

Tele : 25087597

BHASKARACHARYA
COLLEGE OF APPLIED SCIENCES
(UNIVERSITY OF DELHI)
Sector-2, Phase-1, Dwarka, New Delhi-110075

M/s _____

Ref. No. : BCAS/2014/Quot./Sanitation
Dated : 18/06/2014
Quotation : Last Date
for receiving 01/07/2014

Dear Sir,

The two bid form Sealed quotation (as per Annexure A & B) are invited for the Contract for the Sanitation work as per the details given in Annexure I.

below :

1.

2.

3.

4.

5.

6.

That the Contractor shall furnish Bid security in the form of Pay Order/Bank Draft of an amount of Rs.20,000/- (Rupees Twenty Thousand Only) in favour of The Principal, Bhaskaracharya College of Applied Sciences. The security of the successful vendor shall remain with the college as performance security till the completion of the contract and no interest shall be paid by the College on the above deposit.

In case you are interested in supplying the same, send your quotation in a sealed cover to the undersigned. The sealed quotation should be marked as "quotation for Sanitation" and also denote the Ref. No. and Last date for receiving the quotation, on the top of the sealed cover. The Firm/Company must be registered with the Sales Tax Authority, without which the quotation may be rejected and the LST/CST No. should be mentioned.

The decision for the placement of Order is at the discretion of the Principal of the College.

Yours faithfully,



Amit D/C


offg. Principal

**Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2,Phase-1,Dwarka,
New Delhi-110075.**

TERMS AND CONDITION

Annexure-A

Our Ref No. BCAS/Sanitation/2014/

Dated:

**TECHNICAL BID
(TO BE SUBMITTED IN ORIGINAL)**

1.	Name of the Firm	
2.	Address of the Firm	
3.	TAN/TIN NO.	
4.	Name of the authorized signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory and other Telephone Numbers of the Firm	
7.	Details of the Government Ministries/Departments/organizations/PSU etc. in which the firm is engaged in sanitation activities for last three years.	(Please submit as Enclosure – I)
8.	Qualifications and experience of resident service supervisor	(Please submit as Enclosure – II)
9.	List of copies of relevant documents enclosed as mentioned in Terms and Condition	(Please submit as Enclosure – III)

(Signature with Date)

Seal


**Officiating Principal
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75**



Bhaskaracharya College of Applied Sciences
(University of Delhi)
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New Delhi-110075.

Annexure-B

Our Ref No. BCAS/Sanitation/2014/

Dated:

FINANCIAL BID
(TO BE SUBMITTED IN ORIGINAL)

1.	Name of the Firm	
2.	Address of the Firm	
3.	TAN/TIN NO.	
4.	Name of the authorized signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory or other Telephone Numbers of the Firm	

(Signature with Date)

Seal


Officiating Principal
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BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

TERMS AND CONDITIONS FOR THE SANITATION CONTRACT

1. The Contractor shall undertake the housekeeping services to maintain cleanliness of high standard for its Lawns, Sports Ground and building namely the Administrative Block, Science Block Laboratories, Principal's Bungalow, Roads of the staff quarters Class Room Corridor, Inside and outside of the two main gates of the college, Toilet, and other areas as per need for a period of one year.
2. The payment by the College to the Contractor shall be made by the 20th of each succeeding month.
3. The scope of work for the Contractor shall normally include general sweeping, mopping, washing, dusting, removing of cobwebs including of furniture fixture and fittings, laboratory's equipment computers etc. cleaning of toilet blocks, water coolers, desert cooler, elevators, washbasins, stairway, common lobby and lifting/disposal garbage etc. The work shall also include filling of water in desert cooler during summer season, watering the indoor plants and all incidental activities necessary for cleaning, sanitation and housekeeping.
4. The Contractor shall provide all materials, equipments and consumables of standard quality required for the work.
5. To maintain the required standards of housekeeping services the Contractor shall deploy total seven sanitary workers in two batches from 8:00 a.m. to 4:30 p.m. (Five persons) and from 10:00 a.m. to 6:30 p.m. (Two persons) The timing shall be subject to change as per the orders of the authority from time to time to carry out the work efficiently. In the event of a person not being available for any reason, the Contractor shall immediately provide a substitute without any additional charge and shall ensure standard cleanliness to the entire satisfaction of the College Authority.
6. The Contractor shall issue aprons/uniforms to all their persons engaged in the work.
7. The Contractor shall provide Police verification for the house keeping employees deployed in the premises of the College authority immediately before starting the work, including full details of the employees.
8. All the house keeping employees shall be in the age group of 20 to 40 years.
9. All the House keeping employees will be screened and cleared by the college authority before deploying them on duty.
10. No house keeping employee, once selected and engaged at College, should be replaced without proper approval of the College authorities.
11. The house keeping employees will neither be deemed to be the employee of the College nor shall claim any salary, allowances, compensation, damages or anything arising out of their engagement/duty under this agreement.


