

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	21-11-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	21-11-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Delhi
विभाग का नाम / Department Name	Training And Technical Education Department Delhi
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	North West Zone
वस्तु श्रेणी / Item Category	Hiring of Sanitation Service - Manpower Based Model - Sweeper; 6; All Areas; All Areas; Daily; 4 , Hiring of Sanitation Service - Manpower Based Model - Housekeeping Supervisor; 6; All Areas; All Areas; Daily; 6
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	164 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Additional Doc 1 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	55206021
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	Yes (Mediation clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 mediation clause should not be routinely included in contracts and pre-litigation mediation can be taken up without any such clause also

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	1090364

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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।/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.

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

लाभार्थी /Beneficiary :

Registrar

Delhi Technological University, Shahbad Daulapur, Bawana Road, Delhi-110042

(Registrar, Dtu)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

BOQ for Sanitation Tender - [1762519480.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Additional Scope of Work and Size of Areas to be Serviced:[1762520039.pdf](#)

Machinery,Cleaning Agent and equipment requirements to be indicated if it is to be supplied by the service provider:[1762520074.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
11-11-2025 15:00:00	General Administration Branch, Delhi Technological University, Shahbad Daulapur, Bawana Road, Delhi-110042

Hiring Of Sanitation Service - Manpower Based Model - Sweeper; 6; All Areas; All Areas; Daily; 4 (170)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Category of Resource	Sweeper
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	4
Consumables/Equipments and cleaning agents to be provided by	Buyer

विवरण/ Specification	मूल्य/ Values
Machineries to be provider by	Service Provider
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	
Garbage Lifting and Disposal (Per Ton Cost)	Yes
Consumables/Equipments and cleaning agents to be provided by Service Provider	NA
Machineries to be provider by service provider	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources	अतिरिक्त आवश्यकता /Additional Requirement
1	Kuldeep Kumar Sarsar	110042,DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daulatpur, Main Bawana Road, Near Sector 17 Rohini, Delhi, India	170	- Monthly Volume of Garbage (In Tons) : 80 - Approx Area in Sq.Ft : 2167033.5 - Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 21010

Hiring Of Sanitation Service - Manpower Based Model - Housekeeping Supervisor; 6; All Areas; All Areas; Daily; 6 (8)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Category of Resource	Housekeeping Supervisor
Number Of Working Days in Week	6
Type of Area	All Areas
Area Inclusions	All Areas
Cleaning Cycle	Daily
Cleaning Frequency	6
Consumables/Equipments and cleaning agents to be provided by	Buyer
Machineries to be provider by	Service Provider
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	
Consumables/Equipments and cleaning agents to be provided by Service Provider	NA
Machineries to be provider by service provider	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Resources	अतिरिक्त आवश्यकता /Additional Requirement
1	Kuldeep Kumar Sarsar	110042,DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daulatpur, Main Bawana Road, Near Sector 17 Rohini, Delhi, India	8	• Approx Area in Sq.Ft : 2167033.5 • Minimum Wage Per Month Per Resource (Including ESI,PF,ELDI, PF Admin Charge, and relieving charges if applicable) in INR exclusive of GST : 26312

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

3. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.

4. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

AS per NIT

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6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and

[Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Bawana Road, Delhi 110 042

Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



TENDER DOCUMENT

NOTICE INVITING TENDERS FROM CENTRAL/STATE PSU(S) ONLY FOR PROVIDING HOUSEKEEPING AND SANITATION SERVICE



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(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi 110 042
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



NIT FOR OUTSOURCING OF SANITATION /HOUSEKEEPING SERVICES AND SWEEPING OF ROADS & DISPOSAL OF GARBAGE

INSTRUCTIONS TO BIDDERS

1. GENERAL: -

1.1 The present tender is invited from eligible bidders for providing services for Sanitation, Housekeeping and Sweeping of Roads under which the Agency shall provide uniformed unskilled, semi-skilled and skilled supervisor and will use its best endeavors to provide sanitation and housekeeping of the building, equipment, materials and roads, as specified in the SCOPE OF WORK, at various campuses of Delhi Technological University, Delhi. The annual estimated cost of the Tender is Rs. 5,45,18,209/- (Rupee Five Crore Forty-Five Lakhs Eighteen Thousand Two Hundred Nine Only)

2. ELIGIBLE BIDDERS: -

2.1 Government agencies/PSU Agencies/Companies/
Subsidiaries fully/partially owned by Central/State Govt.
or their PSU(s).

