

DELHI FINANCIAL CORPORATION
NEW DELHI

NOTICE INVITING TENDER

Sealed tenders are invited for providing Housekeeping Services (Including pest control, by associating a licensed pest control agency) for a period of two year in the Delhi Financial Corporation at 37-38, Pankha Road, Institutional Area, D-Block, JanakPuri, New Delhi-110058 and Ambedkar Bhawan, Sector-16, Rohini, Delhi-110085 from Private Housekeeping Agencies/Firms/Companies having experience **of at least five years** and following pre-qualification criteria: -

1. Average Annual Financial turnover of atleast Rs.25 lakhs or above during the last three year ending 31.03.2006
 2. Should have done at least three works in House keeping services of at least Rs.8 lakhs each
- Or
- Two works in Housekeeping services of atleast Rs.15 lakhs each.
- Or
- One work in Housekeeping services of atleast Rs.25 lakhs

Prescribed tender form can be obtained from the office of the Sr.Manager (GAD), Delhi Financial Corporation, 37-38, Pankha Road, Institutional Area, D-Block, JanakPuri, New Delhi-58 from 06-03-2007 between 10.00 AM to 1.30 PM on any working day on payment of Rs. 500/- only (non-refundable) or the tender form can be downloaded from the Delhi Financial Corporation Website Viz www.dfcdelhi.nic.in and the same can be submitted along with the demand draft of Rs. 500/-(non refundable)

Duly completed tender form (both technical and financial bid included) other required documents and earnest money of Rs. 25,000/- (twenty five thousand only) by Pay Order/Demand Draft in favour of Delhi Financial Corporation and may be deposited upto 1.30 pm on 20-03-2007 in the tender box kept at the reception of DFC Head office.

The tenders will be opened at 2nd floor on 20-03-2007 at 3:00 p.m by the Tender Committee in the presence of all those who wish to be present on the occasion. Only those tenderers who submit the required documents as prescribed in the “tender form” will be considered for opening of the “Technical Bids”. Tenderers whose technical bids are found to be valid will be intimated separately the date and time of opening of Financial Bids, where they can participate accordingly. There shall be no post tender negotiations. Canvassing in connection with the tender is strictly prohibited.

The Chairperson & Managing Director, Delhi Financial Corporation, New Delhi reserves the right to accept or reject any or all the tender(s) without assigning any reason thereof.

Sd/-
Sr. Manager (GAD)
Delhi Financial Corporation

Signature of the tenderer
with seal.

DELHI FINANCIAL CORPORATION
(GENERAL ADMINISTRATION DEPARTMENT)
37-38, Pankha Road, Institutional Area, D-Block, JanakPuri,
NEW DELHI

Terms & Conditions of the Tender:

1. Eligibility Conditions:

- 1.1 A reputed company, firm or agency having experience of at least five years in Housekeeping services and it should have an average annual turn over of Rs 25 lakhs or above each during the last three years ending on 31.03.06 and it should have done atleast three works in House keeping service at least Rs.8 lakhs each or two works in Housekeeping Services of at least Rs.15 lakhs each or one work of at least Rs.25 lakhs during the last five years is eligible to participate in the tender.

2. SCOPE OF WORK TO BE EXECUTED BY THE AGENCY

- 2.1 The Agency shall be fully responsible for the Housekeeping services in the 37-38, Pankha Road, Institutional Area, D-Block, JanakPuri, New Delhi-110058 and Ambedkar Bhawan, Sector-16, Rohini, New Delhi-110085 and the agency shall work under overall supervision and direction of the General Administration Department. The agency shall seek instructions from the Department or any other officer authorized by the department for the above purpose. DFC reserve the right to discontinue House Keeping services at any of the above location or add new.
- 2.2 The housekeeping work has to be generally done before 9.00 AM or after 6.00 PM and the periodic works are to be carried out on Saturdays and Sundays and/or on holidays. No extra payment shall be made by Department to the agency for working at odd hours.
- 2.3 Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 9.00 AM on every working day. Some activities such as garbage removal, insecticide/pesticide application etc. shall be completed in the evening after office hours (i.e. 6.00 PM) onwards, on day-to-day basis. No spill over of the above work for the next day shall be permitted under any circumstances. However, regular cleaning of toilets (including fixtures such as WC's urinals, washbasins etc.) Lobby, Corridors and other areas shall be done continuously during office hours (at the regular interval of every two hours or less as per requirement).
- 2.4 The agency shall ensure to refill the sanitary cubes, odonil, naphthalene balls and other consumables like toilet roll, tissue box, liquid soap for handwash, air freshener, soap-cakes for latrine and washbasins as provided by the Department.
- 2.5 Periodicity with which the agency is to carry out the job at the site is broadly divided into four categories namely (i) Daily, (ii) Weekly (iii) Fortnightly and (iv) Monthly.
- 2.6 The agency has to provide the services of an authorized/licensed liftman for operation of the lift till the time officers are present in the office.