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12. The Contractor shall be responsible to provide all statutory benefits or otherwise to the persons engaged and the College shall not have any liability whatsoever, on this account.
13. Without prejudice to the aforesaid para 12 above, the Contractor shall be responsible to pay minimum wages and other benefits to the employees.
14. The salary of the persons engaged by the contractor shall be disbursed in the presence of the designated officer of the college every month.
15. The College authority shall not pay any advance amount to the employees of the Contractor.
16. All applicable laws, rules, regulations and statutory orders of guidelines with regard to engagement of housekeeping employees shall be complied with by the contractor.
17. In case of any litigation between the housekeeping employees and the Contractor as regard to breach of any terms and conditions of public welfare service, the College authority shall have no liability towards the housekeeping employees.
18. The College shall not be responsible for any accident and/or injury to any housekeeping employee which may arise during the course of their work. The Contractor shall wholly responsible for such accident/injury.
19. In the event of breach of any terms and conditions of the agreements by the Contractor or the work of the Contractor is not found satisfactory or the Contractor poses any security risk or the Contractor becomes insolvent, the College authority shall be at a liberty to terminate the agreement by giving one month's notice in advance to the Contractor.
20. If for any reason the College authority is not in a position to comply with the terms and conditions of the agreement affecting the housekeeping work adversely or on account of any unavoidable reason, or the Contractor is not in a position to continue the work for the reasons beyond his control, the Contractor shall be at liberty to give one month's notice to the College authority for discontinuing the work after settling all the outstanding dues.
21. The College authority may require the Contractor to remove any housekeeping employees, who may be incompetent or who misconduct himself and the Contractor shall forthwith comply with such requirements.
22. Consumption/performing duty under the influence of alcohol or the like drugs, by the house keeping employees on duty is strictly prohibited. Smoking/chewing of tobacco inside and around the college campus is also strictly prohibited.
23. The Contractor shall provide its services from Monday to Saturday including on holidays and if required by the College authority, on Sunday also.
24. The Contractor shall not sublet, assign or part with any of the responsibilities under this agreement.
25. That the dusting of furniture and other equipments/appliances will be done once a day and as and when required.
26. That the walls of the premises above upto 4 ft. height will be cleaned once a day and as and when required.