3. QUALIFICATION OF THE BIDDERS: -

- 3.1. **The Bidder should be registered as a Company, Firm, Society, Trust and Nigam.**
- 3.2. Bidder must substantially be engaged in similar kind of work i.e. familiar for providing such kind of manpower based services as mentioned under heading "Scope of Work" in India for Central / State Governments / PSUs / autonomous body, etc.; during the last three financial years. (Copy of work order for providing manpower for Sanitation & Housekeeping Services work should be uploaded). familiar for providing such kind of manpower based services.
- 3.3. The Bidder should have average turnover of at least **Rs. 1,63,55,463/- (Rupees One Crore Sixty-Three Lakhs Fifty-Five Thousand Four Hundred Sixty-Three Only)** for the last three audited financial years. (Copy of Annual Audited Financial Statements for the last three years should be



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submitted).

- 3.4. Bidding firm must be maintaining a panel of 300+ requisite sanitation & housekeeping personnel having requisite qualification working experience of 1+ year in sanitation & housekeeping field. (copy of panel of staff containing names of the staff, testimonials of qualification/experience as per requirement of this office should be uploaded).
- 3.5. **The Company / Firm / Society / Trust / Nigam must be registered with Employees' Provident Fund Organization and Employees' State Insurance Corporation and having necessary permission/license for providing manpower as per extant provisions for the NCT.**
- 3.6. Satisfactory Performance Certificate (attested scanned copies) issued by clients to the tender for last three years).
- 3.7. The Bidder, to qualify for award of Contract, shall submit a Power of Attorney authorizing the signatories of the bid to commit the Agency.
- 3.8. Bidder shall upload a copy of PAN card under Income Tax Act.
- 3.9. Bidder must submit copies of all documents required, duly attested by the authorized signatory (ref. 3.7), along with technical bid of the tender.
- 3.10. Each Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the Contract and performance of this Contract. They will have to further confirm and declare that no Agency commission or any payment which may be construed as an Agency commission will be paid and that the tender price will not include any such amount. If the Delhi Technological University subsequently finds to the contrary, the University reserves the right to declare the Bidder as non-compliant and declare any Contract if already awarded to the Bidder to be null and void.
- 3.11. Canvassing or offer of an advantage or any other



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(Formerly Delhi College of Engineering)
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Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4. ONE BID PER BIDDER:

Each bidder shall submit only one tender. If a bidder participates in more than one bid, the bids are liable to be rejected.

5. COST OF BID: -

The bidder shall bear all costs associated with the preparation and submission of the bid and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. VISIT TO UNIVERSITY: -

The interested bidder shall visit the university campus (Bawana Road) and DTU East Delhi Campus and make acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the Agency has undertaken a visit to the University and is aware of the operational conditions prior to the submission of the bid.

7. Duration of Contract: -

1. The Contract shall be valid initially for One Year and the University reserves the right to extend the validity of Contract. The Contract may be extended for a further period of Twenty-Four (24) months, in two annual extensions of twelve (12) months each, on the same terms and conditions on the basis of satisfactory performance.

8.1. BID HOUSEKEEPING/SANITATION & ROAD SWEEPING: -

8.1.1. The Agency shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs 10,90,364 /- (Rupees Ten Lakhs Ninety Thousand Three Hundred Sixty-Four only)** in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favor of Registrar, Delhi Technological University along with the Tender document. The Bid Security will remain valid for a period of 120 days beyond the final bid validity period. **The EMD has to be submitted physically before the last date and time for submission of tender. Bid not accompanied by EMD shall be rejected.**



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8.1.2. Any tender not accompanied by Bid Security shall be rejected.

8.1.3. Bid security of the successful bidder shall be returned on receipt of Performance Security by the University and after signing the agreement.

8.1.4. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.1.5. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the University.

9. Submission of Bids: -

9.1.1. The Technical Bid should consist of the following documents: -

- a) Bid Security;
- b) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/Agency with name, designation, Office/Residential address and office Telephone numbers, names addresses and telephone numbers of Directors also;
- c) Self-attested copy of PAN No. card under Income Tax Act;
- d) Self-attested copy of GST /Service Tax Registration Number;
- e) Self-attested copy of Valid Registration No. of the Agency/Firm;
- f) Self-attested copy of valid Provident Fund Registration Number;
- g) Self-attested copy of valid ESI Registration Number;
- h) Self-attested copy of valid License and Number under Contract Labour Act;
- i) Copy of document as stated in clause 2.1;
- j) Self-attested copy of ISO Certification;
- k) Undertaking on Non-Judicial Stamp Paper of Rs. 100/- as per Annexure – A.

