

NATIONAL YOUTH HOSTEL TRUST (NYHT)
5, NYAYA MARG, CHANAKYAPURI, NEW DELHI – 110021

TENDER NOTICE FOR PROVIDING SECURITY & HOUSEKEEPING SERVICES

1. Sealed tenders are invited from reputed, registered and licensed agencies who can take on the work for Security and House-Keeping Services for a period of one year which can be extended on the basis of performance and mutual agreement by another 2 years.

Total contract value for both Security & Housekeeping services is approximately Rs. 50.00 Lakhs for one year (it may vary as per the actual requirement and payment would be made only as per the actual services availed by NYHT).

2. The Agency should have experience for providing Security and House-Keeping Services in reputed organizations preferably in Govt. /Public Sector/ Private Sector for at least three years.
3. The Security & Housekeeping Services are required at International Youth Hostel, 5, Nyaya Marg, Chanakyapuri, New Delhi – 110021.
4. A set of tender documents can be procured from office from the office of OSD & officiating OSD & Officiating Secretary, NYHT from 10 AM to 5 PM on any working day up to 19/08/2024 by depositing a tender fee of Rs. 1,000/-/- plus 18% GST thereon. Proper receipt for the same would be issued to the agencies for this amount which should be enclosed by the agency in technical bid documents. Tender document can also be downloaded from website "www.yhaindia.org" and the tender fee may be enclosed by Demand Draft in the technical bid.
5. Tender documents consists of the following:-
Annexure – A: Scope of Work
Annexure – B: Declaration by the Tenderer
Annexure – C: Technical Tender (Pages 1, 2 & 3) and;
Financial Tender
6. Sealed Tenders with separate Technical and Financial bids have to be filled in the specified proforma written in Bold "Tender for Security & Housekeeping Services" and addressed to the OSD & Officiating Secretary, National Youth Hostel Trust, 5, Nyaya Marg, Chanakyapuri, New Delhi – 110021 and should reach latest by 2 PM on 19/08/2024
7. Pre bid meeting will be held on 17th August 2024 at 2 PM in International Youth Hostel, New Delhi.
8. The Technical Bids shall be opened at 3.00 PM on the same day i.e. 19/08/2024 in the presence of such Tenderers or their authorized representatives who may wish to be present.
9. The Tenderers whose technical bids are accepted will be informed about the date of the opening of financial bids.
10. Tenders received after the closing date and time shall not be considered.

**OSD & Officiating Secretary,
NYHT**

DETAILED GUIDELINES & INFORMATION

A. Eligibility Criteria:

1. The Tenderer must have an average annual turnover of Rs. 50,00,000/- (Rupees Fifty Lakhs only) and should be profit making during the last three years.
2. The Tenderer should have the Registered / Branch Office in New Delhi.
3. The Tenderer should have sufficient employees as detailed in Annexure 'C' on its rolls, specifically trained for the work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of Security/Housekeeping Services, PF, ESI details (technical bid page 2) etc. should be attached with the technical Bid. Document in support of ESI, EPF deductions, should be attached with the Technical Bid. Details of the health and safety measures, the agency takes for its workers should also be attached with the technical bid.
4. Tenderers should submit "Satisfactory Service" Certificates from their previous Client with contract value as supporting documents failing which the information will be treated as invalid.
5. The OSD & Officiating Secretary, NYHT, New Delhi reserves the right to relax/cancel the tender/ tender condition

Copies of the following documents should be submitted along with the Technical Bid.

- i) Audit Report, along with audited Balance Sheet and Audited Profit & Loss Account / Income and Expenditure statement with all schedules of last two financial years i.e., 2021-2022 & 2022-23.
- ii) GST Registration certificate.
- iii) Registration Certificate with the Labour Department.
- iv) ESI & PF Registration certificate along with payment details of last two years (one for each quarter) i.e. total 8 PF Challans and 8 ESIC Challans.
- v) PAN No. of the bidder.
- vi) Company /Proprietorship /Partnership Registration Certificate.
- vii) The bidder should submit details of the proprietor/ Partners/Directors along with name and full address of proprietor/Partners/Directors.

