



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6083222
Dated/दिनांक : 04-04-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-04-2025 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-04-2025 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Delhi University
Office Name/कार्यालय का नाम	Shyam Lal College
क्रेता ईमेल/Buyer Email	buyer46.ud.dl@gembuyer.in
Item Category/मद केटेगरी	Cleaning, Sanitation and Disinfection Service - Outcome Based - Office/Commercial/Institutions/Residential; General Cleaning (Sweeping, Mopping, dusting); Indoor and Outdoor
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	192 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण

Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	50000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	18

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Principal
Shyam Lal College, Shahdara Delhi-110032
(Principal Shyam Lal College)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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75
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SLC/GEM/HS/2025-2026 _____

Date: 04-04-2025

**ONLINE TENDER DOCUMENT FOR
HOUSEKEEPING SERVICES THROUGH
GEM PORTAL (WITHOUT MATERIAL)**



**SHYAM LAL COLLEGE
(University of Delhi)
G.T. Road, Shahdara, Delhi-32
Website: www.slc.du.ac.in**

**THIS TENDER DOCUMENT CONTAINS 18 NOS.OF PAGES
INCLUDING COVER PAGE**

Page No.1

Address: G.T. Road, Shahdara, Delhi - 110032
Phone: 011- 35016514
Email: slcm@shyamlal.du.ac.in Website: www.slc.du.ac.in





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NOTICE INVITING TENDER

E- Tenders are invited in the two bid system (Technical & Financial bid) from reputed Registered Companies/firms for award of work Housekeeping Service (without material) including. Cleaning, sweeping, and dusting services in all the campus area of Shyam Lal College for a period of one year which is extendable on satisfactory performance with mutual consent for further period of one year on same terms and conditions. Bidders are advised to read tender document and related Corrigendum. If any (**uploaded on the college website and the Gem portal**) and check their eligibility before participating in the Bid Manual bids shall not be accepted.

Tender documents may be downloaded from Gem Portal as per the schedule as given in as under.

Publishing Date	As per Specification on GEM Portal
Bid Document Download Start Date	As per Specification on GEM Portal
Tender Fee	Nil
EMD	Rs.50,000/-
Bid Submission start date	As per Specification on GEM Portal
Bid Submission End date	As per Specification on GEM Portal
Bid Opening date	As per Specification on GEM Portal

Bid Documents are also available for viewing on the website of shyam lal College www.slc.du.ac.in & University of Delhi website www.du.ac.in

- Bids shall be submitted online only at Gem Portal
- Bidder/Contractors are advice to follow the instructions provided in the Instructions to the Contractors/Bidders for online submission of the bids through the Gem Portal





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Tender Document

Subject:-Tender for award of contract for providing Housekeeping Services in Shyam Lal College, University of Delhi, G.T. Road Shahdara, Delhi -110032

Tenders are invited from reputed Housekeeping Service providers for provision of housekeeping in SHYAM LAL COLLEGE through two bid system.

The campus area consists of class rooms, library and laboratory halls, office blocks, open areas including gardens, grounds, Lifts, Terraces, Sports complex, and toilets etc. situated at different locations, cleanliness of total campus.

Firms/Companies who are doing similar type of work and having experience of not less than 05 years and minimum average turnover of ₹ 1,92,00,000/- (one crore ninety two lac) per annum during the last three years, are eligible for issue of tenders.

Interested service providers should visit the campus for ascertaining the requirement before submitting their proposal.