- 2.7 The agency has to provide a gardener (part time) from 9.30 AM to 3.00PM for upkeep of the office open space lawn/ plantation/gamlas kept in pathways/aisles etc.
- 2.8 The agency shall provide cleanliness/upkeep of the glass façade in the building on monthly basis besides cleaning of all glasses from outside.

3. The details of the area covered under this scope of work are as under:-

- 3.1 No. of Floors : i) Basement, Ground, Ist , 2nd , 3rd Floors, Terrace and open space on four sides of office building at 37-38, Pankha Road, Institutional Area, D-Block, Janakpuri, New Delhi-58

ii) 4th floor, Ambedkar Bhawan, Sector-16, Rohini, Delhi-85.

4. Manpower Requirement

- 4.1 One Safai Karamchari on each floor and one for open space
- 4.2 Two Safai Karamcharies for 4th floor at Rohini, Delhi office.
- 4.3 One Supervisor having the knowledge of Electric/plumbing work in the Head Office. He will also visit Rohini office twice a week for supervisory duties.
- 4.4 One licensed lift man
- 4.5 One Gardener (part time)
- 4.6 Total manpower on daily basis for both offices will comprise of 8 Safai Karamchari, 1 gardener (part time), 1 supervisor and one liftman.
- 4.7 DFC reserves the right for deployment of manpower of the agency as per situational requirements and the agency should be in a position to meet additional requirements, if any.

5. Details of jobs to be carried out daily on working days are as under:

- 5.1 General cleaning (Sweeping, mopping, dusting and any other connected work) of the office rooms, reception, corridors, pantry area, stairs, space for water coolers & toilets, and all unspecified areas/location within the office building and within the boundary wall.
- 5.2 Removal of garbage from dustbins in plastic bags. Replacing of old plastic bags with new plastic bags daily basis.
- 5.3 Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc.
- 5.4 Cleaning of frames, panels, railings and cabin partitions with approved cleaning material.
- 5.5 Stain removal treatment of entire premises including stairs, area of office cabins, stores, reception, toilets and stain removing of the furniture and equipments.

- 5.6 Cleaning and dusting of computers, key boards, terminals, printers, Photostat machines, filing cabinets, telephones, fax telex and typewriters and electric lamps.
- 5.7 Restocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WC's urinals wash-hand basins, floor area of toilets and cleaning and wet dusting/wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in public toilets and requirement basis in officers toilets), re-filling of toilet rolls/tissue papers etc.
- 5.8 Air freshener spray in the rooms on requirement basis as directed by the GAD.
- 5.9 Cleaning and dusting of posters, notice boards etc.
- 5.10 Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc., as and when required.
- 5.11 Mosquito/Flies control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flies as directed to mainly for cockroach and rat control in toilets and kitchen.
- 5.12 The biodegradable and non-biodegradable waste shall be segregated and disposed of by the agency on day-to-day basis and required numbers of dustbins will be provided by the department. The agency should follow the government guidelines/Act in this regard.

6. **Details of Jobs to be carried out weekly are as under:-**

- 6.1. Machine and hand scrubbing and thorough cleaning/washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- 6.2 Dusting/removal of cowbells/spider webs of walls, roofs etc. from top downward.
- 6.3 Brass polishing of brass/copper fixtures/name plates etc.
- 6.4 Cleaning of windowpanes doors and partition.
- 6.5 Cleaning of drinking water coolers area, dust bins, buckets etc. with detergents.
- 6.6 Weekly cleaning and dusting of Venetian blinds and brushing of upholstered and sofas.
- 6.7 Vacuum cleaning of computer room and other wherever required.
- 6.8 Rodent control treatment will be done by baiting with anti coagulant baits, to irritate the rates which shelter inside the premises. The Bait stations will be checked on weekly basis for inspection and replenish of feed, glue trapping activity will also be done as per requirement basis.

7. **Details of Jobs to be carried out fortnightly are as under:-**

- 7.1 Vacuum cleaning of upholstery of sofas and other upholstered chairs.
- 7.2 Larva control treatment will be done by spraying of pesticides to stop breeding on any places of stagnant water.
- 7.3 Adult Mosquito Control (Inside areas of the complex) treatment will be done by means of spraying to get rid of all adult insects hidden in A.C. ducts, behind the furniture and all other hidden places.

