INSTITUTE OF ECONOMIC GROWTH

UNIVERSITY OF DELHI ENCLAVE,

DELHI – 110007

TENDER DOCUMENT FOR

**HOUSE KEEPING, CLEANING-CUM- ATTENDANT,
TELEPHONE OPERATORS – CUM- RECEPTIONISTS, HORTICULTURE,
PLUMBING ELECTRICAL AND CARPENTERY SERVICES**

6-12-2023

Non-Transferable

Tender Document

Caution: This tender document is non-transferable and non-saleable to any other bidder. Bidders of the tenders who have paid Rs.500/-, the cost of this tender document in cash or if downloaded from the website deposited through draft / pay order drawn in favour of, Institute of Economic Growth, payable at Delhi submitted with the tender, will only be considered. The Institute will maintaina complete record of the submission of the cost of Tender Documents. Bidders of the tenders, who fail to pay the cost of tender through any of the modes,the Tender document will be rejected.

Last date for Sale of Tender upto	:	**02.00 p.m. on 29.12.2023**
Last date for receipt of tender upto	:	**05.00 p.m. on 29.12.2023**
Opening of Technical Bid	:	**03.30 p.m. on 01.01.2024 in the A.M.Khusro Room of the Institute**
Opening of Financial Bid	:	**Will be informed to all shortlisted vendors in due course of time.**

NOTE: If the date fixed for opening the tender is subsequently declared as a holiday, the tender will be opened on the next working day following the holiday but there will be no change in the time indicated above.

The offer in the tender shall remain valid for two months from the date of opening of the Financial Bid.

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INSTITUTE OF ECONOMIC GROWTH/n
University of Delhi Enclave, North Campus
Delhi – 110 007 (INDIA)

IEG/CS/House Keeping/2023 **Dated:5th December 2023**

Sub: Calling tender for providing House Keeping and Cleaning-cum-Attendant,Telephone Operators – cum – Receptionists, Horticulture, Plumbing, Electrical, and Carpentry Services in the Institute through two bid systems.

INTRODUCTION:- The Institute,an autonomous, multi-disciplinary center for Advanced Research and Training in Economics, Demography, and Sociology,intends to hire services of reputed and experienced agencies/contractors for providing House Keeping and Cleaning-cum-Attendant, Telephone Operators – cum-Receptionists, Horticulture, Plumbing, Electrical, and Carpentry Services in the Institute as per terms and conditions/details specifications mentioned herein under. Bidders are requested to submit their sealed tender for the same on their letterhead as per the details mentioned in the tender document separately **in two (technical and financial) bidsin sealed envelopes as per proforma Annex I & II.**

The contract will be awarded to the lowest bidder, however the institute reserve the right to cancel any of the Bid or award the contract to any of the biddersbased onthe satisfaction of the authorities after verification of the competencies of the bidders.

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CHAPTER 1:INSTRUCTIONS TO BIDDER

1. Tender Document can be purchased before02.00 p.m. on29.12.2023 from the Institute's Office on any working days (Monday to Friday) / hours (10.00 a.m. to 5 .00 p.m.) on payment of non-refundable Rs.500/-through cash or demand draft drawn in favour of the Institute of Economic Growth payable at Delhi. The Tender Document can also be downloaded from the Institute website: www.iegindia.org. If downloaded, the demand draft for the Tender Document for Rs.500/- must be enclosed with the Technical Bid. Sealed tender as per terms and conditions must reach the Administrative Officer by05.00 p.m. on 29.12.2023. Late submission of tender will not be considered.

2. The Bidder must have registration with EPFO, ESIC, and GST Authorities. Those who are not registered with these authorities will not be permitted to participate in the bidding.

3. Successful bidder will be required to execute the Housekeeping of the Institute within a period of one month from the date of award of the contract of Housekeeping of the Institute, failing which, earnest money of the bidder will be forfeited.

4. In case a successful bidder fails to undertake the Housekeeping of the Institute, the award to the second lowest bidder will be considered, however, the decision of the authorities of the Institute will be final in this regard.