ELIGIBILITY CRITERIA

- The tenderer shall minimum average annual turnover of ₹1,92,00,000/- (one crore ninety two lac) per annum during the last three financial years ended on 31st March 2024 for providing Housekeeping services.
- The tenderer is registered with the competent authority and should have PAN/GST registration;
- The tenderer shall have a well-established office in Delhi/NCR.
- The Housekeeping Services provider must have last 05 years working experience of providing Housekeeping Services in the Colleges/Educational institutes/ Universities/ PSU/Government departments/Hospitals/Public utility service provider including malls in Delhi/NCR. **(The tenderer who do not have less than 05 years working experience will be rejected. Experience certificates/Completion certificate must be uploaded with the tender (work order not considered as a completion certificate).**
- The Agency should have valid registration with E.P.F or E.S.I

Page No. 3





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श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
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- f. The Agency shall have equipment for Mechanical Scriber, vacuum cleaner, sewer blockage cleaning tools, Trollies, Garbage trolley (with high quality rubber wheels), three tyres Rickshaw for lifting garbage.
- g. Further a tenderer shall be rejected if the tender is not accompanied by the EMD of Rs.50,000/- in the manner as stated above and if the demand draft is found to be drawn in favor of Principal, Shyam Lal College.
- h. Selection of a tenderer for award of the contract will be made strictly on the basis of lowest rates/as per Gem rules quoted by the tenderer.
- i. Every paper of the tender should be signed by the tenderer with seal of Agency /Firm /Company.
- j. The contract shall ordinarily be in force for one year from the date of award of contract for further extension each year subject to satisfactory performance of the firm by the competent authority. The Department shall have the right to terminate the contract by assigning reasonable reasons and by giving one month's notice.
- k. The Agency shall not engage the services of any sub-contractor or transfer the contract to any other person/firm.

Details of Jobs to be carried out twice in a day are as under:

- a. General cleaning (sweeping, mopping, dusting, and any other connected work) in the College campus.
- b. Removal of garbage on daily basis from dustbins in biodegradable bags and replacing old biodegradable bags with new bags. Garbage will be carried out in trollies with high quality rubber wheels ensuring that the garbage is not spilled from the loading trolley as well as in its transportation. No garbage will be left on the site overnight. The biodegradable bags for the dustbins and trollies for carrying the garbage will be provided by the college.
- c. Collection of daily garbage and disposal from the College will be the responsibility of the successful bidder.
- d. Removal of waste paper, packing material and any other garbage from the entire campus.

Page No. 4





75
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- e. Cleaning of workstations, table tops, chairs, class rooms, benches and desks, almirahs, Railings, glasses and cabin partitions with approved cleaning material.
- f. Re-Stoking of toiletries in college toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WCs, urinals wash 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, cleaning of rain water drains and removal of sewer blockage, if any.
- g. Removal of bird droppings and other dirt on the inner walls and on the foot or doors, ventilators, CCTV Cameras etc. as and when required.
- h. The biodegradable and non- biodegradable waste shall be segregated and disposed of by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the College.
- i. Supervision with duty assigned charts on each toilet and wash room.

Details of jobs to be carried out weekly are as under:

- a. Machine and Hand scrubbing and thorough cleaning / washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- b. Dusting of walls, roofs etc. from top downward and removal of cobwebs
- c. Thorough cleaning of all the shelves of the laboratories by removing materials from the shelves Cleaning of windows and partition door Cleaning of drinking water coolers area, dustbin buckets etc. with detergents.
- d. Weekly cleaning and dusting of Venetian blinds and brushing of upholstered chairs and sofas.
- e. Removal of poster, banner etc. from inside and outside walls of the college building.
- f. Cleaning of terrace, rain water and sewer drains.
- g. Cleaning of window, window pans and other fixtures in the college.

Page No.5





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(दिल्ली विश्वविद्यालय)
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Labor and cleaning equipment to be provided by Agency

- Adequate manpower will be deployed by the Agency for the job.
- The work to be carried out by the Agency shall also include arranging of vacuum cleaners, scrubbing and polishing machines, Garbage trolley with high quality rubber wheels and three tyres rickshaw and other equipment which are required to be used during execution of the work. All the machineries used should be appropriate for the surfaces existing on the Site and in no way damage the surface/ fixtures/ fittings/ furniture beyond normal wear and tear. In case the agency or its employee damages the surface/fixtures/fittings/furniture the College will be well within its right to recover the cost of restoring the damaged area and/or impose a penalty on the agency. The decision of the College will be final and binding on the agency.
- All deployed persons shall be got verified from Police and I Cards shall be issued to them and list of persons deputed shall be furnished to the college regularly

PERFORMANCE EVALUATION

- The performance evaluation of the Housing keeping Services shall be carried out by the College regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the College).
- The College reserves the right to satisfy itself about the quality of the Housekeeping services provided by the tenderer. In the event of the agency not achieving the level of satisfactory performance, the tenderer/agency is liable to be penalized by deduction in his payment, between 5% to 50% depending upon the level and duration of continued dissatisfaction. The decision of the College will be final in this regard.