- 7.4 Cleaning of the roof / terraces of the building.
- 8. Details of Jobs to be carried out monthly are as under:**
- 8.1 Cleaning of floors by shifting and moving furniture's such as sofa, almirah's table and etc.
- 8.2 General cleaning/dusting of panels, light fittings, fans, tube lights and electrical fittings.
- 8.3 Polishing of non-carpeted floor area, cleaning of sanitary/water supply fixtures, wall tiles and etc.
- 8.4 The agency has to ensure that the bids and the premises are kept spotlessly clean litter free and high state of hygiene is maintained at all times.**
- 8.5 Cleanliness/upkeep of the glass façade in the building besides cleaning of all glasses from outside from an expert.
- 9. The indicative list of tools and cleaning equipments to be deployed by the agency are as under:**
- 9.1 Vacuum cleaner
- 9.2 Mops/swabs
- 9.3 Feather brushes
- 9.4 Upholstering brushes
- 9.5 Brooms
- 9.6 Scrubbing brushes (hand)
- 9.7 Squeezees
- 9.8 Glass Squeezes
- 9.9 W/C brush
- 9.10 Long hanled cobweb brushes
- 9.11 Plastic dust pans
- 9.12 Nylon scrubbers
- 9.13 Dusters
- 9.14 Any others as per situational requirements.
- 10. The indicative list of material to be used by the agency and supplied by the Corporation.**
- 10.1 Cleaning agents for WC's, urinals pots etc(Harpic).
- 10.2 Detergents for cleaning wash basin, sinks, refrigerator & other items(Surf/Teepol)
- 10.3 Liquid soap for scrubbing of floors & walls(Teepol/Spiral/Taski brand)
- 10.4 Anti-bacterial disinfectants for cleaning toilets, bath room, kitchen (Cleanzo)
- 10.5 Glass cleaning liquid (Colin)
- 10.6 Odonil
- 10.7 Washing soap for cleaning dusters, mops etc.
- 10.8 Urinal cubes.
- 10.9 Air freshners.
- 10.10 Soap on washbasins.
- 10.11 Plastic Buckets, Jugs etc.

11. Penalty

A maximum penalty of Rs.1500/- per day shall be levied in case deficiencies are observed in cleanliness in the office. However, a penalty of Rs.500/- per day shall be levied for Agency's failure to undertake cleanliness on any particular floor/office. The

Asstt. Mgr.(GAD) shall monitor deficiencies in cleanliness in consultation with respective floor Managers. The penalty shall be deducted from the monthly bill of the agency.

12. Tender form, Earnest Money and Security Deposit

- 12.1 Tenderer will submit the tender for housekeeping services in Delhi Financial Corporation alongwith Earnest Money Deposit amounting to Rs 25,000/- to be paid in the form of Pay order/Bank Draft in favour of Delhi Financial Corporation. In no case, the cheque and/or cash will be accepted. No tender shall be accepted if it is not accompanied by Earnest Money Deposit.
- 12.2 The Earnest Money Deposit shall be treated as a Security Deposit if the offer is accepted by the Competent Authority. No interest shall be paid by the Department on earnest money or security deposit.
- 12.3 The tenderer should submit the tender form along with the following documents.
- 12.4 Earnest Money Deposit (for Rs 25,000).
- 12.5 Original notice inviting tender (to be signed by the tenderer/authorized signatory)
- 12.6 The envelope containing tender form shall be superscribed as “Tender form for Housekeeping services at Delhi Financial Corporation “ for the period of 2 years (Packet-I) and it should be sealed.

13. Technical bid:

- 13.1 Registration No. of the Firm/Company:.....
- 13.2 PAN No. of the Company/Firm:.....
- 13.3 Provident Fund Account No. of the firm:.....
- 13.4 ESI No. of the Company/firm:.....
- 13.5 Service tax Registration No.....
- 13.6 Others details:

- i) The tenderer should have a turnover of minimum Rs.6 lakhs per annum for the last three financial years. The details of the turnover of the company/firm/agency should be given in the following format and it should be submitted on the letterhead of tenderer.

S.No.	Year	Turnover (Rs. In lakhs)
1.	2003-04	
2.	2004-05	
3.	2005-06	

- ii) The amount mentioned in the turnover column should be supported by the certified copies of Income Tax Returns submitted by the tenderer to the Income Tax Department and the same shall be attested by the tenderer or his authorized signatory on each page alongwith the seal of the firm.
- iii) The details of the work executed by the tenderer should be given in the following format and it should be submitted in the letter head of the tenderer and the same should be further supported by the certified copies of the work order issued by the client(s).