INSTRUCTIONS FOR SUBMISSION OF TENDERS

1. The Tenderers are required to submit two separate Bids i.e. - Technical and Financial, as per prescribed Proforma. The two Bids should be submitted in two separately sealed envelopes super scribed "Technical Bid for Security & Housekeeping Services in NYHT" and "Financial Bid for Security & Housekeeping Services in NYHT". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for Security & Housekeeping Services in NYHT"
2. The declaration in the prescribed proforma (Annexure B) enclosed should be submitted along with the Technical Bid.
3. All entries in the Tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed off by the authorized signatory. The bid shall contain no alterations, omissions or additions except to correct errors made by the bidder, and in such case all the corrections must be authorize/signed and dated by the person or persons signing the bid. No corrections, overwriting is permitted in price bid.
4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs. 50,000/- in the form of Demand Draft/Pay Order from a scheduled bank ~~drawn~~ drawn in favor of "National Youth Hostel Trust" payable at New Delhi. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit of Rs. 2,00,000/-. No interest is payable on the EMD and performance security deposit.
5. Tender incomplete in any form will be rejected outright. Conditional Tenders will also be rejected outright. Each page of the Tender document should be signed and stamped by authorized representative of Tenderer in acceptance of the terms and conditions laid down by NYHT.
6. The closing date and time for receipt of tenders will be 3.00 P.M. on 20/08/2024. The Technical Bid shall be opened on the same day at 4.00 PM in International Youth Hostel, New Delhi in the presence of the authorized representatives of the Tenderer, who wish to be present at that time. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and the Tenderer whose Technical tenders are accepted will be informed about the date and time for opening the Financial Bids.
7. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
8. In case the successful Tenderer declines the offer of Contract, for whatsoever reason (s), the EMD will be forfeited.
9. The successful Tenderer will have to deposit a Performance Security Deposit of Rs. 2,00,000/- by way of a DD/Banker Cheque drawn in favor of "National Youth Hostel Trust" payable at New Delhi.
10. The successful Tenderer will have to deposit the Performance Security Deposit before commencement of the work otherwise the contract will be cancelled and EMD will be forfeited.

11. The competent authority of NYHT reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the Tenderer shall be given sufficient time to take the changes into account.
12. The competent authority of NYHT reserves the right to reject tenders in whole, or in part, without assigning any reasons thereof.

GENERAL CONDITIONS

For Security Services

1. The Contractor shall provide trained personnel and use its best endeavor to provide Security services to NYHT for providing safety, monitoring and surveillance.
2. The offers/bids which are not as per the Delhi minimum wages act will be treated as invalid. Rates quoted by the bidder should mention basic wages and break up of other allowances, relieving charges, other statutory liabilities service charges and GST etc. In case of revision in wage structure of Security Guards by the Govt. of NCT of Delhi the incremental wages as applicable, will be payable on being claimed by the tenderer.
3. The Contractor should ensure adequate provision of Health and safety measures in respect of the Guards provided. NYHT may also conduct health checkup of the staff deployed at regular intervals.
4. The tenderer shall submit 2 passport size photos, copies of the relevant documents i.e. Resume, Aadhaar Card, Police verification and deployment letter on the letter head of the agency before their deployment.
5. The antecedents of security staff deployed shall be got verified by the Contractor from local police authorities and an undertaking in this regard to be submitted to the office administration.
6. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings / premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places, where applicable. Security Officer/Supervisor must organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
7. Security Contractor and its staff shall take proper and reasonable precautions to prevent loss, destructions, waste or misuse the areas of the office premises. The Security contractor shall be responsible to protect all properties and equipments of the office entrusted to it.
8. The personnel engaged should be of robust physique and project an image of utmost discipline. They must be courteous with pleasant mannerism in dealing with the Staff and visitors. The OSD & Officiating Secretary, NYHT shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the OSD & Officiating Secretary, NYHT, New Delhi or his authorized officer.

9. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.500/- each such occasion. The penalty on this account shall be deducted from the Security Contractor's monthly bills.
10. The security contractor shall bear all the expenses incurred on the following items i.e. Provision of metal detectors, torches and cells, whistle, lathis and other implements to security staff, stationary for writing duty charts and registers at security check points and record keeping as per requirements.
11. At present about 3 security guards are required to be deployed round the clock, although their requirement may vary from time to time. The strength of the Security Guards may be increased or decreased at any stage depending upon the actual requirements by the office. The timings of current deployment is outlined below for guidance purposes:

Shift Timings:

Shift A: from 6 AM to 2 PM
Shift B: from 2 PM to 10 PM
Shift C: from 10 PM to 6 AM