9.1.2 The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.



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TERMS AND CONDITIONS OF THE CONTRACT

1. The execution of cleaning & housekeeping and sweeping of roads & disposal of garbage must be done by uniformed workmen under hygienic conditions. Wherever mechanized equipment's are needed the same should be employed while performing the work wherever required, wet mopping should be done. Mechanized equipment's, wherever required, will be procured by the Contractor.
2. The cleaning and housekeeping and sweeping of roads are to be carried out as per norms/standards and in such manners that all premises always look neat and clean.
3. The manpower engaged should be trained in handling and management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per relevant medical waste disposal and pollution control directions.
4. It will be the sole responsibility of the Agency that the men engaged are trained and the University will not be liable for any mishap, directly or indirectly inflicted during the course of duty. The Agency will employ supervisory staff who have qualified sanitary inspectors and shall submit the certificate of supervisory staff.
5. The Agency shall also be responsible for the disposal of biomedical waste of the University.
6. The biodegradable waste shall be disposed of in the waste energy plant in the DTU/outside DTU premises. The Non-biodegradable waste and Bio-medical waste shall only be disposed of outside the University on the same day in totally sealed manner as per relevant guideline issued by concerned authorities in this regard.
7. The successful Agency shall make the necessary arrangements for the disposal of garbage collected from the University to outside the university premises at their own cost. Further, the deployed workmen at the University shall not be engaged for the disposal of garbage outside the University. Arrangements for a tractor, trolley, JCB, etc., shall be the responsibility of the Agency, and the cost of these shall also be borne by the Agency
8. The premises shall be cleaned once a week using mechanized



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equipment in the covered areas of the University.

9. The Agency shall also be responsible for the removal of beehives, pest control, fogging, and rat control on a monthly basis or as needed at the University.
10. All the consumables and disposables/material required for cleaning and housekeeping will be provided by DTU.
11. The cleanliness will be periodically checked by the officers of the University or any authorized person by University based on certain objective criteria which are decided to measure level of cleanliness and the Agency has to abide by those criteria. These are as follows:
 - (a) Shine level, presence of dust, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
 - (b) Dust or cobwebs etc. on roof, window grills etc.
 - (c) Finger or palm marks, dust stain on glass panes of windows or doors and mirrors;
 - (d) Dirt marks, dust, dryness and odor in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
12. (a) In case any of Agency's personnel(s) deployed under the Contract is (are) absent or deficient or fails to report in time and Agency is unable to provide suitable substitute in time for the same, the University Authority may view this adversely and may impose penalty.
 - (b) In case any public complaint is received attributable to misconduct/misbehavior of Agency's personnel, a penalty by competent authority for each such incident shall be levied and the same shall be deducted from Agency's bill. Further the concerned Agency's personnel shall be removed from the University immediately.
 - (c) In case any workmen deployed at the university found without in uniform, a penalty as decided by competent authority per workmen



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will be imposed to the Agency.

(d) In case Agency is fail to submit the individual (workmen) ESI Employee ID number within 30 days of award of Contract, a penalty as decided by competent authority per day will be imposed.

(e) The Contractor will provide individual Pass book or statement of individual Deposits and if fail to do then a penalty as decided by Competent Authority will be imposed on Agency in respect of non-submission of individual EPF UAN number.

(f) The Agency will have to pay monthly wages to their workmen on or before **5th of every month by ECS only** and if fail to do then a penalty as will be imposed. Any delay to get the bill payments from DTU due to any reason will not be the excuse for not releasing the remuneration to deployed workmen. A penalty of Rs. 50,000/- will be levied in case of disbursement of salary/wages to the workmen after 05th of the month, which shall be increased to Rs 1,00,000/- in case the disbursement is made beyond the 15th of the said month. Any further delay would lead to termination of the Contract & may lead to forfeiture of Performance Guarantee.

(g) The Agency may deploy reliever to ensure uninterrupted services. The total number of housekeeping personnel on duty each day shall not exceed the number specified in the Notice Inviting Tender (NIT). Payments to the Agency will be based on the total monthly attendance of all the workmen, including relievers. The Agency must ensure full compliance with all statutory obligations, including but not limited to the Employees' State Insurance (ESI) Act, 1948, and the Employees' Provident Funds (EPF) and Miscellaneous Provisions Act, 1952, for all deployed personnel, including relievers.

(h). In case the Agency fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the Contract, Principal Employer reserves the right to impose the penalty as detailed below: -



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University has right to impose penalty of 0.1 % to 2 % of total cost of tender per occasion, considering the gravity of negligence.

13. If cleanliness is not observed up to the satisfaction of the University, a penalty of Rs. 2,000/- to Rs. 10,000/- per day will be imposed on the Agency depending on the objective criteria as above.
14. The Bids can be rejected by the Competent Authority without assigning any reasons. University reserves the right to cancel or reject all or any of the tender without assigning any reason.
15. Any act on the part of the tenderer to influence anybody in the University is liable to rejection of his tender.
16. Every employee so engaged by the Agency shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the Agency at his own cost.
17. The staff engaged by the Agency shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the University. Adequate supervision will be provided to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Agency deployed, the supervisory staff will move in their areas of responsibility.
18. The Agency shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
19. The Agency shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation and housekeeping works. It will be the responsibility of the Agency to provide details of manpower deployed by him, in the University and to the Labour department.
20. The Agency shall be liable and responsible to provide all the benefits



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viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Agency to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the sanitation works, is required to be submitted to the University. In any eventuality, if the Agency failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the University is entitled to recover the equal amount from any money due or accrue to the Agency under this agreement or any other Contract and will be deposited with RPFC on behalf of the Agency.

