

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(University of Delhi)

Sector - 2, Phase - 1, Dwarka, New Delhi - 110075, Phone- 011-25087597

Website: <http://www.bcas.du.ac.in>, Email: bhaskaracharya.college@gmail.com

Ref.No. BCAS/15(10)/Sanitation/2016/

Last date & Time for Submission of

Bid: **28.03.2016, 12.00 hrs.**

Date & Time of Bid Opening:

28.03.2016 at 14,00 Hrs.

Tender Value - Rs. 8,50,000/-

Tender Fee - Rs. 500/-

Subject: Invitation of two fold bids contract in a sealed cover, for providing Sanitation services for the College.

Sir,

Only the sealed bids are invited for providing sanitation services in the college on contract basis and the following instructions should be strictly followed while submitting your offer; otherwise your offer may not be considered.

1. All the communication with the college should be addressed only to "The Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase 1, Dwarka, New Delhi- 110 075." (hereinafter called the Principal)
2. Sealed Quotations will be two fold (a) **Technical Bid** consisting of all technical details (**Annexure-A**) (b) **Financial Bid** containing rates for the services and other taxes (**Annexure-B**). Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. The technical bid and the financial bid should be sealed by the bidder in separate respective covers (A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. All the three envelopes should be super scribed with format of the label shown in Annexure 'C'.
4. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
5. The contractor must have minimum of five years of experience in Sanitation Contract work in Government Organization.
6. A non refundable tender fee of Rs.500/- has to be deposited in the form of Demand Draft drawn in favour of **Principal, Bhaskaracharya College of Applied Sciences** in the outermost envelope
7. The contractor must submit a refundable amount of Rs.25,000/- as E.M.D. in the shape of nationalized Bank Draft along with the Technical Bid, in favour of **Principal, Bhaskaracharya College of Applied Sciences**, failing which his bid will be treated as rejected.
8. The Contractor should have valid contract license for sanitation work and should have obtained the PAN/TAN/TIN number.
9. Incomplete bids or the ones submitted after due date would be summarily rejected. Moreover, the College will not be responsible for any postal delay or delay due to any other reason.
10. Any alteration/cutting/overwriting/white fluid etc. should also be avoided in the offer submitted. If they exist, they should be duly signed. Failing this the bids are liable to be rejected.
11. **Taxes as applicable**, if quoted, will not be considered and no further communication/clarification will be sought by the college in this regard. Vendors may use the format in the Annexure B for their Financial bid.
12. In case two tenders are received at L-1 rates and out of which one is from NGO, the contract will be awarded to the NGO.
13. The detailed Terms and Conditions (**Annexure I**), details of area to be cleaned (**Annexure-II**), format for the sanitation quotation (**Annexure III**), list of sanitation articles to be provided by the Contractor, as per the requirement (**Annexure IV**) and the Check List for the Sanitation Contract (**Annexure V**) are enclosed herewith.

Yours Sincerely,



[Handwritten signature]

**Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka,
New Delhi – 110075**

ANNEXURE A

Ref. No.: BCAS/Sanitation/2016/

Dated:

**Technical Bid for the Sanitation Contract
(To be submitted in Original)**

Name of the Contractor	
Address of the Contractor	
TAN/TIN No.	
Name of the authorized signatory	
Specimen signature of the authorized signatory	
Telephone Number of the authorized signatory and other Telephone numbers of the Contractor	
Details of the Government/ Ministeries/ Departments/Organizations/PSUs, etc. in which the contractor is engaged in sanitation activities for the last five years.	Please submit as Enclosure – I
Qualifications and experience of resident service Supervisor.	Please submit as Enclosure – II
List of copies of relevant documents enclosed as mentioned in Terms and Conditions.	Please submit as Enclosure – III
E.M.D. amount of Rs.25,000/- (Bank Draft No. date and amount)	
Bank details of the Vendor: Account Number, IFSC Number, Branch Name	