5. **Earnest Money:** - An earnest money for an amount of Rs. 20,000/-(Rupees Twenty thousand only)must be submitted with the technical bidin the shape of an Account Payee Demand Draft favouring"the Director, Institute of Economic Growth", payable at Delhi, failing which the offer will not be considered. On the reverse of the Demand Draft firms/security agency names should be written for easy identification. Earnest money in any other shape will not be considered. Earnest Money will be refunded to the unsuccessful bidder.

6. **Rates:** Rates should be quoted in the Financial Bid as per **"Annexure – II"** for single workers separately as service-wise and also provide the total cost for theworkers including all costs there as per detail given in Para B (2) of this notice.

7. **Procedure for bidding:** - The bidding will be done through a two-bid (technical and financial) system. Technical Bid as per **ANNEXURE – 'I'**along with all documents should be sealed in an envelope scribing on top of the envelope as Technical Bidfor House Keeping and Financial Bid as per ANNEXURE – 'II' should be sealed in a separate envelope super scribing on top of envelope as Financial Bid forHouse Keeping. Both the envelopes having technical bid and financial bid separately should be sealed in a third envelope which should be submitted for bidding. Financial bid should be quoted for each worker separately excluding GST as per **ANNEXURE-'II'**. GST/any other tax/levies should be quoted separately in the financial bid. All other financial implications/expenditures etc. on account of EPF, ESI etc. should be included in the financial cost/quotation.

8. **Security Deposit:** - The Successful tenderer will be required to deposit a security amount equivalent to one month's salary of the workers. The security deposit will be refunded to the contractor at the time of termination of the contract without any interest and after clearing all dues like salary of staff, EPF, ESIC &and TDS along with the proof

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thereof (on submission of proof of payment of salaries and clearance of dues viz ESI, PF etc). The security can be deposited in lump sum or may opt to convert earnest money of Rs.20,000/- as part payment of security deposit.

9. The successful Bidder will be required to provide the following manpower:

S.No.	Category	Working Time	Lunch
1	Providing of House and Cleaning-cum-Attendant Services,Unskilled Labour	8.00 a.m to 5.30 p.m.	1.00 a.m to2.00 p.m.
2	Telephone Operator-Cum-Receptionists, Plumber, Senior Electrician, Electrician	9.00 a.m to 5.30 p.m.	1.00 a.m to2.00 p.m..
3	Sweeper	7.00 a.m to 5.00 p.m.	12.00 a.m to 2.00 p.m.
4	Carpenter	9.00 a.m to 5.30 p.m.	1.00 a.m to2.00 p.m
5	Providing Horticulture Services: Skilled Mali, Semi-Skilled Mali & Mali	8.00 a.m to 5.00 p.m.	1.00 a.m to2.00 p.m

10. The successful bidder/agency will also be required to provide replacement whenever staff goes on leave, falls ill, remains absent, and such similar situations.

11. Interested bidders can inspect the site, if necessary, for further queries, if any on any working day except Saturday, Sunday, and holidays upto28.12.2023.

12. Deployment of staff is indicative only and may change as per the requirement of the Institution. The requirement of staff may vary given changed circumstances. Hence, payment will be made as per actual deployment.

13. The contractor/agency will be responsible for implementing all labour laws/service laws and all other compliances as applicable in Delhi. The institute will be empowered to inspect all relevant documents aboutthe implementation of such labor/service laws. The institute will also be empowered to demand copies of all such relevant documents/returns like receipt of payment of salary to the staff, provident fund, and TDS deposits receipt, submitted to Government authorities in this regard to satisfy that staff deployed at the Institute is given all benefits followinglabour laws.

14. The Contractor/Agency will pay monthly wages/salary on or before the 7th Day of the month to the staff through cheque irrespective of the release of payment by the Institute to the Agency beyond the 7th Day of the month.

15. The Agency shall draw a separate challan for EPF & ESI for the staff deployed at the Institute and after payment furnishes EPF challans' copies and ESI challans' copies of the preceding month in respect of workers deployed to the Institute, without such challans, wages bill will not be accepted by the Institute.