OTHER TERMS AND CONDITONS

- Attendance report of all the staff deployed at The College shall be given to A.O/ S.O Admin/Caretaker of the college every day.
- All the staff shall wear proper uniforms (to be provided by Service provider), and badges/label ID card, while on duty.
- No manpower other than those on duty shall be allowed to stay in the premises of College during the specified working hours. The Agency shall be responsible for the Watch and ward not only of his/her stores but also of the fittings and fixtures in the Common areas in the building.

Page No. 6





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Shyam Lal College
श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
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- d. All requirements under various statutory laws including relevant Labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the Government by way of default, interest and penalty. The Agency shall undertake to furnish all the details as and when asked by the College. The Agency will also maintain the relevant records of all payment made by the Agency and will produce to the satisfaction of the College immediately when asked for.
- e. Before taking up the contract the Agency will give details of the employees with proper police verification who shall work in the College premises. Any change will be informed to the College immediately.
- f. The EMD will be refunded to the Agency, only after successful completion of the contract. No interest however will be paid. The contract may be cancelled/terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.
- g. The Agency shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act omission or commission on their part.
- h. Any damage caused to the College property due to negligence on the part of Agency's personnel will be liable to be recovered from the Agency.
- i. The Agency will be responsible for collecting garbage and disposal outside at the sites designated by MCD for this purpose.
- j. The College will have the right to ask disbursement of the salary to workers as per Minimum Wages Act.
- k. Weekly performance of the Services Provider will be observed by the College officials entrusted with supervision.
- l. In Case the agency wants to terminate the tender/contract/agreement, it shall have to give two months' notice in advance to this effect to the College.
- m. The service provider/agency must have license issued by of Government

Page No.7





- n. The successful service provider will be committed to neat and clean area throughout the College campus. सफल सेवा प्रदाता पूरे कॉलेज परिसर में साफ-सफाई के लिए प्रतिबद्ध होगा।
- o. That the agency shall have to provide any additional personnel for allocating any additional Housekeeping duty as directed by the College or any authorized officer of the College in addition to those duties/personnel covered in this tender and the agency shall not claim any extra payment on this account.
- p. TDS and applicable taxes etc. shall be deducted as per government rules from dues of the contractor.
- q. The agency shall have to produce evidence of remittance of PF/ESIC and other statutory dues each month along with monthly bill.

एजेंसी को प्रत्येक माह मासिक बिल के साथ पीएफ/ईएसआईसी और अन्य वैधानिक बकाया राशि के प्रेषण का साक्ष्य प्रस्तुत करना होगा।

- r. This office will pay the wages as per the rates prescribed by Minimum Wages Act (Government of NCT Delhi) as applicable from time to time for unskilled & skilled category & statutory dues.

यह कार्यालय अकुशल एवं कुशल श्रेणी के लिए समय-समय पर लागू न्यूनतम मजदूरी अधिनियम (राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार) द्वारा निर्धारित दरों और वैधानिक बकाया के अनुसार मजदूरी का भुगतान करेगा।

Note: The Agency shall quote Minimum Wages +ESIC +EPF (Govt. of Nct Delhi) and services charges with GST (As per Gem).