For Housekeeping Services

12. The Tenderer should have a valid labour license and license for providing Pest control, as applicable.
13. The Contractor will be responsible for supply / installation / refilling / maintenance of all such items / equipment's used in wash rooms i.e. toilet rolls, tissue papers, hand soap, toilet cleaners, room fresheners, agarbatti, brooms, duster, floor duster, Colin and wipers for each bathroom and for other areas and other related housekeeping material / kitchen i.e. utensils wash, cleaning material for taps and other necessary items / garden items including and other areas for housekeeping purposes.
14. The Contractor shall:
 - a) Ensure Pest / animal and Rodent free environment in the International Youth Hostel.
 - b) According to the enclosed list of housekeeping material, the agency should provide the same on monthly basis and it may increase as per the occupancy of the hostel.
 - c) Ensure that their supervisors are equipped with mobile phones.
 - d) Arrange for a garbage disposal vehicle, garbage bags, bins, and other housekeeping material required for segregation and disposal of waste in a professional manner.
 - e) Plan; manage collection, mechanized screening / segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an ecofriendly manner. The Contractor will arrange for required resources, including manpower, machinery, disposal bags, bins, van,

etc. The contractor will also ensure that the garbage collection / disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff.

Common Conditions

15. The Contractor must not employ child labour, and shall engage only such workers, whose antecedents have been thoroughly verified, including character, police verification and other formalities. The Contractor shall be fully responsible for the conduct of the personnel employed by the agency.
16. The Contract shall initially be valid for a period of one year and may be extended further for a period of two years subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the initial period of one year of contract. NYHT, however, reserves the right to terminate the contract by serving one month's notice, in writing. The Contract may be terminated with mutual consent by giving one month's notice.
17. In case of breach of any terms and conditions attached to the contract, the Performance security Deposit of the Contractor will be liable to be forfeited by NYHT besides annulment of the contract.
18. The list of staff going to be deployed shall be made available to the office, and if any change is required on part of the office a fresh list of staff shall be made available by the agency on each and every change.
19. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. It should be duly verified / countersigned by housekeeping agency's supervisor and NYHT supervisor. The register shall remain available round the clock for inspection by the authorized representatives of The OSD & Officiating Secretary, NYHT.
20. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
21. That in the event of any loss occasioned to the office, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the office, such loss will be made good from the amount payable to the Agency, and where the total amount of attributable to such loss could not be recovered from the dues payable to the Agency, a claim will be raised against the Agency for payment of the remaining part of the dues. The decision of The OSD & Officiating Secretary NYHT in this regard will be final and binding on the security agency.
22. NYHT will provide space for a store room to the Contractor in the premises, subject to availability of suitable space for keeping housekeeping material and linen.
23. If the Contractor is a Registered Company/ partnership of two or more persons, all such persons shall be jointly and severally liable to the Sub-Regional Office for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The change in partnership/ Company / Proprietorship shall be intimated to the office immediately.

24. The office shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The office does not recognize any employee employer relationship with any of the workers of the contractor.

PAYMENT PROCEDURE

Payment will be made only after the credit of salary in the bank account of security guards and housekeeping staff in the first week of the succeeding month upon submission of the bill in triplicate, the modalities of which were outlined in the foregoing para. Payment of the bill will be based on computerized print outs in standardized proforma approved by NYHT along with computer generated attendance sheet in respect of the persons deployed, salary sheet with detailed break-up, cheque number / copy of ECS sheet submitted by the agency to the bank and date of payment of salary for the last month to each employee have to be enclosed along with ESI challans with employee's name, EPF challans with employee's name, Bonus details with employee's name and GST challan of current wages month along with a certificate saying that all the statutory dues were paid and the agency is responsible for statutory dues to be enclosed with the monthly bill. Statutory Deduction i.e. TDS etc. would be deducted as per the applicable rates.

The payment will be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the office and other supporting documents. No other claim on whatever account shall be entertained by the office. The Contractor will ensure that workers engaged by him must receive their entitled wages on time i.e. by 7th of next month. In view of this, the following procedure will be adopted:

- a) Contractor shall pay the wages of the personnel on or before 7th of the calendar month following the month for which the services were rendered. Contractor's bill will be cleared by the NYHT only after the disbursement of salary in the account of each outsourced staff and payment of other statutory dues i.e. EPF / ESI / Bonus / other statutory dues.
- b) Payment to such workers must be made by the service providers through Cheque/ECS. Under no circumstances payments shall be made in cash. To ensure this, service providers will get a bank account opened for every engaged worker. If the agency does not make payment to its workers through Cheque/ECS, the contract may be terminated and the Security Deposit will be forfeited by the NYHT.

