collection, removal and evacuation of garbage/waste material, etc. from University premises and from central garbage bin of NUEPA to MCD site.
18. Weekly pocha of phenyl/cleanzo in rooms once a week positively and to be certified on every Monday by S.O.(G.A.)/Caretaker.

19. The Contractor will ensure for payment of minimum wage per month as per notification issued by the Govt. of NCT of Delhi in the first week of every month at a pre notified date, time and place (premises of NUEPA) and in presence of representative of NUEPA.
20. Payment of Bill: The Contractor will submit his monthly bill in duplicate along with muster roll for disbursement of wages and the document in support of payment made by him towards PF, ESI, etc. in the first week of every month for services rendered in previous month duly certified by authorized nominee of the University which will be paid within a week's time if found in order.
- 21. The service providing Firm/Agency, if found not depositing the money in EPF/ESI account and not maintaining/depositing proper record of the same with NUEPA, their services will be terminated immediately without any notice.**
22. The contractor will be required to deposit a refundable security of Rs. 20,000.00 (Rupees twenty thousand only) with NUEPA on the success of Tender. If at any time during the currency of contract, deficient service/men/material is provided by the contractor in contravention of terms of contract, the NUEPA shall be free to terminate the contract without assigning any reason. In case of default in performance of duty by the contractor, the security of the contractor will be forfeited along with termination of contract by NUEPA and NUEPA shall not be bound to pay any compensation of any kind in this regard.
23. The contractor shall be liable to employ such person(s) as it may deem fit to carry out the terms of the agreement. The persons(s) employed by the contractor shall be the employees of the contractor and shall always be deemed to be employees of the contractor and NUEPA shall not be liable for any of the employees against the contractor in any manner on any account.
24. The manpower deployed by Contractor shall also ensure filling up of water in the water/air coolers wherever provided at the workplace.
25. NUEPA shall however be free to ask the Contractor to withdraw any particular cleaner without disclosing any reason for the same. The Contractor has agreed to withdraw any of its Cleaners as and when demanded by NUEPA.
26. That, if the work carried out by the contractor is found not to be satisfactory and requires more manpower, the Contractor shall provide the same on a short notice.
27. Verification of character and antecedents of the cleaning personnel through the Police shall be the responsibility of the Contractor before deployment of such persons for carrying out the work entrusted to the contractor under the agreement.
28. The Contractor shall immediately supply to NUEPA bio-data with photographs of all the persons to be deployed by the Contractor so as to avoid any unauthorized person entering the premises of NUEPA.
29. The Contractor will also submit the documents in respect of the Cleaners who will be posted with NUEPA, the P.F. Accounts, and about E.S.I. facilities being provided to the cleaners by the Contractor at the end of the year.

30. The Contractor will also issue Identity Cards to the Cleaners who will be deployed with NUEPA.
31. NUEPA shall not provide any transport, Canteen, Medical or Living facility to the cleaners which shall be the sole liability of the Contractor.
32. The Contractor and its Cleaners shall be responsible for the security of materials of NUEPA on the premises of their deployment.
33. The cleaning personnel will not indulge in any activity which may have adverse criminal and civil consequence to the NUEPA and any criminal activities, malpractices or undesirable act. In case of any loss and damage caused to the NUEPA on account of any act on the part of the Contractor and/or its employees, the Contractor shall be solely responsible and shall also be liable to indemnify NUEPA against any loss and damage caused to NUEPA.
34. The Contractor shall continue to be responsible for cleaning personnel, in respect of the terms and condition of their services. Payments, attendance, medical care, disciplinary matters etc. of such cleaning personnel shall remain fully under the administrative control, financial control and supervision of the Contractor. The agency shall perform the terms of the agreement in consonance with the requirement of NUEPA and suggestion and orders passed by the NUEPA from time to time. The persons employed by the Agency shall not be the employees of the NUEPA and shall not be deemed to be the employees of NUEPA in any manner nor will such employees be deemed to be contract workers employed by the NUEPA through the Agency.
35. The Contractor shall have to change or replace cleaning personnel as and when required by NUEPA whether or not such personnel, are found guilty of misconduct. It shall not be necessary for NUEPA to assign any reason to the Contractor or the cleaners or any other person in respect of any such change or replacement required by NUEPA.
36. In consideration of the obligation undertaking by the Contractor under the agreement NUEPA shall pay to it charges on the basis of a number of category of such cleaning personnel actually engaged by it for the effective operation of the Agreement based on their quotation terms.
37. That the validity of this contract Agreement will be for a period of one year from the agreement can be terminated at any time on giving a written notice from either side, PROVIDED THAT NUEPA shall have the option to renew or continue this Agreement on same term and condition for any further period from the date of expiry thereof.
38. The services under this contract shall be under the supervision of NUEPA's nominated officers.
39. The number of duty hours per cleaner should be as per the provisions in the Labour Laws and in no case shall exceed 12 hours in time of emergency as otherwise extra fatigue will speak on the mental and physical health and the performance of the cleaners. However, compliance of labour laws would be the sole responsibility of the Contractor and shall be liable for infringement of any laws, Rules and Regulations applicable to any of the Housekeeping personnel who will be out on duties with NUEPA under the Agreement.

40. In case any necessity arises for any of the parties to this Agreement to have resources of a Court of Law, the appropriate Court of Law at Delhi alone will have jurisdiction.
41. If the accepted Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit will be forfeited to the University.
42. The successful Bidder should execute an agreement for the fulfillment of the contract in the stamp paper within fifteen days from the date of acceptance of the tender.
43. The expenses incidental to the executing of agreement shall be borne by the successful Bidder.
44. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss from the successful Bidder.
45. The University may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole. The University reserves the right to reject any or all proposals without assigning any reason thereof.
46. **Tender furnished without EMD money will be rejected.** EMD of the unsuccessful bidders will be returned after the selection of the successful bidder. The above **EARNEST MONEY DEPOSIT** amount held by the University, till it is returned to the Bidders, would not earn any interest thereon. EMD of the successful Bidder will not be adjusted towards Security Deposit and will be returned only after acceptance of works order.
47. Bids received up to **2.30 PM** on 28/02/2013 will be opened by an authorized Tender Opening Committee or any other officers authorized by the University at **3.00 PM** on 28/02/2013 in the presence of those Bidders or their representatives who may be present at the time of opening. The representatives of the Bidders will be allowed to attend the proceedings on production of the letter of authority from the original Bidder.