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Terms & Condition

1. The Agency shall be fully responsible and answerable to the college for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.
2. Escalation of wages shall not be accepted on any ground during the period the contract is in force except for revision of minimum wage, EPF, ESI, and any other statutory dues/taxes etc. by the state government/Central Government.
3. Sweeper/Safai Karamchari - working knowledge and experience in unskilled Category.
4. Housekeeping supervisor- Skilled category.
5. The agency shall ensure that the persons engaged have authentic certificate of police clearance/ verification.
6. The agency shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff/students/visitors and guests.
7. The selected agency shall be solely responsible for complying with all statutory requirements and obligations, especially, but not limited to those relating to employment of labor, service conditions of labor, payment of minimum wages, employees state insurance, payment of bonus and provident fund contribution, including enhancement of wages from time to time in accordance with the notification issues by the Govt. of Delhi, Labor Ministry as per the minimum Wages Act.
8. The payment shall be made on monthly basis on submission of bills. Challans /deposits of ESI & EPF contribution of the staff engaged shall be produced by the agency on demand by the college.
9. The House-Keeping staff shall be entitled only one day weekly off (Sunday) in addition to announced Gazetted holidays. The agency shall be responsible to maintain the rosters of the engaged personnel as per the rules governing the same. The Housekeeping staff to be engaged will be decided by the college.





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Shyam Lal College
श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
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10. The monthly payment of the engaged contract workers will be subjected to 'providing of satisfactory services' as per the service agreement which are to be certified by the person/committee authorized by the College.
11. The engagement does not confer any right for continuation or extension of the contract on any account beyond the period specified in the service agreement. This will be purely short term temporary arrangement on contractual basis.
12. The Contract Agreement shall be construed as per Indian Laws and will have jurisdiction to settle any dispute arising out of the contract in Delhi only.
13. Any liability regarding payment to the workers, or arising due to non-compliance with any of the labor laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor/Agency.
14. The service provider's person shall not claim any benefit / compensation / absorption/regularization of services with this college under the provisions of Industrial Disputes Act, 1947 or Contract Labor (Regulation & Abolition) act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to the college.
15. The successful tenderer will have to submit Performance Security equivalent to 5% of the value of the annual contract. The amount will be payable through Bank Draft/Bank Guarantee/Fixed Deposit Receipts drawn in favour of **Principal, SHYAM LAL COLLEGE**. The validity of the Performance Security shall remain up to 90 days after the period of contract. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the Agency will be liable to be forfeited by the college besides annulment of the Contract.
16. The contractor shall ensure that the staff engaged by him duly maintains work performance report on daily basis. A copy of the same is to be submitted to the officer authorized by the College.
17. The successful Tenderers will have to enter into an agreement with the College.
18. The selected agency should ensure the clean & tidy surface all around the college.
19. The Requirement of **worker shall be 15 and 01 supervisor**. The post may vary according to requirement of the college.

Page No. 10





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Shyam Lal College
श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
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20. The service provider company/agency shall be preferably ISO certified.
21. Only those tenderer will be considered technically qualified whose technical bid is found to be 'qualified' and recommended for interaction by the college technical committee. Such technically qualified tenderer shall give a presentation to the college committee for competence evaluation. The action plans proposed and their implementation to provide best service by the tenderer shall also be considered.
22. All the vendors must fill the Annexure-II Properly Supported by experience certificate.
23. Converging in any other mode will disqualify.

The Tenderers shall also furnish a declaration in Annexure-IV on Official Letter Head of the Agency.

Note: - The Housekeeping Services provider must have last 05 years' working experience of providing Housekeeping Services in the Colleges/Educational institutes/ Universities, Government departments /PSU/Hospitals/Public utility service provider including malls in Delhi/NCR. **(The tenderer who do not have less than 05 years working experience will be rejected. Only authentic experience certificates must be uploaded with the tender).** Tenderer must fill the Annexures supported by experience certificate. Please note that other documents as proof of working experience (except experience certificate) will not entertained.

Note: - The Housekeeping Services provider must have annual turnover of at last Rs.1,92,00,000/- (one crore Ninety two lac) over the last 3 consecutive years i.e 2021-2022, 2022-23 and 2023-24 **Latest Solvency Certificate issued by the bank, must be uploaded in the tender. Other documents like annual accounts, copy of balance sheet income expenditure A/c etc. should not be uploaded with the tender.** It should be produced at the time of interaction meeting with the tenderer whenever called by the college.

