



RAMANUJAN COLLEGE

(University of Delhi)

Kalkaji, New Delhi-110019

Ph. No. 26430192, Fax No. 26421826

Ref. No. RC/2017-18/12/991

06th December, 2017

TENDER NOTICE

Sealed tenders are invited from reputed Sanitation (Housekeeping) Service providers registered with Department of Trade and Taxes, Govt. of NCT of Delhi under GST Act, 2017, for providing Sanitation (Housekeeping) Services in the College premises

The tender document alongwith terms and conditions can be obtained from Principal Office on payment of Rs. 1000/- in cash or through Demand Draft in favour of "Principal, Ramanujan College" from 06.12.2017 to 15.12.2017 on all working days between 9.30 a.m. to 4.00 p.m.

The tender document is also on college website i.e. www.rcdu.in which can be downloaded by the contractor. If the tender document is downloaded from college website, the bidder will have to pay the cost of tender document of Rs. 1000.00 through Demand Draft at the time of submission of tender.

The Earnest Money Deposit amount (EMD) is Rs. 25000.00 and should be paid by way of demand draft in favour of "Principal, Ramanujan College"

Tender are liable to be cancelled if any conditions contained in the tender document is not complied. Amendment/Corrigendum, if any in the tender document shall appear only on the college website.

The tender document will be opened on 18.12.2017 at 3.00 p.m. in the college premises by the Committee constituted for this purpose in the presence of vendors/service providers who will be presented on that day. The last date of submission of tender document is 18.12.2017 upto 12.00 noon.

College reserves the right to accept/reject any or all tenders without assigning any reason thereof

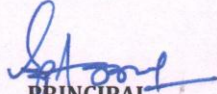
The following documents are mandatory:

1. Registration under Goods and Service TAX/TAN/TIN/PAN/GST. Enclose documentary proof.
2. The agency should have at least 100 numbers of Housekeeping workers on its roll and it should be substantiated by producing their Employee Provident Fund (EPF) numbers and other details of Housekeeping workers include ESI detail.
3. The agency must provide the Saving Bank Account of the Housekeeping workers and Housekeeping supervisor.
4. The agency must provide the Provident Fund (PF) account number with whom registered.
5. The agency must provide ESI Registration Number.
6. Copy of Income Tax Return of last 03 years should be enclosed.
7. An undertaking by the service provider that they will get police verification completed for all personnel deployed at the college within 15 days of the deployment of personnel.

Other terms & conditions:-

1. The House Keeping persons would be preferably in the age group of 25-30 years and should be having valid a ID proof.
2. The rates should include all charges.

3. The House Keeping Agency should be in business for the last five years.
4. House Keeping Agency should have a certificate of Registration with Register of Companies or letter of proprietorship.
5. The House Keeping Agency must be complying with all statutory compliances as required from time to time.
6. The House Keeping Agency should have effective infrastructure for training of their housekeeping personnel.
7. The House Keeping Agency should have documents providing compliance of minimum wages.


PRINCIPAL

Principal
Ramanujan College
(University of Delhi)
Kalkaji, New Delhi-110019

- Copy to:-**
1. The Principal, (DU all colleges) for put the notice on their college notice board.
 2. The Director, Delhi University Computer Centre for uploading the notice.
 3. Notice Board / College website of our college.

TERMS & CONDITIONS FOR HOUSE KEEPING SERVICES
IN THE COLLEGE

1. The contractor will provide at least 15 persons including one Supervisor for housekeeping services in the College.

	No. of
Porta Cabins	5 persons
Library	2 persons
Administrative Block	3 persons
New Building	4 persons
Supervisor	1 person

2. Rates should not be less than the minimum wages act of Delhi Government. All the liabilities of ESI, PF, uniform will be borne by the contractor.
3. The contractor employee will do the following works:-