16. The Bidder having experience in providing services to Educational institutions, Research Institutes Hospitals, etc. may be preferred.

17. The contract will be initially for a period of one year which is likely to be extended and the decision for extension of tenure shall solely depend on the discretion of the Institution.

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18. The contract will be terminable at one month's notice on either side without assigning any reason.

19. Short-listed/lowest bidders may be called for further discussion/negotiation at veryshort notice. The telephonic message will follow in this regard. You are also required to indicate in your offer the name and telephone number of the authorized person who will be attending such discussion/negotiation, if any.

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CHAPTER 2: CONDITIONS OF CONTRACT

1. TERMS AND CONDITIONS FOR HOUSEKEEPING AND CLEANING-CUM-ATTENDANT, TELEPHONE OPERATORS – CUM-RECEPTIONISTS, HORTICULTURE, PLUMBING, ELECTRICAL, CARPENTRYSERVICES

A: PARTICULARS OF THE INSTITUTE

1.	Name of the building	a. Approx. Area 65319 sq. feet covering Main building, Lecture Hall (PRC/R.K. Hall Block, Library Stack Hall, Connecting Passage, b. Area 3726 Sq. feet covering DPC/Old Guest House c. Area 172.60 sq. feet covering 17 toilets and connecting passage. d. Area 3312 sq. feet covering Campus Roads, Service Lanes, and vacant staff flats' premises. e. Front Garden 25641 sq. feet (From Gate no. 1 to Gate no. 2) f. Main Garden 63282 sq. ft. (from Library to Agriculture Wing including Children Park and DPC Area) g. Hostel Front Ground Garden – 6627 sq. ft. h. Play Ground (Hostel Back Side) – 23940 sq. ft. i. Director's House (Front and Back) – 3658 sq. ft. j. Strom water drain – (From D-Block Bungalow back side to Gate No. 1 and from C-Block to Gate No. 2) k. Pavement on both sides of roads from Gate No. 2 to D.P.C. Back Side).
2.	Address/Location of the building	Institute of Economic Growth, University of Delhi Enclave, Delhi-110 007.
3.	No. of days during the month for which the services are required	All working days except Sunday and all Gazetted Holidays. (Second Saturday for Cleaning-Cum Attendants and Telephone Operators-cum-Receptionists.

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(B) Requirement of Manpower:- Manpower required for each category is as under. However, this may be increased or decreased subject to actual requirements from time to time.

Sl. No.	Details of Floors	Number of personnel required	Qualification &Minimum Wages
1.	Telephone Operator (Graduate & above)	2	As per Govt of NCT, Delhi rules.
2.	Plumber (Skilled)	1	As per Govt of NCT, Delhi rules.
3.	Carpenter (skilled)	1	As per Govt of NCT, Delhi rules.
4.	Sr. Electrician (Skilled)	1	As per Govt of NCT, Delhi rules.
5.	Sr. Mali (Skilled)	1	As per Govt of NCT, Delhi rules.
6.	Jr. Mali (Semi- Skilled)	1	As per Govt of NCT, Delhi rules.
7.	Jr. Electrician (Semi- Skilled)	1	As per Govt of NCT, Delhi rules.
8.	Supervisor (Semi- Skilled)	1	As per Govt of NCT, Delhi rules.
9.	Mali (Unskilled)	6	As per Govt of NCT, Delhi rules.
10.	Sweeper (Unskilled)	7	As per Govt of NCT, Delhi rules.
11.	Peon-cum Attendant (Unskilled)	15	As per Govt of NCT, Delhi rules.
	TOTAL	**37**	

1. All materials required for cleaning etc. will be provided bythe Institute. Sweeping of the entire area of the building and surrounding area of the building and collection of all waste material and disposal of the same as per instructions of the competent authority.

2. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.

3. Cleaning of carpets on each floor/corridor, of each officer wherever it is available, with vacuum cleaners, to be provided by the Institute.

4. In case of a shortage of water or non-availability of water, the contractor/his workmen will be required to bring water for cleaning/sweeping purposes as may be arranged by this office.