In order to ensure that such workers get their entitled wages the billing cycle for Agency is to be calendar month. The bills must be submitted for the previous month along with all the certificates/documents as follows:

- i) The wages of workers for last month credited to their bank account on or before 7th of calendar month following the month and the details of payment along with bank account numbers enclosed.
- ii) A certificate to the effect that ESI/EPF/Bonus/GST/Other statutory dues amounting to Rs. _____ for the month of _____ deposited on _____ (copy of challans to be enclosed) has to be submitted.
- iii) Employee-wise detail of Bonus, ESI, EPF contribution paid is to be submitted every quarter.

- c) Undertaking that all statutory labour laws including Minimum Wages Act are being complied with.
- d) Proof of payment of GST (Copy of paid Challans to be enclosed)
- e) The service provider must ensure that entitled wages of the workers are credited to their bank account on or before 1st of the following month. Service provider will not be given any relaxation in this matter.
- f) The contractor shall compulsorily issue the salary slip to every person employed by the agency.

MANPOWER REQUIREMENTS

Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at own costs, risks and responsibilities immediately, with written intimation to NYHT.

The Contractor should ensure to maintain adequate no. of manpower as per Annexure 'C' and also arrange for a pool of standby staff/ supervisor. In case any staff/supervisor absents from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of staff. If the required number of workers / supervisor are less than the minimum required as per Annexure 'C', a penalty @ Rs.500/- per worker per day will be deducted from the monthly bill besides levying costs incurred for alternate arrangement.

RISK CONSIDERATIONS

NYHT reserves the right for termination of the contract at any time if the services are found unsatisfactory and also has the right to award the contract to any other selected Tenderers at the cost, risk and responsibilities of Contractor; and excess expenditure incurred on account of this will be recovered by NYHT from the Contractor Security Deposit or pending bill or by raising a separate claim.

The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the International Youth Hostel's premises and shall indemnify NYHT for any loss or damage caused by any act of the Contractor or its employees or staff etc.

DISPUTE SETTLEMENT

It is mutually agreed that any/all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations; and where such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the OSD & Officiating Secretary, NYHT whose decision shall be final and binding on both the parties.

ANNEXURE – A

Scope of Work

Security Services

The contractor shall have to provide security services in International Youth Hostel, 5, Nyaya Marg, Chanakyapuri, New Delhi – 110021. The agency shall ensure protection of the personnel & property of the offices, prevent trespass with/without arms, perform watch and ward functions including night patrol to prevent the entry of stray dogs, cattle, antisocial elements, unauthorized persons and vehicles under the areas of their jurisdiction.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the offices covered in the contract.
2. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the office. The specimen signatures and telephone numbers of the authorized officers must be available with the Security personnel.
3. The Security Guard on duty shall not leave the premises until their reliever reports for duty or till the end of working hours where there is no provision for a reliever.

DUTIES AND RESPONSIBILITIES OF CLEANING / HOUSEKEEPING STAFF

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. Pre-designated supervisor of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the NYHT. Officials of NYHT will monitor the entire work and staff deployed by the Contractor.

Daily Services

Housekeeping/ cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 A.M. Contractor will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting, vacuuming and disinfecting of floors, wooden work and wooden floor, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the

collected refuse at designated site on daily basis.

4. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
5. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner, vents, overhead light fixtures, projectors, fire-fighting equipment's, nameplates, plantboxes, doormats etc.
6. Fish Tank needs to be cleaned & well maintained on every week
7. Solar panel needs to be cleaned on every week
8. The Agency will provide the national flag with stick and rose petals on Independence Day & Republic day
9. The agency is responsible for good quality washing of linen.

Waste Disposal Management:

The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the contractor will arrange to suitably dispose garbage from the earmarked area to the nearest Corporation bin outside each premises.

The Contractor shall keep suitable size and specification bins at the collection area.

The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed off at least twice a day. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / disposal, etc.