- Toilets Administrative Block, New Building and New Academic Block and New Academic Block, Porta Cabin and Library to be cleaned in every two hour.
- Corridors, Stairs lobby of Administrative Block, New Building and New Academic Block and Library to be cleaned twice every day.
- Outer Area to be cleaned twice a day.
- Garbage to be removed every day.
- Terrace of College building to be cleaned every week.
- Windows and door of administrative block to be cleaned once every week.
- In addition to the above, cleaning activity will be carried out as and when required.
- Cobwebs to be cleaned once a week
- Cleaning of Desks and Rooms everyday
- Cleaning of Black Board once a week

4. The Bill of contractor will be paid only after receiving the material regularly on monthly basis. (List of Material is enclosed).
5. List of the items to be supplied in the first week of each month to the college is enclosed for your reference
6. The employees of contractor follow the instructions of caretaker, electrician and other concerned employees of the college.
7. The contract can be terminated at any time by giving one month notice thereof.

RAMANUJAN COLLEGE
UNIVERSITY OF DELHI

**PROFORMA TO BE SUBMITTED BY CONTRACTORS WHILE SUBMITTING SEALED TENDER
FOR HOUSE KEEPING AT RAMANUJAN COLLEGE**

1.	Name of the Housekeeping Agency	
2.	Address of the agency with contact number and E-mail I.D.	
3.	Name & Address of the Proprietor/Partner/Directors (with contact number & Aadhar Card number)	

Safai Karamchari (Unskilled)	Amount	Supervisor (Skilled)	Amount
Rate basic wage per person per month		Rate basic wage per person per month	
ESIC 4.75%		ESIC 4.75%	
EPF 13.15%		EPF 13.15%	
Applicable Tax (GST)		Applicable Tax (GST)	
Agency service charges		Agency service charges	
Total (A)		Total (B)	

(C) Material Charges per month : Rs. _____

Total amount (A+B+C) per month	
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A x 14 Employees =
B x 1 Supervisor =
C means total material charges per month =
Total per month =

Declaration

I declare that the information given above is true and correct to the best of my knowledge & belief and nothing has been concealed thereof.

Place:

Signature of the Authorized Signatory with Seal

Date:

Name:

DETAILS OF REQUIRED CLEANING MATERIALS
FOR PROVIDING SANITATION/CLEANING SERVICES
At RAMANUJAN COLLEGE (University of Delhi)
Kalkaji, New Delhi-110019

S. No.	Particulars	Qty.		Unit Rate	Amount in (Rs.)
1.	Bleaching Powder (25kg./1 bag)	1	Bag		
2.	Bucket	2	pcs.		
3.	Colin 500 ml.	5	pcs.		
4.	Clenzo (2 ltr.) & Phenyl (2 ltr.)	4	ltr.		
5.	Dust Control Mop big 60 cm	1	nos.		
6.	Duster Floor (30x30) special	2	doz.		
7.	Duster White	3	doz.		
8.	Dustpan	2	pcs.		
9.	Hard Broom 500 gm	5	nos.		
10.	Harpic 500 gm	10	nos.		
11.	Hit	2	pcs.		
12.	Hockey Brush Unique	2	nos.		
13.	Jala Brush	1	pcs.		
14.	Juna Plastic	2	doz.		
15.	N. Ball Bengal	2	kg.		
16.	Mug 1.5 ltr	2	pcs.		
17.	Odonil 50 gm	10	pcs		
18.	Road Broom	1	pcs		
19.	Room Freshner Premium	1	pcs		
20.	Soft Broom 500 gm.	5	pcs.		
21.	Teepol 1 ltr.	5	can		
22.	Urinal Cube 400 gm. Glamic	2	pkts.		
23.	Vim Popular	10	pkts.		
24.	Wheel Detergent	5	pkts.		
25.	Wiper Supreme	2	pcs.		
26.	Wiper Mr. Clean	1	pcs		
27.	Liquid Vim	250 ml	2 bottles		
28.	Garbage Bag	1	Packet (Small & Big)		
29.	Hand Gloves	1	Packet		
	TOTAL				