5. Sweeping and cleaning of open areas, roads, passages, lawns, etc. within the boundary of the Institute wall surrounding this building. Cleaning of all C.I. Sewer and waste pipes lines, as and when required on an urgent basis. Daily removal of garbage from campus to nearby MCD Garbage Dump.

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6. The Sweepers will pick up soft wastes from Garbage Bins and put the same into the Bio-Gas Plant at IEG Hostel.

7. Regular dusting/cleaning of office furniture (table and Chairs) and equipment, telephones, bookcases, Venetian blinds, filing cabinets, almirahs, and doors and windows including removal of cobwebs every daybefore the arrival of staff i.e. by 9.00 a.m.

8. Provision of soap and liquid soap in the toilets and placing a sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin in the building.

9. Regular repairs and replacements to sanitation, fittings, pipelines, taps, occasional cleaning of overhead tanks for drinking water, cleaning of drinking water coolers and similar fittings, etc.

10. The Agency will ensure that the EPABX Board is always manned during working days under all circumstances failing which contract will be liable for termination without any further information.

11. The Telephone operators-cum-receptionists should be well-educated (minimum 10+2), conversant in Hindi and English, well-mannered, and should be capable of handling guests and VIPs. They should have a minimum of one-year experience in handling the EPABX Board and related fields.

12. Regularchecking,repairs,replacements/cleaning of electric points/appliances/room heaters/sun blowers/ceiling fans, light points, and all allied electrical works with appropriate tools and instruments issued by the agency.

13. The Contractor/Agency will supply gardenersto maintain the lawns and gardens of the Institute as required.

14. Upkeeping of lawns, Gardens, and terraces of the Institute with seasonal horticultural functions viz. flower plants, trimming of plantations, removing dirt and stainsfrom vegetations and trees, garden and lawns, streets, service lanes, and vacant bungalows in the premises of the Institute.

15. The Contractor/Agency will be responsible for supplying Garden Material against actual cost through their bill as and when required for gardens and lawns. As the Institute takes part in the Delhi University Flower Show every year in February month, the agency will be responsible for makingthe supply of garden material well in time.

16. Skilled Mali, Semi-skilled Mali, and Gardner cum Helpers should have at least 5 years and 3 years of experience respectively of all aspects of the horticulture line. Mali-cum-helper should also possess knowledge of plants, gardens, and other related work. Raw-hand workers will not be considered for deployment.

17. All material required as per **Annexure- 'III'** will be provided bythe Agency as per the stipulated time failing which Institute will be at liberty to procure such

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store/item from the market at the risk and cost of the Agency and the same will be deducted from the bill of the Agency.

18. Deduction: The Institute will be at liberty to impose penalty as deemed fit for non-supply of store of garden material. Non-supply of store will also be deemed as non-performance of the contract and Institute may terminate the contract without assigning any reason on this account.

19. The Agency will be required to prepare all the Gardens, Flower creepers, flower pots, hedges, borders, flower plants, trees, plants, baskets, etc. in such a manner that the Institute can participate in the flower show being organized by Delhi University in the Month of February every year. The Agency may please note that the Institute is awarded many prestigious prizes in this flower show. Therefore, achieving such prizes in this flower show will be indicative of the performance of the Agency.

20. The Workers will be required to maintain the existing gardens along with all flowers, and grass and will carry out all the related activities about horticulture services.

21. The Agency will provide all implements required for workers in the horticulture services and these implements should always be in proper usable condition. These must be replaced at appropriate intervals for optimum efficiency of the workers.

22. The Institute will provide grass cutting machine (manual and fuel) and the cost (including transportation etc.) of repair whenever required.

23. The Agency will ensure that garden areas, stormwater drains, pavement of roads, and related areas are properly cleaned and waste/garbage, etc. is lifted and dumped in the garbage yard.