S.No.	Year	Name of the Company/firm for whom the work was carried out.	The amount of the work order(Rs. In lacs)
1.	2003-04		
2.	2004-05		
3.	2005-06		

- iv) The tenderer must give details of the services rendered to the clients during the last three years mentioned in iii) above. The performance certificate issued by the clients to the tenderer may be attached with self attestation, if any. However, originals can be scrutinized by the officials of the Corporation at the time of scrutiny. The weightage would be given for qualifying performance described as good/very good /excellent/outstanding by the clients. The tenderers who do not attach such performance certificate during the last three years performance will not be considered and their tender will be rejected.
- v) The sample performance certificate to be attached by the tenderer is given below and it should be taken from the clients (on their letter head) by the tenderer.

<p style="text-align: center;">Performance Certificate</p> <p>It is to certify that M/s provided house keeping services to our premises at.....having a built up area measuringsq. mts. for the period from.....to..... The financial component of the house keeping work contract for the above said work is/was Rs.(.....). The performance of the firm is/was found good/very good/excellent/outstanding (as applicable).</p> <p style="text-align: right;">_____ Signature of the client/ authorized signatory With seal</p>

- vi) The tender committee may accept performance certificate given by the clients in other similar manner and its decision shall be final.
- vii) The technical bids shall have the stamp of the Firm or Company and every document/paper in the technical bid must be signed by the tenderer or his authorized signatory on every page including the performance certificates.
- viii) The sealed envelope containing the technical bid shall be superscribed as “Technical Bids for Housekeeping Services (Packet-II)”.

14. Financial Bid

- 14.1 Tenderer shall quote the rate and amount on monthly rate basis in Rupees (lumpsum) for the whole job of housekeeping in Delhi Financial Corporation as defined in this tender document in figures and as well as in words. The rate and amount of the tender shall be inclusive of and **in accordance with the provisions of Minimum Wages Act, Contract Labour Act, Delhi Works Contracts Act and other Statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Uniform allowance, Service charge, Administrative charge and Service Tax etc.** Any violation to these provisions shall render the contract liable for termination at any stage.
- 14.2 The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No blanks/overwriting in the Financial Bid will be allowed and such type of mistake shall make the tender liable for rejection straightway. Each and every column may be filled in the financial bid.
- 14.3 The rates quoted shall be in lumpsum/consolidated per month and shall be valid during the currency of tender period including the extended period (if any).
- 14.4 The tenderer shall quote the amount tendered/financial bids in the following format and it should be given on the letterhead of the company/firm of the tenderer.

“FINANCIAL BID FOR HOUSEKEEPING SERVICES IN DELHI FINANCIAL CORPORATION, FOR THE YEAR

“I/We () on behalf of M/s _____ hereby undertake to carry out entire Housekeeping work as specified in this tender for an amount of Rs. _____ (in words Rupees _____) per month. The rate/amount will be valid for two years from the date of offer of the tender and shall be valid also for the extended period (if any) as per the term and conditions of the tender. The rate quoted above is inclusive of and in accordance with all the statutory liability/provision/rules/regulations like Minimum Wages Act, Contract Labour Act, Delhi Work Contracts Act, Provident Fund, ESI, Bonus, Gratuity, Leave, Uniform allowance, Service Charges, Administrative Charges, Service Tax etc.” as applicable.

Signature of the tenderer/authorized signatory
With seal

Please give details in the specified performa as under: -

**“FINANCIAL BID FOR HOUSE KEEPING SERVICES AT DELHI
FINANCIAL CORPORATION AT JANAK PURI & ROHINI.**

Sl. No.	Descriptions	Skilled workers	Semi skilled workers	Unskilled workers	Part time gardener	Licensed liftman
1	Basic Salary	Rs.	Rs.	Rs.	Rs.	Rs.
2	DA.	Rs.	Rs.	Rs.	Rs.	Rs.
3	ESI @	Rs.	Rs.	Rs.	Rs.	Rs.
4	EPF@	Rs.	Rs.	Rs.	Rs.	Rs.
5	Bonus@	Rs.	Rs.	Rs.	Rs.	Rs.
6	EDLI	Rs.	Rs.	Rs.	Rs.	Rs.
7	Weekly Off Replacement Etc.	Rs.	Rs.	Rs.	Rs.	Rs.
8	Others*	Rs.	Rs.	Rs.	Rs.	Rs.
9.	Administrative charges.	Rs.	Rs.	Rs.	Rs.	Rs.
10	Cost Per Head	Rs.	Rs.	Rs.	Rs.	Rs.
11	Service Charges (Profit margins)	Rs.	Rs.	Rs.	Rs.	Rs.
12	Total Amount.	Rs.	Rs.	Rs.	Rs.	Rs.
13	Grand total (per Month)	Rs.	Rs.	Rs.	Rs.	Rs.
14	Service Tax@	Rs. _____ Rupees				
15	Annual Financial Component	Rs. _____/- per annum (Rupees _____ only)				