(Signature with Date)
Seal

**Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka,
New Delhi – 110075**

ANNEXURE B

Ref. No.: BCAS/Sanitation/2016/

Dated:

**Financial Bid for the Sanitation Contract
(To be submitted in Original)**

1	Name of the Contractor	
2	Address of the Contractor	
3	TAN/TIN No.	
4	Name of the authorized signatory	
5	Specimen Signature of the authorized signatory	
6.	Annexure III – Format for the Sanitation Quotation	Enclosed duly filled as enclosure IV

(Signature with date)
Seal

Santhas

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

TERMS AND CONDITIONS FOR THE SANITATION CONTRACT

1. The Contractor shall undertake the sanitation services to maintain cleanliness of high standard for its Lawns, Sports Ground and building namely the Administrative Block, Science Block Laboratories, Principal's Bungalow, Roads of the staff quarters Class Room Corridor, Inside and outside of the two main gates of the college, Toilet, and other areas as per need for a period of one year.
2. The payment by the College to the Contractor shall be made by the 20th of each succeeding month if the bill along with required documents is received by 1st working day of the succeeding month **along with satisfactory report from all the departments.**
3. The scope of work for the Contractor shall normally include general sweeping, mopping, washing, dusting, removing of cobwebs including of furniture fixture and fittings, laboratory's equipment computers etc. cleaning of toilet blocks, water coolers, overhead water tanks, desert cooler, washbasins, stairway, common lobby and lifting/disposal garbage etc. The work shall also include filling of water in desert cooler during summer season, watering the indoor plants and all incidental activities necessary for cleaning, sanitation and housekeeping.
4. The Contractor shall provide all materials, equipments and consumables of the quality as approved by the College.
5. To maintain the required standards of housekeeping services the Contractor shall deploy total seven sanitary workers in two batches from 8:00 a.m. to 4:30 p.m. (Five persons) and from 10:00 a.m. to 6:30 p.m. (Two persons) The timing shall be subject to change as per the orders of the authority from time to time to carry out the work efficiently. In the event of a person not being available for any reason, the Contractor shall immediately provide a substitute without any additional charge and shall ensure standard cleanliness to the entire satisfaction of the College Authority. Any number of absentee on a particular day will attract penalty i.e. double the wages.
6. The Contractor shall issue aprons/uniforms to all their persons engaged in the work. The worker without uniform will not be allowed entry in the college.
7. The Contractor shall provide Police verification for the house keeping employees deployed in the premises of the College authority immediately before starting the work, including full details of the employees.
8. All the house keeping employees shall be in the age group of 20 to 40 years.
9. All the House keeping employees will be screened and cleared by the college authority before deploying them on duty.
10. No house keeping employee, once selected and engaged at College, should be replaced without proper approval of the College authorities.
11. The house keeping employees will neither be deemed to be the employee of the College nor shall claim any salary, allowances, compensation, damages or anything arising out of their engagement/duty under this agreement.
12. The Contractor shall be responsible to provide all statutory benefits or otherwise to the persons engaged and the College shall not have any liability whatsoever, on this account.
13. Without prejudice to the aforesaid para 12 above, the Contractor shall be responsible to pay minimum wages and other benefits to the employees.
14. The salary of the persons engaged by the contractor shall be disbursed in the presence of the designated officer of the college every month.
15. The College authority shall not pay any advance amount to the employees of the Contractor.