24. The Institute will be empowered to deploy the manpowerto meet the requirement.

25. Carpentry work such as repairs of furniture and fixtures, fittings, etc. in main buildings and staff flats.

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CHAPTER 3: SCHEDULE OF REQUIREMENT

(A) ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK :

1. Washing and scrubbing of floor areas with detergents and dirt removingagents.
2. Acid cleaning of sanitary wares, without damaging their shine.
3. Removing stains from floors doors and partitions by using surf, or any suitable detergent as found necessary without leaving any undesirable post-cleaning marks &and damaging floors/walls, etc.
4. Cleaning the filled surfaces in the corridors,staircases, and roof.
5. Polishing name plates and number plates with Brasso wherever available and cleaning all other nameplates/Boards on the remaining floors.
6. Dusting and cleaning of fans, electrical fittings window panes with glass cleaning-chemical/agents and cleaning of partitions, paneling, etc.

(B) STAFF REQUIREMENT, THEIR DUTIES, BEHAVIOUR ETC.:

1. The Contractor/Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Contractor/Agency shall be directly responsible for maintainingthe record of antecedents of workers duly verified by the appropriate authority.
3. The Contractor's/Agency's staff shall not disturb the employees of the Institute or make any sort of noise in the premises or rooms.
4. The Contractor's/Agency's workers shall be polite, courteous, well behaved and honest.
5. The Contractor/Agency shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its workers.
6. The antecedents of all the workers will be verified by police by the Contractor/Agency before deployment for work and the contractor shall submit a complete list of the workersalongwith their complete residential addresses, apassport-sizephotograph, contactnumber, identity proof, and proper verification either by police or by some other govt. agency.
7. The Contractor's/Agency's workers shall not enter into any unlawful activity within the Institute's premises and shall have good moral character.
8. The Institute shall have the right to impose a cash penalty on the Contractor/Agency or deduct such amounts from its security deposit in case of Institute is put to any financial loss directly or indirectly by any act of commission on the part of the Contractor's/Agency's workers.

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9. All workers shall give an undertaking that the Contractor/Agency shall be their Principal employer and not Institute.

10. Insurance and accident risks of the workers will be the responsibility of the Agency/Contractor only.

11. All the workers of the Contractor/Agency should be free from infectious disease.

12. The Contractor/Agency should have proper license/permission from the concerned authorities wherever applicable.

13. The Contractor/Agency shall in no case transfer the services it is required to perform under the tender document to any other Contractor/Agency or person without prior permission from the Institute in writing.

14. The Contractor/Agency shall employ a sufficient number of workers to ensure that the work is done to thesatisfaction of the Institute and before the arrival of staff i.e. before 9.00 a.m.

15. If more workers are needed keeping in view the work involved, the Contractor/Agency will employ additional workers. If less manpower as against the approved requirement of manpower is supplied on any day or any worker is not available for duty for any reason whatsoever, the payment will be deducted on a pro-rata basis.

16. Carpenter/Electricians/Plumbers provided by the Contractor/Agency will be fully skilled, experienced, and thoroughly professional in their areas of operation. They would be expected to repair and maintain all fittings, fixtures, and types of equipment of their specialization.

17. The competency of these personnel would be ascertained by the Institute. If found wanting they will not be allowed to continue.

18. The institute will provide all the materials, parts, accessories, etc. required for the repair and maintenance of such services. Tools and equipment required for use in such repair and maintenance by the workers would be provided by the Contractor.

19. One of the workers provided by the Contractor would also be responsible for running and operating the generator set of the Institute.

20. Workers would be deployed on various related duties to meet the requirements of the Institute.

21. The Institute reserves the right to order any worker of the Contractor/Agency toleave the premises of the Institute if his presence at any time is felt undesirable.

22. The workers deployed for Horticulture services will be multi-purpose and will be deployed as per requirement to meet the various related duties of the Institute.

CHAPTER 4. SPECIFICATIONS & ALLIED TECHNICAL DETAILS

(i). AGREEMENT:

An Agreement of contract on Rs.100/- Non-judicial Stamp Paper will be entered in between the successful bidder and the Institute. The contract would be for a period of one year and can be extended for another year with the consent of both parties keeping in view an outstanding performance of the work done during last year by the Contractor/Agency. However, the Institute reserves the right to terminate the contract at any time even before the contractual period provided the Contractor/Agency failed to render the services to the satisfaction of the office and also non-compliance with the provisions of all relevant Acts.