**Signature of the authorized signatory of the Tenderer
With Seal of the Firm**

Note:

- The wages structure should be in conformity with the latest minimum wages notified by Labour Department, Govt. of NCT of Delhi.
- * OTHER CHARGES, if any.
 - Statutory liabilities as per applicable rates.
 - Do not place the financial bid in packet-I.
 - In case there is more than one lowest financial bid (Sl. No. 15 in the above table), the tender will be awarded on the basis of draw of lots.

- 14.5 The financial bid shall have the stamp of the firm/company and signed by the tenderer or his authorized signatory on every page.
- 14.6 The sealed envelope containing the Financial bid shall be superscribed as “Financial Bid for Housekeeping Services (Packet III).
- 14.7 Payment to all the workers of tenderer be made in the presence of one of the officer of the Corporation authorized for the said purposes through A/c payee cheque every month & the tenderer has to furnish the documentary proof alongwith the bill for payment.
- 14.8 The tenderer has to submit documentary proof alongwith the bill for payment of EPF/ESI contribution in the name of their employees as well as EPF/ESI number allotted by the concerned department in the name of the individual.

15 Currency of tender work

The tender will be awarded for a period of two years from the date of award of the work. The department may extend the tender/agreement/contract on the same terms and conditions with mutual consent.

16 Payment of Bills

- 16.1 The department will make the payments of monthly bills within 30 days from the date of submission of the bill. However, this shall not apply to disputed items of the bill.
- 16.2 Wherever any over payment comes to the notice of department, the same shall be deducted by the department from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract and failing that under any other tender/contract/agreement with department or from the security deposit of the tenderer.
- 16.3 DFC reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstracts Department further reserve right to enforce recovery of any overpayment whenever detected.
- 16.4 If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/ agreement/ contract, it shall be recovered by any or all the methods prescribed above by the department from the agency.

17 Notice of Corporation

Subject to as otherwise provided in this tender, all notices to be given on behalf of Corporation and all other actions to be taken on its behalf may be given or taken by the Sr. Manager (General Administration Department) or any authorized official by the Corporation.

18 Legal Liability and Responsibility of Agency

- 18.1 It will be the responsibility of the agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations.
- 18.2 The agency shall comply with all the statutory provisions as laid down under various Labour Laws/ Act/ Rules like Minimum Wages, Provident Funds, ESI, Delhi Shops and Establishment Act, Bonus, Gratuity, Contract Labour Act, Delhi Works Contract Act and other Labour Laws/ Acts/ Rules in force from time to time at its own cost. The Corporation shall bear no liability towards violation of any statutory provisions under Labour Laws and/or any other laws applicable.
- 18.3 In every case in which by virtue of the provisions of the Workman's Compensation Act or any other Act, the Corporation, if obliged to pay compensation to such person employed by the tenderer in execution of the work, then the Corporation will be entitled to recover the amount of compensation so paid from the agency.
- 18.4 The agency has to maintain all the relevant records, registers and documents as required by the Labour Department, Regional Provident Fund Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.
- 18.5 The agency shall indemnify to the Corporation against any payments to be made under and for the observance of the above mentioned various laws and rules.

19 Liability of the Corporation

- 19.1 The Corporation shall not provide any residential accommodation to the housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the Corporation's building for the staff engaged by the agency.
- 19.2 The Corporation will be under no legal obligation to provide employment to any of the personnel of the housekeeping agency after expiry of tender/agreement/contract period and the Corporation recognizes no employer-employee relationship between Corporation and the House keeping personnel deployed by the agency.
- 19.3 The Corporation shall not be responsible financially or otherwise for any injury to the housekeeping personnel in the course of performing the housekeeping functions described in this tender in the Corporation's building.