16. All applicable laws, rules, regulations and statutory orders of guidelines with regard to engagement of housekeeping employees shall be complied with by the contractor.
17. In case of any litigation between the housekeeping employees and the Contractor as regard to breach of any terms and conditions of public welfare service, the College authority shall have no liability towards the housekeeping employees/Contractor.
18. The College shall not be responsible for any accident and/or injury to any housekeeping employee which may arise during the course of their work. The Contractor shall wholly responsible for such accident/injury.
19. In the event of breach of any terms and conditions of the agreements by the Contractor or when the work of the Contractor is not found satisfactory or if the Contractor poses any security risk or the Contractor becomes insolvent, the College authority shall be at a liberty to terminate the agreement by giving one month's notice in advance to the Contractor.
20. If for any reason the Contractor is unable to continue the work for the reasons beyond his control, the Contractor shall be at liberty to give one month's notice to the College authority for discontinuing the work after setting all the outstanding dues.
21. The College authority may require the Contractor to remove any housekeeping employees, who may be incompetent or who misconduct himself and the Contractor shall forthwith comply with such requirements.
22. Consumption/performing duty under the influence of alcohol or drugs, by the house keeping employees on duty is strictly prohibited. Smoking/chewing of tobacco inside and around the college campus is also strictly prohibited.
23. The Contractor shall provide its services from Monday to Saturday including on holidays and if required by the College authority, on Sunday also **without any extra charges.**
24. The Contractor shall not sublet, assign or part with any of the responsibilities under this agreement.
25. That the dusting of furniture and other equipments/appliances will be done once a day and as and when required.
26. That the walls of the premises up to 4 ft. height will be cleaned once a day and as and when required.
27. That the toilets will be cleaned every two hour and as and when required.
28. That the job related to cleaning of window panes, vanishing blinds, curtains, carpets etc. shall be done in a fortnight.
29. One of the Sanitation Worker shall supervise the overall sanitation work in addition to his own work.
30. In case any loss occurs to the College due to negligence or mishandling by the staff, the contractor shall be responsible to make good for losses so suffered by the college.
31. Any communication under this agreement from one party to another shall be considered duly served if the same has been delivered; left for or dispatched by registered post at its last known address, at the expiration of the time in which it would have ordinarily reached.
32. That the College shall not be liable to provide any sort of accommodation to the staff or person deployed by the Contractor and no cooking/lodging will be allowed in the premises of the College at any time.
33. That the Contractor shall furnish security in the form of Pay Order/Bank Draft of an amount of Rs.25,000/- (Rupees Twenty Five Thousand Only) in favour of The Principal, Bhaskaracharya College of Applied Sciences. The security shall remain with the college till the completion of the contract and no interest shall be paid by the College on the above deposit.

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34. The College will deduct Income Tax at source under Section 194-C of the Income Tax Act, 1961 from the Contractor @ 2% (or as per revised rates applicable from time to time) of such sum as income tax on the income comprised therein.
35. The VAT TDS will be deducted from the bill every month, on applicable rates from time to time.
36. In case of breach of any of the terms of agreement, the security deposit of the contractor is liable to be forfeited by the College Authority.
37. All the expenses for preparation and execution of the deed including the stamp duty and fee shall be payable by the Contractor.
38. In the event of any dispute or difference between the parties, the same shall be referred to the sole arbitration of the Chairperson, Bhaskaracharya College of Applied Sciences Governing Body, University of Delhi or any of his nominee whose award shall be binding on both parties.
39. Details of the area is given in Annexure II



AGREEMENT FOR SANITATION CONTRACT

This agreement made at New Delhi on _____ between the Chairman, Governing Body through the Principal, Bhaskaracharya College of Applied Sciences (University of Delhi) hereinafter called "Principal Employer" which shall excluded by or repugnant to the context, be deemed to include his successors in office and assignees of the one part and M/s _____ registered with Registrar of Companies Act, Indian Partnership Act or any other act (documentary proof to be attached) of M/s _____ hereafter called "the Contractor" which expression shall, unless excluded by or repugnant to this context be deemed to include its/their heirs, successors, executors, administrators, representatives and assignees) of the other part.