21. The University shall have the right to ask for the removal of any person of the Agency, who is not found to be competent and orderly in the discharge of his duty.
22. The Agency shall not engage any sub-Agency or transfer the Contract to any other person in any manner.
23. The antecedents of staff deployed shall be got verified by the Agency from local police authority and an undertaking in this regard to be submitted to the University and University shall ensure that the Agency complies with the provisions. Contractor shall submit copies of police verification to DTU.
24. The Agency will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the University. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Agency has to give an undertaking (on the format), duly countersigned by the concerned official of the University regarding payment of wages as per rules and laws in force, before receiving the next payment onwards.
25. All liabilities arising out of any accident or death of the Contractor's staff while on duty shall be borne by the Agency. The DTU shall not be responsible and shall not bear any liability on this account.
26. The Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of



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responsibility given to them by the University and shall not knowingly lend to any person or company any of the effects of the University under its control.

27. The staff engaged by the Agency shall not accept any gratitude or reward in any shape from anybody.
28. The Agency shall be responsible to maintain all property and equipment of the University entrusted to it. Any damage or loss caused by Agency's persons to the University in whatever shape would be recovered from the Agency.
29. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The University shall have right to have any person moved in case of patient/staff/visitor complaints or as decided by representative of the University if the person is not performing the job satisfactorily or otherwise. The Agency shall have to arrange the suitable replacement in all such cases.
30. The payment would be made based on the actual shift manned/operated by the personnel supplied by the Agency during the month and based on the documentary proof jointly signed by the representative of the University and the Agency/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the University subject to the fulfilment and submitting of all the requisite documents by the Agency to the University.
31. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the Agency which will be established after an enquiry conducted by the University, the said loss can claim from the Agency up to the value of the loss. The decision of the Hon'ble Vice Chancellor of the University will be final and binding on the Agency.
32. The Agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI, bonus and various other Acts as applicable from time to time by the Govt. of NCT of Delhi with regard to the personnel engaged



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by the Agency for the University.

33. The University may direct the Agency, to have any person removed that is considered to be undesirable or otherwise and similarly Agency reserves the right to change the staff with prior intimation to the University.
34. The Agency will deploy supervisors as per the need given by the University. The supervisor shall be required to work as per the instructions of University.
35. The Agency shall ensure that its personnel shall not at any time, without the consent of the University in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the University and shall not disclose to any information about the affairs of University.
36. Any liability arising out of any litigation (including those in consumer courts) due to any act of Agency's personnel shall be directly borne by the Agency including all expenses/fines. The concerned Agency's personnel shall attend the court as and when required.

37. Force Majeure: -

If at any time during the currency of the Contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, Acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the Contract in respect of such performance of their obligations. The obligations under the Contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the Contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the Contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the Contract.

38. "NOTICE TO PROCEED" means the notice issued by the University to the Agency communicating the date on which the work/services



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(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road, Delhi 110 042
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



under the Contract are to be commenced.

39. The Agency/Authorized signatory is liable to the University for the Fulfillment of the terms of the Contract.
40. The Contract period shall be One (01) Year from the date of the commencement (as mentioned in Notice to Proceed). The Contract may be extended for a further period of Twenty-Four (24) months, in two annual extensions of twelve (12) months each, on the same terms and conditions on the basis of satisfactory performance.
41. The DTU will award the Contract to the successful bidder through GeM who is eligible & qualified to perform the Contract satisfactorily as per the terms & conditions. The successful bidder will issue letter which shall prescribed the amount which will pay the Agency in consideration execution of work / services by the Agency as prescribed in the Contract. The successful bidder will be required to execute a Contract agreement within a period of 30 days from the date of issue of letter of offer. The successful bidder shall be required to furnish a **Performance Guarantee amounting to 5% of the tendered amount** within 15 days of receipt of "Letter of Offer" for an amount in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in favour of Registrar, Delhi Technological University. The Performance Security shall remain valid for 06 months beyond the date of completion of all Contractual obligations. In case the Contract period is extended further, the validity of Performance Security shall also be extended by the Agency accordingly at its own cost. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security during the course of Contract, if any of Agency's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the University will be recovered from the Agency or shall be entitled to terminate the Contract forthwith duly forfeiting the Agency's Performance Guarantee.
42. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Agency for carrying out of this Contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of



DELHI TECHNOLOGICAL UNIVERSITY

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the Labour Authorities, the University may, failing payment of the said money by the Agency, make payment of such claim on behalf of the Agency to the said Labour Authorities and any sums so paid shall be recoverable by the University from the Agency.

43. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the University, such money shall be deemed to be payable by the Agency to the University within seven days. The University shall be entitled to recover the amount from the Agency by deduction from money due to the Agency or from the Performance Security.
44. The list of staff going to be deployed, shall be made available to the University and if any change is required on part of the University fresh list of staff shall be made available by the Agency after each and every change.
45. The Agency shall indemnify and hold the University harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the Contract provided by the Agency.
46. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act. (Wherever applicable).
47. The Agency shall not employ any person below the age of 18 years and above the age of 60 years. The Agency shall submit CV, Identity Proof, Police Verification etc. to DTU before deployment.
48. Only physically fit personnel shall be deployed for duty by the Agency.
49. The Agency shall ensure that the Sanitation/Housekeeping and Sweeping of Roads staff & disposal of garbage staff shall not take part in any staff union and association activities.
50. The University shall not be responsible for providing residential accommodation to any of the personnel of the Agency.
51. The University shall not be under any obligation for providing employment to any of the worker of the Agency after the expiry of the Contract. The University does not recognize any employee employer relationship with any of the workers of the Agency.
52. If as a result of post payment audit any overpayment is detected in



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respect of any work done by the Agency or alleged to have done by the Agency under the Contract, it shall be recovered by the University from the Agency.

53. If any underpayment is discovered, it may be reported to the General Administration Branch, DTU within 3 months of issuance of Sanction Order, otherwise no such query will be entertained by the DTU.
54. The Agency shall provide the copies of relevant records during the period of Contract or otherwise even after the Contract is over whenever required by the University. The University shall have all rights to call all records in this regard and the contractor shall be bound to provide the same within stipulated time frame.
55. The Agency will have to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month.
56. The Agency shall disburse the wages to its staff deployed in the University **before 5th day** of every month through ECS only.
57. The Agency shall record biometric attendance of each workmen and accordingly wages has to be prepared.
58. Agency should ensure that all workmen deployed at the university should wear a unique uniform.



DELHI TECHNOLOGICAL UNIVERSITY

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59. Penalty: -

Process	Requirement	Penalty
1. Deploying Adequate number of personnel	The Agency will provide adequate number of personnel for meeting the service requirement of the University	Rs. 1,000/- for every instance when the deployment is found to be on unauthorized leave for continuously more than 03 days
2. Un-Skilled Workmen to report in Uniform	Approved uniform design with name badge	Rs. 500/- per day for every member of Un-Skilled workmen not found in prescribed uniform.
3. Misconduct / Misbehavior / Indiscipline by the Workmen	i) The behavior of the Workmen must be decent towards the stakeholder ii) They should not smoke and spit on the walls/floors etc.	Rs. 500/- for every instance and removal in case of repeated instances.
4. Copy of individual ESI Card issued to each Workmen	The Agency will provide a copy of individual ESI and issued to each Workmen within 45 days from the award of Contract.	Rs. 2,000/- per month / per employee in respect of non-submission of individual ESI Card.
5. EPF Passbook or Statement of individual EPF Deposits	The Agency will provide individual Passbook or Statement of individual EPF deposits.	Rs. 2,000/- per month / per employee in respect of non-submission of individual passbook/Statement.



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)
Shahbad Daultpur, Bawana Road, Delhi 110 042
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6. Payment of Workmen	The Agency will pay monthly wages to them Workmen on or before 5 th of every month by ECS only.	Before or up to the 5 th of every month, the disbursement of remuneration should be done through ECS. Any delay to get the bill payments from DTU due to any reason will not be the excuse for not releasing the remuneration to deployed workmen. A penalty of Rs. 50,000/- will be levied in case of disbursement of salary/wages to the workmen after 05 th of the month, which shall be increased to Rs 1,00,000/- in case the disbursement is made beyond the 15 th of the said month. Any further delay would lead to termination of the Contract & may lead to forfeiture of Performance Guarantee.
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OBLIGATION OF THE AGENCY: -

60. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the University fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.
61. The University will deduct Income Tax at source under Section 194-C of Income Tax Act from the running bills of the Agency at the prevailing rates of such sum as income tax on the income comprised therein.



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62. Dispute Resolution: -

- a) Any dispute or difference arising out of or relating to this Contract will be resolved through joint discussion of the authorities' representatives of the concerned parties.

63. JURISIDICION OF COURT: -

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, If any, arising out of this Contract between the parties.

Note: -

1. Agency shall provide uniformed and trained personnel and use its best endeavor to provide sanitation and housekeeping services to the University for providing neat and clean environment. Rates quoted will include all statutory obligations of the Agency under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the Agency, all kinds of taxes, service charges, etc. of the Agency. The rate quoted will be for per square meter. If the minimum wages are revised by the labor department of Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and another Labour laws will be treated as invalid.
3. The Contract shall be valid initially for One year and the University reserves the right to extend the validity of Contract based on performance. The Contract may be extended for a further period of Twenty-Four (24) months, in two annual extensions of twelve (12) months each, on the same terms and conditions.
4. The area and number of articles given in Annexure Table-I - IV are indicative and the actual quantity may vary.
5. The bidders may quote the rates with the cleaning materials of ISI specifications.
6. The Agency should have a Registered of Branch Office in Delhi/NCR and has to submit the proof in this regard.