20 Termination of Tender

- 20.1 If the agency at any time makes default in executing housekeeping job with due diligence and continues to do so, and/or the Housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per tender terms and conditions and does not complete them within the period specified in the notice given to him in writing, the Corporation may without prejudice to any other right or

remedy, which shall have accrued or shall accrue thereafter to the agency, shall cancel the tender/ contract/agreement, after one calender month notice and security deposit will also be liable to be forfeited by the Corporation. Corporation shall on such cancellation have powers to carry out/ execute the work through other agencies by any means at the risk and cost of the agency.

- 20.2 The Corporation reserves the right to terminate the contract without assigning any reason by giving to the tenderer one calender month notice of its intention to do so and on the expiry of the said period of notice, the tender/ contract / agreement shall come to an end without prejudice to any right to remedy that may be accrued to the agency.
- 20.3 If any information furnished by tenderer is found to be incorrect any time, the tender/ contract /agreement will be liable to be terminated, after one calender month notice and the security deposit will also be liable to be forfeited by the Corporation.
- 20.4 In case the agency wants to terminate the tender/contract/ agreement, it shall have to give three calender months notice in advance to this effect to the Corporation.

21 Arbitration

In the event of any dispute arising out of this tender/ contract/ agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/ agreement/ contract or otherwise, the matter shall be referred to the arbitrator appointed by the Corporation. Courts at Delhi/ New Delhi shall only have jurisdiction in connection with any dispute/ litigation arising out this tender/ agreement/ contract.

22. Other conditions of the tender:

- 22.1 The tender form should be clearly filled in ink legibly or typed.
- 22.2 Change in the name of the tenderer shall not be allowed under any circumstances.
- 22.3 Each paper of the tender document should be signed by the tenderer/Authorised Signatory with seal of the Agency/ Firm/ Company.
- 22.4 No change in constitution/ share holding of the successful tenderer will be done under any circumstances without the prior approval of the Corporation in writing.
- 22.5 The Corporation will deduct tax at source as applicable from time to time.
- 22.6 The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- 22.7 The individual signing the tender form or any document forming part of the tender/agreement/ contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such person of the firm as the case may

- be in all matter pertaining to the tender/ contract/ agreement including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the DFC may, without prejudice to other civil and criminal remedies shall cancel the tender/ contract/ agreement after one calender month notice and hold the signatory liable to all costs and damages. In case any person signing the tender/ contract/ agreement on behalf of the limited company or firm, he will produce letter of authority / resolution passed by the company/ firm empowering him to sign the tender / agreement / contract on behalf of the company or firm.
- 22.8 The agency shall indemnify the department/ government against all other damages/changes and expenses for which the Corporation held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- 22.9 If any damage/ theft is caused to the assets/ property/ equipment by Housekeeping personnel and/or supervisor of the agency, then the tenderer shall bear the cost of repair or replacement as applicable.
- 22.10 Any person who is in Government service or any employee of the Corporation should not be made a partner to the tenderer by the agency directly or indirectly in any manner whatsoever.
- 22.11 The agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/ firm/ agency except for the purpose of pest control treatment for which agency can associate with a firm/ company having pest control license after taking prior approval of the DFC.
- 22.12 Any other provisions as advised by the Corporation shall be incorporated in the agreement to be executed by the agency and the same shall be binding on the tenderer.
- 22.13 The agency shall provide a non-judicial stamp paper of Rs. 100/- for preparing a contract/ agreement. The successful tenderer shall enter into a contract/ agreement with the Corporation as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the Corporation whichever is earlier.
- 22.14 That the agency shall have to provide any additional personnel for allocating any additional housekeeping duty as directed by the Corporation or any authorized officer of the Corporation in addition to those duties/personnel covered in this tender and the agency shall not claim any extra payment on this account.
- 22.15 Agency will have to ensure, cleanliness of the site by using the requisite quantity and quality of materials to the full satisfaction of Corporation. If the Corporation indicates that the cleanliness is not adequate on account of insufficient tools and/or manpower, then additional tools and/ or manpower, as the case may be, will have to be brought in by the agency without any extra cost or the