Whereas the Principal Employer is desirous to award contract for Sanitary (House Keeping) Services which includes sweeping and cleaning jobs in the premises of **the Principal employer**. This contract shall be effective from _____ **initially for a period of three months and if the performance of the contractor is found to be satisfactory the contract will be extended for a further period of nine months thus making a total of twelve months, i.e. upto _____**. The Contractor shall provide **total Seven Safai Karmacharies** for providing the sanitary services. The contract will include following activities/jobs:

- a. Sweeping in covered area including dusting of furniture, windows, fans, lights etc.
- b. Sweeping, Washing, Scrubbing, Swabbing etc. of corridors, staircase, room etc. and cleaning articles lying therein.
- c. Sweeping open like roads, courtyards, garage etc.
- d. Cleaning latrines, bathrooms, urinals etc. and other articles contained therein.
- e. Collection, segregation and disposal of garbage.

And whereas the quotations/tenders of the contract have been accepted by the Principal Employer and whereas the contractor at the request of the Principal Employer has agreed to accept the contract on the terms and conditions herein after contained.

Now this agreement witness broad terms and conditions as given below:

1. The Contractor shall undertake the housekeeping services to maintain cleanliness of high standard for its Lawns, Sports Ground and building namely the Administrative Block, Science Block Laboratories, Principal's Bungalow, Roads of the staff quarters Class Room Corridor, Inside and outside of the two main gates of the college, Toilet, and other areas as per need for a period of one year.
2. The payment by the College to the Contractor shall be made by the 20th of each succeeding month. If the bill along with required documents is received by 1st working day of the succeeding month, **with satisfactory report from all the departments.**
3. The scope of work for the Contractor shall normally include general sweeping, mopping, washing, dusting, removing of cobwebs including of furniture fixture and fittings, laboratory's equipment computers etc. cleaning of toilet blocks, water coolers, desert cooler, elevators, washbasins, stairway, common lobby and lifting/disposal garbage etc. The work shall also include filling of water in desert cooler during summer season, watering the indoor plants and all incidental activities necessary for cleaning, sanitation and housekeeping.



4. The Contractor shall provide all materials, equipments and consumables of standard quality required for the work.
5. To maintain the required standards of housekeeping services the Contractor shall deploy total seven sanitary workers in two batches from 8:00 a.m. to 4:30 p.m. (Five persons) and from 10:00 a.m. to 6:30 p.m. (Two persons) The timing shall be subject to change as per the orders of the authority from time to time to carry out the work efficiently. In the event of a person not being available for any reason, the Contractor shall immediately provide a substitute without any additional charge and shall ensure standard cleanliness to the entire satisfaction of the College Authority. Any number of absentees on a particular day will attract penalty @ Rs.350/- per man per day.
6. The Contractor shall issue aprons/uniforms to all their persons engaged in the work. The worker without uniform will not be allowed entry in the college.
7. The Contractor shall provide Police verification for the house keeping employees deployed in the premises of the College authority immediately before starting the work, including full details of the employees.
8. All the house keeping employees shall be in the age group of 20 to 40 years.
9. All the House keeping employees will be screened and cleared by the college authority before deploying them on duty.
10. No house keeping employee, once selected and engaged at College, should be replaced without proper approval of the College authorities.
11. The house keeping employees will neither be deemed to be the employee of the College nor shall claim any salary, allowances, compensation, damages or anything arising out of their engagement/duty under this agreement.
12. The Contractor shall be responsible to provide all statutory benefits or otherwise to the persons engaged and the College shall not have any liability whatsoever, on this account.
13. Without prejudice to the aforesaid para 12 above, the Contractor shall be responsible to pay minimum wages and other benefits to the employees.
14. The salary of the persons engaged by the contractor shall be disbursed in the presence of the designated officer of the college every month.
15. The College authority shall not pay any advance amount to the employees of the Contractor.
16. All applicable laws, rules, regulations and statutory orders of guidelines with regard to engagement of housekeeping employees shall be complied with by the contractor.
17. In case of any litigation between the housekeeping employees and the Contractor as regard to breach of any terms and conditions of public welfare service, the College authority shall have no liability towards the housekeeping employees.
18. The College shall not be responsible for any accident and/or injury to any housekeeping employee which may arise during the course of their work. The Contractor shall wholly responsible for such accident/injury.
19. In the event of breach of any terms and conditions of the agreements by the Contractor or the work of the Contractor is not found satisfactory or the Contractor poses any security risk or the Contractor becomes insolvent, the College authority shall be at a liberty to terminate the agreement by giving one month's notice in advance to the Contractor.