The service provider/agency must fulfil the following points whose Copy/proof must be uploaded along with the Technical Bid failing which it shall be disqualified.





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श्याम लाल कॉलेज
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Two Bid System Tender

BID SUBMISSION:

1. Technical Bid: Technical Bid” shall comprise of document as per Annexure-I, II, III, and Annexure-IV. The technical bid should be submitted in the Annexure-I, II, III Annexure-IV and its scanned copy must be attached with the bid
2. Financial Bid: Schedule of price bid in the form of pdf format, The Financial Bid format is provided as price Bid of Housekeeping Service along with this tender document. Bidders are advised to download price Bid, and quote their offer/rates in the permitted column and upload the same in the Gem portal. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shyam Lal College.
3. Opening of Bid and Evaluation: Bids shall be evaluated on the basis of technical specifications as given in the tender and rates quoted. Those who do not qualify technically shall not be considered.

**Sd/-
Principal**

Page No.12





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श्याम लाल कॉलेज
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CHECK LIST जांच सूची

Technical Bid shall indicate the following information serial wise along with the self-attested photocopies of required documents: -

तकनीकी बोली में निम्नलिखित जानकारी क्रमवार तथा इन दस्तावेजों की स्व-सत्यापित फोटोकॉपी सहित दर्शाई जाएगी: -

- | | |
|---|--|
| 1. Tender documents copy | निविदा दस्तावेजों की प्रति |
| 2. Copy of the PAN Card. | पैन कार्ड की प्रति |
| 3. GST Registration number. | जीएसटी पंजीकरण संख्या |
| 4. ISO Certificate. | आईएसओ प्रमाणपत्र |
| 5. Price Bid Undertaking | मूल्य बोली उपक्रम |
| 6. Solvency certificate | सॉल्वेंसी प्रमाणपत्र |
| 7. Experience Certificate | अनुभव प्रमाणपत्र |
| 8. Company profile (ANNEXURE -I) | कंपनी प्रोफाइल (अनुलग्नक-I) |
| 9. Work experience (ANNEXURE –II) | कार्य अनुभव (अनुलग्नक-II) |
| 10. Financial breakup (ANNEXURE III) | वित्तीय ब्यौरा (अनुलग्नक III) |
| 11. Declaration (ANNEXURE IV) | घोषणा (अनुलग्नक IV) |
| 12. Proof of Incorporation/inception of the Agency. | एजेंसी के निगमन/स्थापना का प्रमाण |
| 13. Annual turnover certificate last three years certified by chartered accountant. | चार्टर्ड अकाउंटेंट द्वारा प्रमाणित पिछले तीन वर्षों का वार्षिक टर्नओवर प्रमाण पत्र |
| 14. Proof of similar assignment with last five(5) years working experience of providing Housekeeping Services in the Colleges/Educational institutes/ Universities, Government departments /PSU/ Hospitals/Public utility service provider including malls in Delhi/NCR. The tenderer who do not have less than 05 years working experience will be rejected. Experience/Completion certificates must be uploaded with the tender (work order not considered as a completion certificate). | |

दिल्ली/एनसीआर में कॉलेज/शैक्षणिक संस्थान/विश्वविद्यालय, सरकारी विभाग/पीएसयू/अस्पताल/सार्वजनिक उपयोगिता सेवा प्रदाता सहित मॉल में हाउसकीपिंग सेवाएं प्रदान करने के पिछले पांच(5) वर्षों के कार्य अनुभव के साथ समान कार्य का प्रमाण। जिस निविदाकर्ता के पास 05 वर्ष से कम कार्य अनुभव नहीं है, उसे अस्वीकार कर दिया जाएगा। अनुभव/पूर्णता प्रमाण पत्र निविदा के साथ अपलोड किया जाना चाहिए।

Page No. 13



(To be furnished in official Letter Head of the Agency)

Annexure I

COMPANY PROFILE

Details filled in this form must be based on documentary evidence to be produce on demand by Shyam Lal College for the correctness of the information.