(ii). SUBLETTING:

The Contractor(s)/Agency shall not sublet, transfer, or assign the contract or any part thereof without the prior written approval of the Institute. In the event of the contractors contravening this condition the Instituteshall be entitled to place the contract elsewhere on the Contractor's/Agency's account and at their risk and the Contractor(s)/Agency shall be liable for any loss or damage which the Institute may sustain in consequence or arising out of such replacing of the contract.

(iii). TERMS OF PAYMENT:

The Institute shall pay the agreed amount to the agency every month after completion of the month on receipt of the bills from the Contractor/Agency. The Contractor/Agency will submit the bill in triplicate along with a certificate. The certificate will indicate Pay paid to the worker, the contribution of the agency towards Provident Fund and ESI, etc. failing which payment will not be released. The Institute will be empowered to deduct such amount as deemed fit on account of this from the bill of the Contractor/Agency. The Contractor/Agency will be responsible for payment of salary to their employees deployed for the Institute regularly on the 7th day of the following month. Conditions of payment of Contractor's/Agency's bill by the Institute would not be applied by the Agency for making payments of salary to their workers for the Institute.

The Institute will closely monitor the payment of the salary to the workers every month and the contractor/Agency should ensure that the workers are paid their entitled emoluments in full like minimum wages, PF & ESI, etc.

The contractor will pay the salary to the staff deployed by the 7th day of every month in the presence of the authorized person of the institute in cash or by cheque against proper receipt. In case, the payment is made through cheque, the contractor must ensure that it would be honored else necessary action will be taken against him under Sec 138 of Negotiable Instrument Act 1881.

The billed amount on submission of required documents will be paid within a period of one week from the date of receipt. However, non-payment of bills should not be the reason for timely payment to the workers. The Contractor / Agencies shall maintain a turnover of one month's salary accordingly.

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(iv) REMOVING OF STAFF

Replacement of workers shall be made by the Contractor/Agency with proper antecedents and educational qualifications with intimation to the Institute. In case link of any worker is not found satisfactory by the Institute, the Contractor/Agency shall replace the same.

(v) NOTICE FOR TERMINATION OF CONTRACT:

The contract will be terminable at one month's notice on either side without assigning any reason.

(vi) STOCK AND MATERIALS:

The Institute will provide all material required for cleaning etc.

(vii) SUPERVISION/INSPECTION:

The Contractor/Agency shall authorize a person to supervise the cleaning and maintenance service who will report to the concerned Officer of the Institute so authorized as and when he is required to do so by the competent authority.

(viii)LEGAL LIABILITY AND RESPONSIBILITY OF THE AGENCY :

a. It will be the responsibility of the Contractor/Agency to get all the related clearances as applicable under the Indian government or State Laws and fulfill the requisite formalities as applicable to the court as per the requirements of Act & Rules etc.

b. The Contracting agency shall comply with all the statutory requirements aslaid down under various Labour Laws/Acts/Rules like Provident Funds, ESI, Delhi Shops and Establishment Act, Bonus, Gratuity Contract Labour Act, Delhi Works Contract Act, and other Labour Laws/Acts/Rules, etc. in force from time to time at its own cost. In case of noncompliance or violation of such statutory requirements, the contracting agency shall be liable for any breach or non-compliance as the case may be.

c. The Contractor/Agency shall be responsible for issuing seasonal uniforms to the persons to be deployed to the Institute. In every case in which by the provisions of the Workman's Compensation Act or any other Act, the Institute if obliged to pay compensation to such person employed by the tenderer in execution of the work, then the Institute will be entitled to recover the same from the contracting agency the amount of compensation so paid.

d. The contractor/Agency shall be required to maintain all the relevant records, registers and documents as per requirements under different laws viz. Regional Provident Fund Commission, Employee State Insurance Corporation or other local laws etc.

e. The contracting agency shall indemnify to the Institute against any payments to be made under and for the observance of the above-mentioned various laws and rules.

