



P.G.D.A.V. College (Eve.)
(University of Delhi)
Nehru Nagar, New Delhi-110065

NOTICE INVITING TENDER

F.No.11/30A/Eve/'2024

Dated: 07th August, 2024

Double cover sealed Bids-Technical as well as Financial on behalf of The Principal, P.G.D.A.V. College (Evening) are invited from the eligible and qualified bidders for **Providing Manpower Services (Housekeeping, Attendant, and Security Guards)** at P.G.D.A.V. College (Evening) for a period of two years which is extendable on satisfactory performance with mutual consent for further period of one year.


The tender documents can be obtained from the college office from 08th August to 27th August 2024 during working hours (from 1400 hrs. to 1930 hrs. on payment of Rs.1,000/- only or download from <https://www.du.ac.in>, college website <https://pgdavecollege.in> or <https://eprocure.gov.in>

The "Tender Documents" in sealed covers duly addressed to The Principal, P.G.D.A.V. College (Evening), Nehru Nagar, New Delhi along with EMD Demand Draft @2% of the bid value in favor of P.G.D.A.V. College (Evening), New Delhi should be submitted on or before 27th August 2024 by 1800 hrs. in the college office.

Tender shall remain open / valid for acceptance for a period of 90 days from the date of opening of tenders.

The owner is not bound to accept the lowest tender and reserves the right to itself, to reject any or all the tenders without assigning any reason. The successful tenderer would be decided on technical competency/experience, work experience, along with the Financial Bids.

Tender ID : 2024_UoD_767221_1


Prof. R.K. Gupta
Principal
प्राचार्य / PRINCIPAL
पी.जी.डी.ए.वी. महाविद्यालय (सांध्य)
P.G.D.A.V. College (Eye.)
(दिल्ली विश्वविद्यालय/Delhi University)
नेहरू नगर, /Nehru Nagar,
नई दिल्ली/New Delhi-110065



P.G.D.A.V. College (Evening)
(University of Delhi)
Nehru Nagar, New Delhi-110065

Notice Inviting Tender for
“Providing Manpower Services”

(Housekeeping / Attendant / Security Guard)

at

P.G.D.A.V. College (Evening)

Period of Service: - Initially for a period of two year

Estimated Cost of Tender: - 3,00,000.00/- Approximately
(Rupees Three Lakh Only).

SCHEDULE

Name of Inviting Authority	P.G.D.A.V. College (Evening)
Tender Reference Number	11/30A/Eve./209
Tender Type	Open
Tender Category (Services/ Goods)	Services
Type/Form of Contract (Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Contract
Service Category	Providing Manpower Services
Is Multi Currency Allowed	No
Date of Issue/Publishing	07/08/2024 (1700 Hrs)
Document Download/Sale Start Date	08/08/2024 (0900 Hrs)
Document Download/Sale End Date	27/08/2024 (1800 Hrs)
Last Date and Time for Submission of Bids	27/08/2024 (1800 Hrs)
Date and Time of Opening of Technical Bids	02/09/2024 (1700 Hrs)
No. of Covers	02
Bid Validity days (180/120/90/60/45/30)	90 days
Completion of Service	Two Year
Performance Security	@5% of contract amount should be submitted within 7 days of receipt of letter of acceptance / work order
Address for Communication	P.G.D.A.V. College (Evening) (University of Delhi) Nehru Nagar, New Delhi-110065
Contact No.	+91-9871237523 Sh. Vijaypal Yadav, Caretaker
Email Address for Correspondence	principal@pgdave.du.ac.in
Language of Communication	Hindi & English

Invitation of Bid for the Service of “Providing Housekeeping and Security Services” at P.G.D.A.V. College (Evening).

P.G.D.A.V. College (Evening), invites offline double packet bid for “**Providing Housekeeping and Security Services**” at P.G.D.A.V. College (Evening). All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the e-publish portal (<http://eprocure.gov.in/eprocure/app>), College website <https://pgdavecollege.in> and University of Delhi’s Website <https://www.du.ac.in>. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The college reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored / rejected.

Firms/Companies who are doing similar type of work in Delhi University or its colleges and educational institutions in Delhi and NCR region and having experience of not less than 10 years and minimum average turnover of Rs.1,00,00,000/- (one crore) per annum during the preceding three years are eligible for participating in the bid.

Interested service providers can visit the college for ascertaining the requirement before submitting their proposal.