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Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



SCOPE OF WORK OF THE AGENCY

The Agency shall provide the sanitation/housekeeping services and Mechanized sweeping of roads and disposal of garbage at the

1. Delhi Technological University (Main Campus), Shahbad Daultpur, Bawana Road, Delhi – 110042 (Contact Person for field visit Sh. Kuldeep K. Sarsar, Section Officer, General Administration Branch, Ground Floor Administrative Block, DTU and
2. East Delhi Campus, Vivek Vihar, Phase - II, Delhi - 110095 (Contact person for field visit, Dr. Vivek Tripathi, Assistant Registrar, East Delhi Campus.)

as per the Standard Operating Procedure (Table IV). The Agency shall ensure hygienic atmosphere and clean environment in the University campus.

DETAILS OF MANPOWER REQUIRED

S. No.	Details	Required in numbers (Approx. figures) #	Wages Details
1.	Housekeeping Supervisor (Graduate and above)	8	Annexure – B
2.	Housekeeping Workmen (Un-skilled)	170	

Numbers of Manpower may increase/decrease as per the requirement of the university.

DUTIES AND RESPONSIBILITY OF SANITATION WORKMEN:

Cleaning of floor areas, vertical finishes (walls) roof and False ceilings, glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors, aluminum grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bathrooms and toilets on all floors and open areas including roads, lawns, paved areas and terrace including overhead water tanks, if any. The indicative details of the area/items to be cleaned/swept is as per the Table-I, table-II, III and any other cleaning / Dusting work assigned by



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Shahbad Daulatpur, Bawana Road, Delhi 110 042
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the University.

1. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
2. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain hygienic atmosphere.
3. Cleaning and maintenance of all the drains within the compound of the University.
4. Cleaning of dustbins to an approved location, clearance of segregated bio-medical waste as per the prescribed norms of bio-medical waste disposal at designated places, as per guidelines.
5. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the University in all covered and open area.
6. Cleaning of all equipment's available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
7. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
8. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
9. Cleaning of lifts (all components).
10. Cleaning of fire-fighting equipment's, and public address systems, etc.
11. Cleaning of all miscellaneous equipment's as available or being provided from time to time, installed in the University.
12. The cleaning of carpets, etc. with modern gadgets shall be done once a week.
13. Sweeping/Cleaning and wet mopping of the main hall of canteen/kitchen/pantry shall be done twice a day.
14. Cleaning/dusting of Library Books and Racks.
15. Everyday Agency will collect the bio degradable and non-bio degradable garbage's from the source such as residential flats, hostels, academic block, etc. in separate bags and dispose of on the same day, as per relevant guidelines.
16. **Any other provisions as advised by the University may be incorporated in the Agreement. The same shall also be binding on the Agency.**



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The University may also include the items, if any other than prescribed above, in the Duty chart as per their requirement.

Table – I (a) Delhi Technological University (Main Campus), Shahbad Daultpur, Bawana Road, Delhi – 110042	
1	Total Area:- 6,63,154.00 Sq.mtr.
2	Area for Road:- 75,415.00 Sq.mtr.
3	Built-up Area:- Existing Academic Blocks:- 9,146.00 Sq.mtr. Existing Hostel and Other:- 8,051.00 Sq.mtr. New Academic Blocks:- 2,450.00 Sq.mtr. New Boys & Girls Hostel:- 12,174.00 Sq.mtr. Raj Soin Hall:- 5,400.00 Sq.mtr. Design Centre:- 3,200.00 Sq.mtr. Pragya Bhawan:- 4,500 Sq.mtr. Total Area:- 1,94,921 Sq.mtr.

Table – I (b) , East Delhi Campus, Vivek Vihar, Phase - II , Delhi - 110095	
1	Total Area:- 6,63,154.00 Sq.mtr.
2	Area for Road:- 75,415.00 Sq.mtr.
3	Built-up Area:- Main Building:- 4,724.00 Sq.mtr. Main Building Court Yard:- 162.50 Sq.mtr. BFIA Block:- 574.96 Sq.mtr. Classroom (A):- 302.65 Sq.mtr. Classroom (B):- 510.00 Sq.mtr. Canteen:- 79.73 Sq.mtr. Substation:- 49.70 Sq.mtr. Total Area:- 6,403.54 Sq.mtr.