20. If for any reason the College authority is not in a position to comply with the terms and conditions of the agreement affecting the housekeeping work adversely or on account of any unavoidable reason, or the Contractor is not in a position to continue the work for the reasons beyond his control, the Contractor shall be at liberty to give one month's notice to the College authority for discontinuing the work after settling all the outstanding dues.
21. The College authority may require the Contractor to remove any housekeeping employees, who may be incompetent or who misconduct himself and the Contractor shall forthwith comply with such requirements.
22. Consumption/performing duty under the influence of alcohol or the like drugs, by the house keeping employees on duty is strictly prohibited.
23. The Contractor shall provide its services from Monday to Saturday including on holidays and if required by the College authority, on Sunday also **without any extra charges**.
24. The Contractor shall not sublet, assign or part with any of the responsibilities under this agreement.
25. That the dusting of furniture and other equipments/appliances will be done once a day and as and when required.
26. That the walls of the premises above upto 4 ft. height will be cleaned once a day and as and when required.
27. That the toilets will be cleaned every two hour hourly and as and when required.
28. That the job related to cleaning of window panes, vanishing blinds, curtains, carpets etc. with modern gadgets shall be done in a fortnight.
29. In case any loss occurs to the College due to negligence or mishandling by the staff, the contractor shall be responsible to make good for losses so suffered by the college.
30. One of the Sanitation Worker shall supervise the overall sanitation work in addition to his own work.
31. Any communication under this agreement from one party to another shall be considered duly served if the same has been delivered; left for or dispatched by registered post at its last know address, at the expiration of the time in which it would have ordinarily reached.
32. That the College shall not be liable to provide any sort of accommodation to the staff or person deployed by the Contractor and no cooking/lodging will be allowed in the premises of the College at any time.
33. The EMD amount of Rs.25,000/- deposited by _____ shall remain with the college as Security Deposit, till the completion of the contract and no interest shall be paid by the College on the above deposit.
34. The College will deduct Income Tax at source under Section 194-C of the Income Tax Act, 1961 from the Contractor @ 2% (or as per revised rates applicable from time to time) of such sum as income tax on the income comprised therein.
35. The VAT TDS will be deducted on applicable rates from time to time.
36. In case of breach of any of the terms of agreement, the security deposit of the contractor is liable to be forfeited by the College Authority.
37. All the expenses for preparation and execution of the deed including the stamp duty and fee shall be payable by the Contractor.

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38. In the event of any dispute or difference between the parties, the same shall be referred to the sole arbitration of the Chairperson, Bhaskaracharya College of Applied Sciences Governing Body, University of Delhi or any of his nominee whose award shall be binding on both parties.
39. Details of the area is given in Annexure I

Principal Employer
Name : Dr. Balaram Pani
Designation : Principal
Bhaskaracharya College of Applied Sciences

Contractor
Name :
Designation :

Witness

Witness

1. Name and Address

1. Name and Address

2. Name and Address

2. Name and Address

Signature

**Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector 2, Phase 1, Dwarka,
New Delhi – 110075.**

Annexure -II

Details of area to be swept at regular intervals

S.No	Details of Identified Areas	Minimum Frequency at which cleaning is to be done	Area in Sq. Meters
1(a)	Office Rooms/Class Rooms/Lecture Hall	Once per day	4535.75
(B)	Committee Room	Once per day	65.557
(c)	Reception Room	Thrice per day	57.061
(d)	Record Room/Stationery Room	Once per week	2148.75
(e)	Laboratories	Once per day	2536.72