ELIGIBILITYCRITERIA

- a. The tenderer shall minimum average annual turnover of Rs.1,00,00,000/- (one crore) per annum during the preceding three financial years ended on 31st March 2024 for providing similar services;
- b. The tenderers registered with the competent authority and should have PAN/GST registration;
- c. The tenderer shall have a well-established office in Delhi/NCR;
- d. The Manpower Services provider must have 10 year working experience of providing Manpower Services in the Government Department/ Public Sector Undertaking or Autonomous Body / Colleges/Educational institutes/Universities in Delhi/NCR;
- e. Shall have valid registration with Labour, P.F. or E.S.I, PSARA (DELHI), GST etc. Further a tender shall be rejected if the tender is not accompanied by the EMD of 2% of the bid value in the manner as stated above and if the demand draft is found to be drawn not in favor of Principal P.G.D.A.V. College (Evening);
- f. Selection of a tenderer forward of the contract will be made on the basis of lowest rates quoted by a tenderer or past experience in similar services;
- g. Every paper of the tender should be signed by the tenderer with seal of Agency/Firm/Company;
- h. The contract shall ordinarily be in force for **Two year** from the date of award of contract subject to further extension each year on certification of satisfactory performance of the firm by the competent authority. The college shall have the right to terminate the contract by assigning reasonable reasons and by giving one month’s notice;
- i. The agency shall not engage the services of any sub-contractor or transfer the contract to any other person.

Details of Jobs to be carried out in a day are as under (Security):

- a. The Agency will be required to provide total security and protection of land to buildings, fittings and fixtures there in plant & machineries, equipment's installed (including out-door), office records moveable and immovable properties from theft, pilferage, trespassing, encroachment etc., of P.G.D.A.V. College (Evening) and other properties/land/hostels outside the campus;
- b. Safety of trees, shrubs, electric overhead installations, water pipelines, boundary walls etc. and fresh additions/installations from time to time during the contract period;
- c. To maintain security check-ups/vigilance to allow the entry of Officers and Staff of the college only after verifying their identity;
- d. To permit entry of the official vehicles and staff's vehicle after ensuring that authorized parking stickers is pasted on the vehicle. Entry of private vehicles may be allowed against a valid parking token for authorized purpose;
- e. To permit entry of private vehicles bringing materials in the college only after confirming from the designated college of university;
- f. Security persons will be responsible to maintain a record of the incoming and outgoing. staff cars on working days and on holidays. A register would be maintained for entry of the staff who are coming to office during holidays;
- g. The requirement for Security Guards/Supervisors may increase or decrease as per the deployment plan of the College. The security personnel will be deployed on eight hours shift duty on round the clock basis.

Details of Jobs to be carried out in a day are as under (Housekeeping):

- a- 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 trolleys 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;
- b- Collection of daily garbage and disposal from the college will be the responsibility of the successful tenderer;
- c- Removal of wastepaper, packing material and any other garbage from the entire campus;
- d- Cleaning of workstations, table tops, chairs, class rooms, benches and desks, Almira's, Railings, glasses and cabin partitions with approved cleaning material;
- e- 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;
- f- 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.

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 cob webs;
 - 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;
- a. 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 daily to the college.

PERFORMANCE EVALUATION

- a. The performance evaluation of the Manpower Services shall be carried out by the college regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the college);
- b. The college reserves the right to satisfy itself about the quality of the Manpower 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 the continued dissatisfaction. The decision of the College will be final in this regard.

OTHER TERMS AND CONDITIONS

- a. Attendance report of all the staff deployed at the college shall be given to A.O/ S.O Adm./Caretaker of the college every day;
- b. All the staff shall wear proper uniforms (to be provided by service provider), and badges/label ID card, while on duty;
- c. 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;
- 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 for 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 who shall work in the college premises. Any change will be informed to the college immediately;
- f. The agency will be EMD refunded 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/behaviour 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 property of this college 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 in its presence 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 the Government;
- n. 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;
- o. TDS and applicable taxes etc. shall be deducted as per government rules from dues of the contractor.

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, Gratuity, Bonus and any other statutory dues/taxes etc. by the state government/Central Government;
3. **Housekeeping** - working knowledge and experience in unskilled category;
4. **Security Guards** -working knowledge and experience in unskilled category round the clock;
5. Services charge should be less than 5 percent. If any tenderer will quote services charges more than 5 percent, will be rejected;
6. The agency shall ensure that the persons engaged have authentic certificate of police clearance/ verification;
7. 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;
8. 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 labour, service conditions of labour, 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 Central Government, Govt. of Delhi, Labour Ministry as per the minimum Wages Act;
9. 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;
10. The House-Keeping staff shall be entitled only one day weekly off (Sunday) in addition to announced gazette holidays. The agency shall be responsible to maintain the rosters of the engaged personnel as per the rules governing the same. The staff to be engaged will be decided by the college. '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 labour 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 Labour (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 favor of **The Principal, P.G.D.A.V. COLLEGE (EVE.)**. The validity of the Bank Draft shall be 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 security guard shall be 4 (3 Male + 1 Female); MTS/Office Attendant (3 Male + 1 Female, Part Time) and 3 housekeeping staff. The post may vary according to requirement of the college.**

20. The service provider company/agency shall be preferably ISO-2015 certified;

21. The non-refundable cost of Tender fee is Rs.1,000/-

22. The tenderer will submit a refundable **EMD of 2% of the bid value** in form of Demand Draft payable in favour of "The Principal, P.G.D.A.V. COLLEGE (EVE.)" or EMD Exemption Certificate of (NSIC/MSME) separately;

23. Only those tenderers 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;

24. All the vendors must fill the Annexure -I Properly Supported by relevant certificate;

25. Converging in any other mode will disqualify;

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

Note: - The Manpower Services provider must have 10 year working experience of providing Manpower Services in the Colleges/Educational institutes/Universities in Delhi/NCR. **(The tenderer who do not have less than 10 years working experience will be rejected. Experience certificates must be submitted)**. Tenderer must fill the Annexure-II supported by experience certificate. Please note that other documents as proof of working experience (except experience certificate) will not be entertained.