- item/manpower will be purchased/managed directly by the corporation and its cost will be deducted / recovered while making the payment of bills to the agency.
- 22.16 The tools and materials to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and/or other articles lying at the site.
- 22.17 The Corporation reserves the right to cancel the tender/ contract/ agreement or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work. In such eventuality Corporation further reserves the right to get the work done from some other agencies and also shall cancel the tender/ agreement / contract at one month notice. Agency will be black listed by the Corporation for a period of 4 years from participating in such type of tender of the government and its earnest money/ security deposit shall also be forfeited.
- 22.18 The tenderer shall not employ any person who has not completed eighteen years of age.
- 22.19 The agency before execution of the work shall specify the actual number of workers to be engaged for housekeeping job. The agency shall also employ Supervisor to supervise the job and the supervisor shall have minimum three years experience in the housekeeping services. He must be able to watch and supervise the work and to test and examine materials to be used. He must ensure the maintenance of performance standards and periodicity of cleaning. The supervisor who should be deployed by the agency round the clock shall also receive instruction from the Department and/or any authorized officer of the Corporation from time to time for carrying out the housekeeping services at the Corporation's building. As and when any extra work is to be carried out, the agency shall plan and increase the number of workers without any extra payment.
- 22.20 A complete list of the housekeeping staff, engaged by the agency for deployment on the site shall be furnished by the agency to the Corporation along-with their complete addresses and other antecedents as verified by the Police Authority and the agency should give a certificate to that effect to the department.
- 22.21 The tenderer is required to submit details alongwith the Biodata of all the Promoters/Partners/Directors etc. alongwith the documentary proof as the case may be (copy of partnership deed/ dissolution deed/ Memorandum of Articles/ Registration from Registrar of companies & other documents etc.etc.)
- 22.22 Every housekeeping services staff engaged by the agency shall wear the prescribed uniform meant for housekeeping according to season (i.e. summer uniform in summer and winter uniform in winter season) and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided and maintained by the agency at its own cost.
- 22.23 Corporation shall be at liberty to direct and to require the Agency to remove from the works, any person employed by the Agency, who in the opinion of Corporation misconducts himself or is incompetent or negligent in the proper performance of his duties or infirm and invalid/or indulged in unlawful

activity or the like and such person shall not be again employed on the work without written permission of the Corporation.

- 22.24 All the terms and conditions contained in this tender documents will be a part and parcel of the agreement/ contract to be executed by the agency with the Corporation.
- 22.25 The agency will be liable to provide the housekeeping services within one week from the date of issue of letter of acceptance.
- 22.26 Canvassing in connection with the tender is strictly prohibited. The submission of the tender will be deemed as unconditional.
- 22.27 Tender not conforming to the requirements as per the terms and conditions will be rejected and no correspondence shall be entertained whatsoever.
- 22.28 For any clarification regarding the scope of work and/or any terms and conditions of tender, the intending tenderer can seek clarification from Sr.Manager (GAD) on any working day in person up to 3.00 p.m.

Sr. Manager (GAD)

Check List

1. Duly completed tender form.
2. Earnest money deposit (Demand Draft/Pay order of Rs. 25,000/- in favour of Delhi Financial Corporation, New Delhi
3. Notice Inviting Tender duly signed by the tenderer/authorized signatory with seal.
4. Terms and conditions of the Tender (from Para 1 to 22).
5. Demand Draft/Pay order of Rs. 500/- in favour of Delhi Financial Corporation, New Delhi (As cost of the tender document, if the same was downloaded from website).
6. Registration No. the Firm/Company (attach copy if any) alongwith documentary proof of the constitution of the firm/ company and Bio data of each promoter/partner/ director as the case may be.
7. PAN details of the Firm/Company/Promoters (attach copies).
8. Provident Fund Account No. of Firm/Company /Promoter(attach copies).
9. ESI No. of Firm/Company (attach copy).
10. Service Tax registration No. (attach copy).
11. Pest control license No. if any(attach copy).
12. Details of turnover of the Firm/Company to be submitted in the letterhead of the tenderer (as at para 13).
13. Income tax returns for the last three financial years of Firm/Company (attach copy).
14. Details of work executed by the tenderer on its letterhead (as at para 13.5(iii)).
15. Copies of work order (s) issued by tenderer's clients (in support of para 13.5(iii)).
16. Details of experience in House Keeping Services (to be submitted on the letterhead of the tenderer) as per performa at para 13.5(v).
17. Original performance certificate issued by the clients to the tenderer (which should have minimum rating of very good) for five year as per proforma at para 13.5(v) or other similar proforma and should be signed by client's authorized signatory of tenderer.
18. Financial Bid on the letterhead of the Firm/Company (as para 14.4).

Guide Lines

- All the documents submitted by the tenderer pertaining to the items mentioned at Sl. No.1 to 18 (except Sl.No.2&5) in the check list should be invariably signed by the authorized signatory of the tenderer alongwith the seal of Firm/Company (on each and every page).
- The document pertaining to the item No. 1,2,3,4 and 5 in the checklist (if applicable) shall be placed in the **packet I** and it should be **sealed** and **superscribed** as “Tender form for Housekeeping services at Delhi Financial Corporation”.
- The documents pertaining to the item No. 6,7,8,9,10,11,12,13,14,15,16 and 17 in the check list shall be placed in the **packet II** and it should be **sealed** and **superscribed** as “ Technical Bid for Housekeeping Services”.
- The document pertaining to the item No. 18 in the checklist shall be placed in the **packet III** and it should be **sealed** and **superscribed** as “Financial Bid for Housekeeping services.
- The packet **I, II and III shall be placed in a single envelope** and it should be sealed and **superscribed** as “As offer for Housekeeping services at Delhi Financial Corporation.