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(ix).LIABILITY OF THE INSTITUTE:

a. The Institute shall not provide any residential accommodation to the Housekeeping personnel employed by the Contractor/Agency.

b. The Institutewillbeundernoobligationto employ any of the personnel of the Housekeeping Contractor/Agency after the expiry of the tender/agreement/contract period and the Institute recognizes no Employer-employee relationship between the Institute and the Housekeeping personnel deployed by the contracting agency.

c. Institute will not be responsible for depositing any statutory or other liabilities in respect of Contractor's workers.

The Director, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi –110 007, reserves the right to reject any or all tenders without assigning reasons thereof. The Director is also empowered to change the terms and conditions of the contract at any stage without assigning any reason.

The Proforma of Technical Bid and Financial Bid are enclosed for information and necessary action.

Director

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INSTITUTE OF ECONOMIC GROWTH
University of Delhi Enclave, Delhi-110007

ANNEXURE – 'I'

TECHNICAL BID

Documents to be attached with technical bid in the following order in a sealed envelope –I separately

Duly completed tender form with a Demand Draft of **Rs. 20,000/-** as requisite earnest money and an additional draft of **Rs.500/-** towards the cost of tender if downloaded from the website

The intending tenderer should submit a copy of the following documents in the technical bid and mark the appropriate box with Y for Yes and N for No.

i. Photocopy of the Institute cash receipt for purchase of a tender document or draft of Rs.500/- in favour of IEG payable at Delhi if the Tender Document is downloaded from the website. ☐ ☐

ii. Registration No. of the Firm/Company. ☐ ☐

iii. PAN No. of the Company/Firm. ☐ ☐

iv. Provident Fund Account No. of the Firm. ☐ ☐

v. ESI No. of the Company/Firm. ☐ ☐

vi. GST Registration No. ☐ ☐

vii. LabourLicense issued by Govt. of NCT of Delhi ☐ ☐

viii. Documentary proof of a minimum of three existing running contracts for providing Housing Keeping/Cleaning services. ☐ ☐

ix. Performance certificates from various other customers certifying services of the bidder. ☐ ☐

x. Documentary proof of office infrastructure to run the operation. ☐ ☐

xi. Documentary proof for having an established office along with telephonenumbers/fax e-mails etc. ☐ ☐

xii. Details of manpower in the organization along with designation, relevant experience, and qualification. ☐ ☐

3. The Technical Bids should have the stamp of the Firm or Company and every document/paper in the technical bid should be signed by the Bidder or his authorized signatory on every page.(Including the performance certificate issued by the tenderer's clients).

4. The envelope duly sealed containing the technical bid shall be super scribedas"TECHNICAL BIDS FOR HOUSEKEEPING SERVICES/ CLEANING/ATTENDANT SERVICES (Envelope-I) " and it should be wax sealed.

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Signature of the tenderer

INSTITUTE OF ECONOMIC GROWTH
University of Delhi Enclave, Delhi-110007

ANNEXURE – 'II'

PRICE SCHEDULE

PROFORMA FOR FINANCIAL BID in Separately Sealed Envelope II

(To be submitted separately for service-wise along with letterhead in a separate envelope)

Sl. No.	Services	Cost, Per Month	Remarks
	Providing one worker for 8 hours 6 days per week		
	a. Pay		
	b. Provident Fund		
	c. ESI contribution		
	d. Service Charges/Profit margin		
	e. Any other cost (Please specify)		
	i. _____		
	ii. _____		
	f. GST		
	g. Any other Tax/levies		
	(Please specify)		
	i. _____		
	ii. _____		
	Total for one worker		
	Total of 37 workers		

Name of the firm/ agency

Telephone number

Name of the authorized person with

.....

.....

Signature of the authorized person

Rubber Stamp

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LIST OF DOCUMENTS ATTACHED

SL. No.	Details of Documents	Page Nos.

Signature of the authorized person
Rubber Stamp