S. No.	Item	Details
1.	Name of Firm/Contractor	
2.	Name of Owner(s)/Partner(s)	
3.	Mailing Address	
4.	Telephone and Fax numbers	
5.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
6.	Name and Designation of the person authorized to make commitments to the University/College	
7.	PAN No.	
8	Service Tax Registration Number	
9.	Details of Registration Appropriate Labor Commissioner	
10.	Manpower details indicating number of House keeping staff & Supervisor with the Agency in Delhi & India on the whole.	
11.	Address of Training Centre in Delhi/ NCR	
12.	Details of EMD	

Notice: No Documents should be uploaded and may be demanded by College if required.

Signature:
(Name and Designation)
(Authorised Signatory)
Date:

(To be furnished in official Letter Head of the Agency)

Annexure II

Experience/Details of operation at present and in the last 05 years. **(Please enclose proof of Experience Letter/ Completion certificate of Contract)**

Name of the Firm/Contractor _____

S. No.	Name of the client	Period of contract (from - to)	Clients contact details (including name, email, phone and fax no. and address)	Value of the contract (p.a.)	Document related to
1.					
2.					
3.					
4					
5					

Note: (a) Bidder must fill the above Annexure carefully with supported experience certificate/ Completion certificate. Those who will not fill the above Annexure they may be technically Disqualified.

(b) The supported Experience Certificates must be enclosed by the organization where work of Housekeeping Services awarded.

(c) Please do not enclosed the **work order** in supported documents.

Signature:

(Name and Designation)

Date:

Note : #Use more sheets in case of insufficient space#

(To be furnished in official Letter Head of the Agency)

Annexure III

Details of Financial breakup during the last (03) three preceding years

Year	Name of the Organization	Period of security service provided (state clearly date to date)	Total financial Turnover
2021-2022			
TOTAL			
2022-2023			
TOTAL			
2023-2024			
TOTAL			

Signature of the Agency with seal

Signature of the Audit firm with seal

Annexure IV

DECLARATION

(To be furnished in official Letter Head of the Agency)

1. I _____ Son/ Daughter /Wife of Shri. _____ authorized Signatory of the Agency/Firm mentioned above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My Agency has not been black-listed/de-barred from participating in tender by any Ministry/Department of the Government of India or Government of Delhi an under taking during the last three years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s) of Authorized Person(s)

Full Name:

(Seal)

Place:

Date

NAME OF THE COMPANY WITH ADDRESS

(To be furnished in official Letter Head of the Agency)

Price Bid

Monthly Charges for **Housekeeping Staff** (Inclusive of latest Minimum Wages Act Notification by Govt. of NCT of Delhi, Employees Provident Fund of as per Rules framed by

Sr. No	Items	Amount for 1 Person	Amount for Total 15 Person
1	Minimum Wages (House Keeping Staff)		
2	ESIC		
3	EPF		
4	Monthly service charge/ administrative cost, (As per gem norms and regulations) Minimum 3.85%		
5	GST 18%		
6	Total		

EPFO / Employees State Insurance as per Rules framed by ESIC from time to time) or As per gem norms and regulations

Monthly Charges **Housekeeping Supervisors** (Inclusive of As per latest Minimum Wages Act Notification by Govt. of NCT of Delhi from time to time, Employees Provident Fund of as per Rules framed by EPFO, Employees State Insurance as per Rules framed by ESIC from time to time) or As per Gem norms and regulations

Sr. No	Items	Nos.	Amount for Total 1 Person
1	Minimum Wages (House Keeping Supervisor)	1 Nos.	
2	ESIC	1 Nos	
3	EPF	1 Nos	
4	Monthly service charge/administrative cost, (As per gem norms and regulations) Minimum 3.85%	1 Nos	
5	GST 18%	1 Nos	
6	Total		