The deep cleaning of the entire area will be done by the Contractor as under:-

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.
2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. The wooden furniture, Wooden walls, Wooden Flooring should be cleaned and special care should be taken in maintenance, so that they should always be free from stains, dirt and rodents etc.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Tenderer will make a cleaning programme and submit to NYHT for weekly cleaning so that NYHT's concerned official / In charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.

9. The Contractor will provide the duty register to NYHT as required.

Laundry and washing of Linen

1. The Contractor will ensure the daily washing and ironing or dry cleaning whichever is necessary at his own cost of bed sheets, pillow covers, curtains, rajai/dohar, blankets, towels and hand towels etc. which were used by the hostellers.
2. The contractor has to take the full responsibility of the above mentioned linen supplied by the NYHT to the contractor in terms of quality and quantity and the same should be recorded in a register duly signed by the Supervisor of NYHT.

Pest, Termite and Rodent Control Services

1. The Contractor shall take effective measures for Rodent and Disinfection Services including fogging etc. in the area under contract.
2. The Contractor shall use chemicals that are harmless to humans and machines and are of WHO specification. Further, the chemicals should not leave any spots in the treated area. MSDS report of these chemicals should also be attached.

Housekeeping Monitoring and Control

For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor:-

1. Toilets Checklist

This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervising staff on duty daily.

2. Housekeeping Services Complaint Register

This register is to be completed on the basis of information received by the Housekeeping Supervisor from NYHT through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from NYHT, etc. and necessary action is to be taken.

Award of Contract

- a) The OSD & Officiating Secretary, NYHT will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b) In case more than one price bid quoting the same rates are received, the award of the contract will be decided on the basis of evaluation by committee constituted by The OSD & Officiating Secretary, NYHT. The committee shall decide after verifying the infrastructure, and the number of years of experience, capability to render services etc. The decision of the OSD & Officiating Secretary, NYHT will be final in this regard.

- c) The successful bidder will be required to execute an agreement immediately from the date of issue of Letter of Award unless extended by the OSD & Officiating Secretary, NYHT.
- d) The successful bidder shall be required to furnish a Performance Security in the form of Security Deposit of Rs. 2,00,000/- after receipt of "Letter of Award" in the form of an Account Payee/Demand Draft/Pay Order/Banker Cheque issued from any Nationalized / Commercial Bank, in favour of "NATIONAL YOUTH HOSTEL TRUST" payable at New Delhi. The Performance Security/ Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.
- e) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Earnest Money Deposited.

ANNEXURE 'B'

DECLARATION

I, _____Son / Daughter of Shri. _____Proprietor/Partner/
Director/Authorized Signatory of _____am competent to sign this
declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

1. 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/our
tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date: Full Name:

Place: Company's Seal:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company,
should be enclosed with Technical tender.

TECHNICAL TENDER (PAGE-1)

ANNEXURE -C

1	NAME OF TENDERING COMPANY/ FIRM/ SELECTED TENDERERS	
2	NAME OF OWNER/PARTNERS/ DIRECTORS	
3	FULL PARTICULARS OF OFFICE	
a.	ADDRESS:	
b.	TELEPHONE No.	
c.	FAX No.	
d.	E-MAIL ADDRESS	
4	FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM / SELECTED TENDERERS WITH FULL ADDRESS /TEL.No	
A	ADDRESS	
B	TELEPHONE NOS	
C	MOBILE NOS.	
D	E-MAIL ADDRESS	
5	REGISTRATION DETAILS (Registration No. / Licence Number Under Contract Labour (R&A) Act, 1970 for providing security services & validity) (mandatory for Security Services only)	
A	PAN No. of the Agency	
B	EPF REGISTRATION No	
C	ESI REGISTRATION No	
6	DETAILS OF EARNEST MONEY DEPOSIT	
A	AMOUNT	
B	DD/BC NO AND DATE	
C	DRAWN ON BANK	
D	VALID UPTO	

The above format may be used to provide requisite details.

Signature of the Owner/Managing Partner/Director

Date: Name:

Place: Seal:

TECHNICAL TENDER (PAGE 2)

Details of staff

Name, ESI No. & PFNo.	Qualification	Employee Code	Designation	Experience	Training	Deployed at (Name of company where deployed)	Health Check

The above format may be used to provide employee details.