Sr. Manager (GAD)
Delhi Financial Corporation
New Delhi

DELHI FINANCIAL CORPORATION
GENERAL ADMINISTRATION DEPARTMENT
TENDER FORM FOR PROVIDING HOUSE KEEPING
SERVICES

Affix duly
attested P.P.
Size photograph
of the tenderer/
authorised
signatory

- a. Name of the tenderer [in block letters] _____
- b. Status of the Agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/ Proprietorship firm _____
- c. Registration No. and Year of Establishment of firm / Company (if any) _____
- d. Name and designation of the authorized signatory of the tenderer _____
- e. Name of Father / Husband of the authorized signatory of the tenderer _____
- f. Full residential address of the authorized signatory _____
- g. Tenderer's Registered office address _____
- h. Tenderers address for correspondence: _____
- i. Whether the Sealed Tech. Bid submitted (Packet-II) _____
- j. Whether the Sealed Fin. Bid submitted (Packet-III) _____
- k. Details of Earnest Money
- I] Draft/Pay order No: _____
- Ii] Dated _____
- Ii] Bank _____
- Iv] Amount (Rs. In words) _____
- l. Due Date of Draft/Pay Order _____

I / We the undersigned being the tenderer as mentioned above, hereby apply to the Corporation for providing House Keeping services in the Delhi Financial Corporation. as described above in accordance with the terms and conditions of the tender. I / We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Authorized Signatory
with Name & Seal)

Place: _____

Date: _____

Note:

- Any Correction in the application form should be fully signed by the authorized signatory of the tenderer.
- All pages of the tender application form should be fully signed by the authorized signatory of the tenderer.
- Strikeout item whichever is not applicable

Enclosure List for Packet-I, II & III.

(Fill the page nos., where the documents mentioned are placed)

S.No	<u>Description of Document</u>	<i>Weather enclosed or not (Yes/No)</i>
01	Duly completed tender form. From Page no _____ to _____.	
02	Earnest money deposit (Demand Draft/Pay order of Rs. 25,000/- in favour of Delhi Financial Corporation, New Delhi. At page no. _____)	
03	Notice Inviting Tender duly signed by the tenderer/authorized signatory with seal. At page no _____	
04	Terms and conditions of the Tender (from Para 1 to 22). From page no _____ to _____	
05	Demand Draft/Pay order of Rs. 500/- in favour of Delhi Financial Corporation, New Delhi (As cost of the tender document, if the same was downloaded from website). At page no. _____	
06	Registration No. the Firm/Company (attach copy if any) alongwith documentary proof of the constitution of the firm/ company and Bio data of each promoter/ partner/ director as the case may be. At page no _____	
07	PAN details of the Firm/Company/Promoters attested copies placed at page no _____	
08	Provident Fund Account No. of Firm/Company /Promoter attested copies at page no _____	
09	ESI No. of Firm/Company attested copies at page no _____	
10	Service Tax registration number attested copies at page no _____	
11	Pest control license No. if any attested copies at page no _____	
12	Details of turnover of the Firm/Company to be submitted on the letterhead of the tenderer (as at para 13). At page no _____	
13	Income tax returns for the last three financial years of Firm/Company attested copies at page no _____	
14	Details of work executed by the tenderer on its letterhead (as at para 13.5(iii). At page no _____	
15	Copies of work order (s) issued by tenderer's clients (in support of para 13.5(iii). At page no _____	
16	Details of experience in House Keeping Services (to be submitted on the letterhead of the tenderer) as per performa at para 13.5(v). At page no _____	
17	Original performance certificate issued by the clients to the tenderer's (which should have minimum rating of very good) for five year as per proforma at para 13.5(v) or other similar proforma and should be signed by client's authorized signatory of tenderer. At page no _____	
18	Financial Bid on the letterhead of the Firm/Company (as para 14.4). At page no _____	

I/we certify that all the information furnished by me/us is true and suppression of any fact/information will result into rejection of the tender.

**(Signature of the Authorized Signatory
with Name & Seal)**

Place: _____

Date: _____