Grand Total Area I(a)+I(b): 2,01,324 Sq. Mtr. (

This list is indicative and is not limited to the said premises. DTU may identify other areas also. **The bidder may visit the site well in advance to make themselves acquainted with the sites.**



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Table - II (a) Delhi Technological University (Main Campus), Shahbad Daultpur, Bawana Road, Delhi – 110042					
S.No.	Location	No. of Toilet	Urinal Pots	Wash Basin	Toilet Seat
1	VVS Hostel	15	45	30	30
2	CVR Hostel	15	45	30	30
3	JCB Hostel	15	45	30	30
4	BCH Hostel	15	45	30	30
5	VMH Hostel	15	45	30	30
6	HJB Hostel	16	45	30	30
7	APJ New Boys Hostel	45	33	56	33
8	VLB New Girls Hostel	141	0	96	128
9	Hostel Office	22	1	22	22
10	SNH Hostel	14	0	14	14
11	KCH Hostel	16	0	16	16
12	Aryabhat Hostel	60	0	60	60
13	Type-II Main	15	0	15	15
14	Type-III Block	21	0	21	21
15	Electrical to Civil Department	40	46	68	61
16	Central Canteen	4	8	8	8
17	Mechanical Department With Workshop	30	41	41	50
18	Science Block	12	12	23	24
19	DSM Building	6	5	15	12
20	Design Centre	9	12	25	16



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21	Pragya Bhawan	9	27	21	29
22	Raj Soin Hall	10	43	13	35
23	SPS 09 to 12	2	9	6	8
24	Health Centre	3	2	7	6
25	Wind Tunnel	3	3	6	6
26	Guest House	12	2	13	12
27	Admin Block	10	20	18	18
28	B.R. Ambedkar Auditorium	9	14	18	19
29	T&P and Computer Centre Block	4	6	9	8
30	Library and IIF	7	9	13	10
31	Sports Complex	7	14	24	25
32	New Academic Block- AB-3 & AB-4	113	252	473	437
Total:-		715	829	1281	1273

Table - II (b) East Delhi Campus, Vivek Vihar, Phase - II , Delhi - 110095

S.No.	Location	No. of Toilet	Urinal Pots	Wash Basin	Toilet Seat
1	New Building (Ground Floor)	5	5	12	12
2	New Building (First Floor)	5	4	10	12
3	New Building (Second Floor)	2	4	6	8
4	New Building (Third Floor)	2	4	6	8
5	Old Admin	2	2	4	2
6	Old Building	2	3	4	6



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7	EDC	2	1	2	2
8	Total	20	23	44	50

Note: - Any areas within the University premises not included in the table above, as well as any new infrastructure added to the University in future, shall also fall under the Agency's responsibility to clean according to the established norms.

TABLE: III

STANDARD OPERATING PROCEDURE

S. No.	Description of work	Frequency/ Periodicity
1.	Sweeping in covered area	Once in a day and as and when required
2.	Scrubbing, wet mopping of floor, passages and different types of floor area provided in different rooms and stair cases.	Once in a day and as and when required
3.	Sweeping open space like roads courtyards, garage, parking lots, etc	Once in a day and as and when required
4.	Cleaning open space like lawns, play grounds, etc., where necessary	Once in a day and as and when required
5.	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc attached thereto.	Twice a day. (Total number of toilets & bath rooms
6.	Sweeping/ cleaning/wet mopping of main hall of canteen/kitchen/pantry	Twice a day.



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7.	Cleaning of mirrors, dressing tables, urinal pots and other articles contained in toilets and bath rooms.	Twice in a day. (Total number of articles)
8.	fixed to the doors, windows and fixtures	
9.	Cleaning of portable fire extinguishers/ Smoke detectors/Fire detectors/Fire detection panel, etc.	Once in a fortnight. (Total number)
10.	Cleaning of telephone sets and accessories	Daily and as and when required. (Total number)
11.	Cleaning of computers/photo-copier machines/other office equipment's	Daily and as and when required. (Total number)
12.	Cleaning of Indoor light fittings/External light fittings and accessories.	Once in a fortnight and as and when required. (Total number)
13.	Cleaning of switch boards/panels/distribution boards/fans/ exhaust fans and accessories	Once in a fortnight and as and when required.
14.	Pest control/Rodent control/Mosquito control	Once in a fortnight and as and when required (under non- Office hours) Frequency to be increased during monsoon season (July – Nov)



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ANNEXURE - A

UNDERTAKING

(To be executed on Rs. 100/- Non judicial Stamp Paper)

1. I/ We the undersigned, certify that I/ We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil / Criminal/ Income Tax/ Service tax/ GST case is pending against my firm.
3. My Firm has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization. An undertaking to the effect that the Firm / Company has not been blacklisted / debarred by any Government Department nor has any civil or criminal case pending against it in any court of law in the country.
4. My firm has not defaulted on any bank/financial institute loans in the past. There is no statutory dues or disputed liability.
5. The rates quoted by me/ us are valid and binding on me/ us for acceptance for the entire period of Contract.
6. I/ We undersigned hereby bind myself/ ourselves to the Registrar, Delhi Technological University, Delhi to provide manpower services in Delhi Technological University, Delhi during the period of Contract.
7. The Performance Guarantee deposited by me shall remain in the custody of the Registrar, Delhi Technological University, Delhi till two months after the expiry of the Contract.
8. I/ We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for provide manpower services.
9. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/ our Contract and award the work to another Agency and the costs difference may be recovered from me/ us and can forfeit Performance Guarantee.