Author


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27. That the toilets will be cleaned every two hour hourly and as and when required.
28. That the job related to cleaning of vanishing blinds, curtains, carpets etc. with modern gadgets shall be done in a fortnight.
29. In case any loss occurs to the College due to negligence or mishandling by the staff, the contractor shall be responsible to make good for losses so suffered by the college.
30. Any communication under this agreement from one party to another shall be considered duly served if the same has been delivered; left for or dispatched by registered post at its last know address. at the expiration of the time in which it would have ordinarily reached.
31. That the College shall not be liable to provide any sort of accommodation to the staff or person deployed by the Contractor and no cooking/lodging will be allowed in the premises of the College at any time.
32. The College will deduct Income Tax at source under Section 194-C of the Income Tax Act, 1961 from the Contractor @ 2% (or as per revised rates applicable from time to time) of such sum as income tax on the income comprised therein.
33. In case of breach of any of the terms of agreement, the security deposit of the contractor is liable to be forfeited by the College Authority.
34. All the expenses for preparation and execution of the deed including the stamp duty and fee shall be payable by the Contractor.
35. In the event of any dispute or difference between the parties, the same shall be referred to the sole arbitration of the Chairperson, Bhaskaracharya College of Applied Sciences Governing Body, University of Delhi or any of his nominee whose award shall be binding on both parties.
36. Details of the area is given in Annexure I

Santhosh


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Annexure I

Details of area to be swept at regular intervals

S.No	Details of Identified Areas	Minimum Frequency at which cleaning is to be done	Area in Sq. Meters
I(a)	Office Rooms/Class Rooms/Lecture Hall	Once per day	4535.75
(B)	Committee Room	Once per day	65.557
(c)	Reception Room	Thrice per day	57.061
(d)	Record Room/Stationery Room	Once per week	2148.75
(e)	Laboratories	Once per day	2536.72

II. Varandah/ stair Case etc.

(a)	Varandah	Twice per day	2128.00
(b)	Stair Case	Twice per day	450.00

III. Open Space

(a)	Roads	Once per day	720.00
(b)	Court Yards	Twice per week	226.87
(c)	Garages	Once per week	22.20
(d)	Parking Area	Once per day	2346.00

IV. Other Areas

(a)	Playground	Once per week	1800.00
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V. Walls with tile work

(a)	Room where wall tiles are installed	Once per fortnight	1561.38
(b)	Glass walls/window pans	Once per fortnight	1000 (units) (approx.)

B. Items to be swept regularly

S.No	Details of items	Minimum Frequency at which to be cleaned	No. of items
1	Latrines/Bathroom	Thrice per day	25
2	Urinal Pots	Thrice per day	40
3	Mirrors/Wash Basin	Once per day	50

[Signature]

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Annexure-II

**FORMAT FOR THE SANITATION QUOTATION
(A total of maximum of Seven Sanitation Workers are required for
Eight Hours Duty)**

S.No.	Particulars	Amount (in Rs.)
1	Basic including VDA for 01 person per month	
2	E.S.I. contribution %	
3	E.P.F. %	
4	E.D.L.I. %	
5	Service Charges %	
6	Uniform	
7	Total charges per month	
8	Cost of material, equipments and consumables along with their details	
9	Service Tax	
10	Any other charges/Tax	
11	Grand Total	

Name of the Agency

Address

Contact Details

Authorized Signatory


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List of sanitation articles to be provided by the Vendor

Name	Remarks
1. Acid	
2. Baygon	
3. Clinzo	
4. Phynel (Genda)	
5. Harpic	
6. Lizol	
7. Naphthalin Ball	
8. Odonil	
9. Soap	
10. Polythene bags for dustbins of every week replacement	
11. Scrubber	
12. Mop	
13. Bucket	
14. Acid	
15. Broom	
16. Broom (Stick)	
17. Cleaning Powder	
18. Dustpan	
19. Floor Duster	
20. Toilet Brush	
21. Wiper	
22. Duster	
23. Bucket	
24. Cobweb Cleaner	




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Check List Sanitation Contract

1. Copy of TAN/TIN registration duly attested by authorized signatory with office seal.
2. Copy of Terms and conditions for sanitation contract with Annexure-I duly signed by the authorized signatory with Office seal.
3. Copy of list of Sanitation articles to be provided by Vendor a duly signed by the authorized signatory with office seal.
4. Copy of Annexure II duly signed by the authorized signatory with office seal.
5. Technical Bid Annexure-A duly signed by the authorized signatory with office seal.
6. Financial Bid Annexure-B duly signed by the authorized signatory with office seal.




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