Signature of Owner/Managing Partner/Director
Date: Name:
Place: Seal:

TECHNICAL TENDER (PAGE 3)

DETAILS OF THE EXISTING CONTRACTS

	Name and Address of the Organization, Name, Designation and contact telephone / email of the officer concerned	Details regarding the contract - including manpower deployed	Value of Contract (Rs.)	Duration of the contract		No. of Manpower deployed
				From dd/mm/yy	To dd/mm/yy	
A						
B						
C						
	Additional information, if any					

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director
Date: Name:
Place: Seal:

LIST OF ITEMS TO BE PROVIDED BY THE CONTRACTOR ON A MONTHLY BASIS

Sl. No.	NAME OF THE ITEMS	BRAND	For NYHT
1	Agarbatti	Cycle Brand	10 packs
2	Metal Polish	Brasso	2 bottle
3	Spray Pump	Baygon	4 nos
4	Cleanzo	Tiger	10 ltrs
5	Glass Cleaner	Colin	4 ltrs
6	Narial Zhadu	Good quality	nos
7	Dust Remover Plastic	Premium quality
8	Floor Duster	Premium quality	4 dzns
9	Floor Cleaning Brush with nylon '1.5"	Premium quality	6 pcs
10	Floor Cleaning Brush with nylon '2.5"	Premium quality	6 pcs
11	Floor Cleaning wiper	Premium quality	6 pcs
12	Toilet Cleaner	Harpic	15 pcs
13	Hemacol Qube	Premium quality	4 packet
14	Hand Brush – Toilet Cleaner	Premium quality	6 pcs
15	Soap Use of hand wash	Dettol /lifebuoy	15 Lts
16	Bath soap (minimum 50 grm)	Mysore Sandal / Hamam	300 pcs
17	Naphthalene Balls	Tiger	2 kgs
18	Air Freshener	Odonil	6 pcs
19	Phool Zhadu	Premium quality	10 nos
20	Phenyl	Tiger	5 ltr
21	Toilet Tissue Paper	Good quality	2 cartoon
22	Cleaning Powder	Surf / Vim Ultra	10 kg
23	White Duster (Dusting)	Premium quality	3 dzns
24	Wooden Zhadu	Premium quality	3 nos
25	Yellow Duster (Glass Cleaning)	Good quality	3 dzns
26	Glass duster	Premium quality	2 dzns
27	Cobweb brush round curved	Premium quality	3 nos

The above mentioned items and quantity is the minimum material / Qty. required per month and it may increase also as per increase in the occupancy of the hostel.

FORMAT OF FINANCIAL BID

I/We offer to provide security & housekeeping as per the terms and conditions laid down by the notice inviting tender and to provide these services at a monthly contract amount of Rs. (Rupees) only per month including GST.

Sl. No.	Component of Rate	Guard (FULL TIME/8 Hours Duty)	Sweeper (FULL TIME/8 Hours Duty)	Multi Task Worker (FULL TIME/8 Hours Duty)	House-keeping Supervisor (FULL TIME/8 HOURS DUTY)	Gardener (FULL TIME/8 HOURS DUTY)	Electrician and Plumber (FULL TIME/8 Hours Duty)
1.	Number of Staff	3	8 Male & 1 Female)	2	1	1	2
2.	Monthly Rate per head per month						
3.	Employees Provident Fund @.....% of Sl. No. 2 above						
4.	Employee State Insurance@....% of Sl. No. 2 above						
5.	Contribution of Bonus, if any						
6.	Any other facility / relieving charges for security guards (Please indicate)						
7.	Firm's Administrative Service Charge @.....% of Sl. No. 2 above						
8.	Total of column No.2 to 7 for required number of persons						
9.	Cost of Material / Washing of Linen / Garden material and Pest services						
10.	GST@.....%						
11.	Grand Total						

Note:

1. Firm Administrative service charge includes cost of recruitment, monthly services fee for administering pay roll and statutory dues, administrative charge, human resources charges and all other internal costs for fulfilling the requirements including laundry/washing/dry-cleaning of linens, providing housekeeping material, garden material, pest control charges of the tender.
2. GST, EPF, ESI and Bonus shall be as per prescribed rates in the respective Acts. TDS would be deducted as per the applicable rates.

3. The quote rates should be as per minimum wages fixed by N.C.T. Delhi from time to time.
4. Reliving charges to be mentioned in case of Security Guards only.

OSD & Officiating OSD & Officiating Secretary, NYHT