II. Varandah/ stair Case etc.

(a)	Varandah	Twice per day	2128.00
(b)	Stair Case	Twice per day	450.00

III. Open Space

(a)	Roads	Once per day	720.00
(b)	Court Yards	Twice per week	226.87
(c)	Garages	Once per week	22.20
(d)	Parking Area	Once per day	2346.00

IV. Other Areas

(a)	Playground	Once per week	1800.00
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V. Walls with tile work

(a)	Room where wall tiles are installed	Once per fortnight	1561.38
(b)	Glass walls/window pans	Once per fortnight	1000 (units) (approx.)

B. Items to be swept regularly

S.No	Details of items	Minimum Frequency at which to be cleaned	No. of items
1	Latrines/Bathroom	Thrice per day	25
2	Urinal Pots	Thrice per day	40
3	Mirrors/Wash Basin	Once per day	50

Signature

**Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase 1, Dwarka,
New Delhi-110075**

**ANNEXURE – III
(To be submitted in original)**

**FORMAT FOR THE SANITATION QUOTATION
(A total of maximum of Seven Sanitation Workers are required for
Eight Hours Duty)**

S.No.	Particulars	Amount (in Rs.) per person per month
1	Basic including VDA for 01 person per month	
2	E.S.I. contribution 4.75%	
3	E.P.F. 12%	
4	E.D.L.I. 1.61%	
5	Service Charges %	
6	Uniform	
7	Total charges per month	
8	Cost of material, equipments and consumables along with their details Details of Material enclosed	
9	Service Tax	Exempted
10	Any other charges/Tax	
11	Grand Total (inclusive of all)	
	Grand Total in words*	

* The above grand total will include mandatory contributions of S.No. at 2,3,4, & 5 above. The bid without having these contributions will be rejected out rightly.

Name of the Agency

Address

Contact Details

Authorised Signatory with seal



**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR 2, PHASE 1, DWARKA,
NEW DELHI – 110075.**

List of sanitation articles to be provided by the Vendor as per requirement

ANNEXURE - IV

S.No. Name of the Item

- | | |
|---------------------------------|---|
| 1. Acid | |
| 2. Baygon | |
| 3. Clinzo | |
| 4. Phynel (Genda) | |
| 5. Harpic | |
| 6. Lizol | |
| 7. Naphthalin Ball | |
| 8. Odonil | Every 15 days replacement |
| 9. Soap | Every week replacement |
| 10. Polythene bags for dustbins | Every week replacement of
Polythene bags |
| 11. Scrubber | |
| 12. Mop | |
| 13. Bucket | |
| 14. Acid | |
| 15. Broom | |
| 16. Broom (Stick) | |
| 17. Cleaning Powder | |
| 18. Dustpen | |
| 19. Floor Duster | |
| 20. Toilet Brush | |
| 21. Wiper | |
| 22. Duster | |
| 23. Bucket | |
| 24. Cobweb Cleaner | |



**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
SECTOR-2, PHASE-1, DWARKA,
NEW DELHI – 110075**

ANNEXURE - V

Check List for Sanitation Contract

1. Technical Bid (Annexure-A) duly signed by the authorized signatory with Office Seal in original having enclosures I, II and III.
2. E.M.D. amount of Rs.25,000/- (Bank Draft) in favour of the **Princial, Bhaskaracharya College of Applied Sciences.**
3. Financial Bid (Annexure –B) duly signed by the authorized signatory with Office Seal in original having enclosure IV.
4. Copy of **Terms and Conditions (Annexure – I)** duly signed by the authorized signatory with Office Seal
5. Copy of the details of area to be cleaned (Annexure – II) duly signed by the authorized signatory with Office Seal
6. Sanitation Quotation (Annexure – III) duly signed by the authorized signatory with Office Seal in original
7. Copy of the list of sanitation articles to be provided by the Contractor (Annexure – IV) duly signed by the authorized signatory with Office Seal in original.