Note: - The Manpower Services provider must have average annual turnover in Security and Housekeeping services of at least Rs.1,00,00,000/-(Rupees one crore) & ITRs over the last 3 consecutive years i.e 2021-2022, 2022-23 and 2023-24 and shall submit a certificate in Annexure-III duly certified by the Chartered Accountant/Auditor. Other documents like annual accounts, copy of balance sheet income expenditure A/c etc. should not be submitted 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 Technical Bid shall be disqualified.

Two Bid System Tender

BID SUBMISSION:

- 1. Technical Bid:** "Technical Bid" shall comprise of document as per Annexure-I, Annexure-II and Annexure-III. The technical bid should be submitted in the Annexure-I, Annexure-II and its scanned copy must be attached with the bid.
- 2. Financial Bid:** Schedule of price bid Annexure-IV along with this tender document is to be submitted. Bidders are advised to download complete tender documents as it is and quote their offer/rates in the permitted column and submitted the same. 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 P.G.D.A.V. College (EVE.).
- 3. Opening of Bid and Evaluation:** Bids shall be evaluated on the basis of technical specifications and rates quoted. Those who do not qualify technically shall not be considered.

S/d
Principal
P.G.D.A.V. College (Eve.)

NAME OF THE COMPANY WITH ADDRESS

Technical Bid

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

1. Proof of Incorporation/inception of the Agency.
2. Labour License of NCR of Delhi.
3. **PSARA** License of NCR of Delhi.
4. Copy of the PAN Card and last 3 consecutive years Income Tax returns.
5. GST Registration number.
6. Proof of similar assignment with 10 year working experience in Government Department/Public Undertaking Sector or Autonomous body and Educational Institution of (University of Delhi) in Delhi/NCR.
7. Any other relevant information.
8. ISO Certificate.
9. Registered vendors under Delhi Jurisdiction only.
10. Filled terms of Annexure-I.

(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 P.G.D.A.V. College (Evening) 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 college	
7.	PAN No.	
8	GST Number	
9.	Details of Registration Appropriate Labor Commissioner	
10.	Details of EMD	

Signature

(Name and Designation)

(Authorized Signatory)

Date:

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

Annexure II

Experience/Details of operation at present and in the last 10 years.

(Please enclose proof of Experience Letter 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.)	Related Documents
1.					
2.					
3.					
4					
5					

Note: (a) Bidder must fill the above Annexure carefully with supported experience 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 Manpower Services awarded.

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

Signature:

(Name and Designation)

Date:

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

Annexure III

Details of financial break up during the last (03) three preceding years duly certified by the Chartered Accountant/Auditor.

Year	Name of the Organization	Period of Manpower service provided(state clearly date to date)	Total financial Turnover
2021-22			
TOTAL			
2022-23			
TOTAL			
2023-24			
TOTAL			

Signature of the agency with seal

Signature of the Audit firm with seal

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

Annexure IV
Financial Bid

(To be submitted in separate envelop)

#	Name of the post	Number of the post	Bid amount	Service Charges (in %)	Service Charges (in amt.)	Total (4+6)
1	2	3	4	5	6	7
I.	Security Guard (3 Male + 1 Female)	04	3,00,000.00			
II.	Part time attendant (Female)	01				
III.	Multi-Tasking Staff (MTS) (Office Attendant)	03				
IV.	Housekeeping	03				

The bid amount is tentative as per existing rate, it may vary as and when numbers of deployed personnel and corresponding wages are revised.

1. Services Charges: The Bidders are required to quote the services charges in percentage, inclusive stationary, accounting and administrative charges), I-card etc. and all the applicable taxes and duties, fees and any other charges except GST. Service Provider will not charge any additional amount either from Institute or manpower to deploy such as registration charge, Idcard charge or any other charge etc.

2. The service charges shall be calculated on the total amount of wages including wages rate (Basic + VDA), EPF & ESI, Admin Charges + EDLI Charges and Bonus.

3. The bidder shall not temper/modify Financial Bid format in any manner. In case, if the same is found tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

4. GST will be extra as per actual. Bidder is required to quote the rate excluding GST.

5. The bidders are advised to quote their rates in Indian Rupees (INR) only.

6. Above mentioned quantities may vary and may be increased or decreased as per requirement of the Institute. The payment shall be done based on actual service rendered as per area covered.

7. The Financial Evaluation shall be done on the total amount of quoted rates.

Place:

Date:

(Signature with stamp of the bidder)

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-barrred from participating in tender by any Ministry/Department of the Government of India or any State Government or PSUs 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:

Place :

Date :