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10. In the event of any breach/ violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my Contract and can forfeit the Performance Guarantee deposited by me/ us.
11. I/ we will be wholly responsible for provide manpower services at Delhi Technological University, Delhi-110042 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior/ act of employees engaged by me for provide manpower services in the University.
12. I/we shall be responsible for health and injury caused to the worker while working in the University.
13. I/we shall be responsible for any loss or damage to the university property by the employee engaged by me/ us.
14. The Vice Chancellor, Delhi Technological University, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Vice Chancellor, Delhi Technological University, Delhi will be binding upon me.
15. I/we shall also be responsible to pay all taxes as applicable to the Government like Income Tax GST, and Service Tax etc.
16. I/we shall be responsible for any theft/ loss/ damage to university property/ fixtures and I will rectify/ replace the same.
17. I/we shall indemnify DTU from all losses/claims that may arise due to my action/inaction.
18. I/we undertake that I/We have not been blacklisted/debarred by a Central/State Govt./Dept./Body & PSU's.

Signature of the Tenderer

Name of the firm/ Tenderer

Seal of Firm
(Authorized Signatory)



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ANNEXURE – B

Table – A: Details of Wages in accordance with the Minimum Wage of GNCTD.

Particulars	Housekeeping Supervisor (Graduate and above)	Housekeeping Workmen
	Skilled	Un-Skilled
No. of posts	8	170
Tenure in months	12	
No. of working days in a month	26	
Pay Days	26	
Minimum Wages (INR Per Month)	24,356/-	18,456/-
Minimum Wages (Per Day)	937/-	710/-
Provident Fund (Per Month)	12% of minimum wage. The contribution is payable on maximum wage ceiling of Rs. 15,000/-	
Provident Fund (INR Per Day)	69.23/-	69.23/-
ESI (Per Month)	N/A	3.25% of minimum wage
ESI (INR Per Day)	N/A	23.07/-
EPF Admin Charge (Per Month)	0.5% upto Rs. 75/-	
EPF Admin Charge (INR Per Day)	2.88/-	2.88/-
EDLI Admin Charge (Per Month)	0.5% upto Rs. 75/-	
EPF Admin Charge (INR Per Day)	2.88/-	2.88/-

**Note: - Wages shall be revised as and when revised by GNCTD.
Bonus will be paid as per rules.**



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BOQ for Sanitation Tender

S.N O.	Particulars	minimum wages per day(Values in Rs.)	EPF @ 12% (Values in Rs.)	ESI @ 3.25%(Values in Rs.)	ADMIN CHARGES @0.5 for EPF(Values in Rs.)	EDLI@0.5(Values in Rs.)	TOTAL DAILY (Values in Rs.)	MONTHLY @26 MDAYS(Values in Rs.)	ANNUAL @ 12 MONTHS(Values in Rs.)	GST @18%(Values in Rs.)	service charges (%)	Annual SERVICE CHARGES (Values in Rs.)	Annual Cost per person (Values in Rs.)	Number of Manpower	Annual Wages incl. GST plus Service Charge (Values in Rs.)	Annual Garbage Lifting and disposal Charges	Annual Grand Total Value
	A	B	C	D	E	F	G	H=G*26	I=H*12	J=18%I	K	L=I*K/100	M=I+J+L	N	O=M*N	P	Q=P+O
1	Sweeper	710	69.23	23.07	2.88	2.88	808	21010	252120	45381.6	3.85	9706.62	307208.22	170	52225397		52225397
2	Supervisor	937	69.23	0	2.88	2.88	1012	26312	315744	56833.92	3.85	12156.144	372577.92	8	2980623		2980623
																Grand Total	55206020.76

Instructions to the bidders: - **1.** Bidders are requested to fill the service charge in column **K** and Annual Garbage Lifting and disposal Charges in column **P** (highlighted in yellow color) of the BOQ in numerical value only. Please do not enter or alter the any other figure in the BOQ. **2.** The tentative monthly quantity for lifting and disposal of garbage may vary from 70 to 80 tons. **3.** The Bidders may upload the BOQ after modifying the service charges as per their BID. **4.** All other components are as per GNCTD and GeM guidelines. **5.** The Bids will be evaluated and decided on the basis of Grand Total mentioned in Column-**Q**. **6.** Bidders are prohibited to change figures in other cells as some of the cells have formulas. **7.** The bidders are advised to read the NIT and other terms and conditions.