



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

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RLAC|2023|716

9/10/2023

Additional Terms and Conditions

- Scanned copy of documents to be uploaded.
- 1. Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952
- 2. Registration under Employees State Insurance Act. 1984.
- 3. Registration under Delhi shops & establishment Act., 1954
- 4. Scanned copy of EMD (DD) of Rs. 50,000/-
- 5. Certificate of Registration for GST etc.
- 6. Proof of turnover duly certified by the Chartered Accountant for the last three financial year i.e. 2020-21, 2021-22, 2022-23. The same must also be updated on GeM portal, else the bidder will be disqualified.
- 7. Experience Certificate of housekeeping/sanitation service of minimum 3 year in support of credibility of the company. Completion certificates must be uploaded for the proof. Only award letter will not be considered.
- 8. Signed & stamped Bid acceptance letter as per **Annexure-I**
- **The Bid shall be rejected in absence of any of the above documents.**

Signed & stamped Bid acceptance letter as per **Annexure-I**, original demand draft towards EMD must be submitted offline.

1. The rates quoted for the manpower should not be less than the statutory wages as notified by the Delhi State Government and should include the mandatory statutory payment like allowances, contributions to ESI, EPF & Delhi Labour Welfare Cess. The other provisions like Bonus, Workman's Compensation, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc. will be the liabilities of the Sanitation Agency.
(Quoting less, violation of minimum wages act, GOVT OF NCT, DELHI guidelines, Contract labour act, Govt. of India, Ministry of labour and Employment Order and other statutory provisions shall be liable for disqualification and such Bids shall be rejected summarily without assigning any reasons).
2. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at Ram Lal Anand College shall be done by the agency through RTGS/Account Payee cheque by giving details of contribution / deduction regarding ESI, EPF etc.
3. The successful Bid shall **have to deposit Rs 1 lac as sanitation deposit** in the form of Bank Draft / Bank Guarantee of a Nationalized Bank in favour of Principal, Ram Lal Anand College within **15 days** after the offer letter is received by the successful bidder / Agency, otherwise the award letter will be treated as cancelled. The amount of sanitation deposit will not bear any interest what so ever. Amount of EMD already deposited by successful Bidder may be adjusted against Sanitation deposit.
4. The Ram Lal Anand College shall deduct TDS for income tax, surcharges and Education or other Cess if any at source under section 194-C of the income tax Act. 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised them as per instructions issued by Govt. of India from time to time.

5. The taxes will be levied as per provision of Govt. of India Tax Rules.
6. **In case there are more than one L1 Bids, following criteria will be taken into account for considering L1:-**
 - a) **Turnover for the last financial year i.e. 2022-23**
 - b) **Work Experience in terms of numbers of employees on roll in the year 2022-23.**
The first condition (a) will be considered first, and the second condition (b) will be taken into account only if no decision can be reached based on the first condition for whatever reasons.
7. Term and conditions given in **Annexure-II** as agreement will govern the entire housekeeping operations, which the successful Bid shall have to abide by during the period of contract.
8. The Ram Lal Anand College reserves the right to have a panel made out of the Bids submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the sanitation services, the EMD made by him shall be forfeited and may also be black listed.
9. Bid once submitted, it would be presumed to have understood and accepted all the terms and conditions given in Annexure I & II. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the Bid.
10. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
11. Bids not conforming to these requirements shall be rejected outright and no Correspondence thereof be entertained what so ever.
12. Performance Evaluation: -
 - a. The quality assurance of the sanitation services would be ensured regularly (daily, weekly, fortnightly or monthly depending upon the discretion of the Principal, Ram Lal Anand College on the basis of the periodical reports furnished by the officials assigned for this task by the college)
 - b. The Contractor and all his staff deployed for sanitation work will work under the supervision of the officials assigned for this task by Ram Lal Anand College.
13. **Ram Lal anand College reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the College which will be paramount and it is in this regard the decision of the Principal Ram Lal Anand College shall be final.**
14. The selected party shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.

15. Contract will be valid initially for a period of **Three Year**, which may be extended for further period/s as per discretior, of Ram Lal Anand College.
16. **Successful Bidder shall execute the agreement as per Annexure-II for providing sanitation services at Ram Lal Anand College, on legal stamp paper of Rs. 100 /- within 05 days after award of work.**

NalgunpAS
प्राचार्य / Principal 9/10/23
रामलाल आनन्द महाविद्यालय
Ram Lal Anand College
दिल्ली विश्वविद्यालय / University of Delhi
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021
Benito Juarez Road, New Delhi-110021
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Annexure-I

(Letter to the college on the vendor's/agency's letterhead)

The Principal, Ram Lal
Anand College, Benito Juarez
Road, Anand Niketan, New
Delhi-110021

Subject : Your tender for provision of sanitation services in the College. Dear Sir,

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby submitting our bids for the provision of Sanitation services in the Ram Lal Anand College as detailed in your above referred tender.

We undertake that we have never been black listed by any agency.

We further confirm that our offer is in conformity with the terms and conditions as mentioned in your tender documents and if at any stage it is found that our tender is not as per the terms and conditions mentioned my tender may be cancelled. We also understand that the College is not bound to accept the offer either in part or in full and that the College has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Tender fee of Rs. 1000/- in the form of A/c Payee Demand Draft in favour of "Principal, Ram Lal Anand College", drawn on Bank

_____, DD No. _____, Dated _____.

We enclose the requisite Earnest Money Deposit of Rs. 50,000/- in the form of A/c Payee Demand Draft in favour of "Principal, Ram Lal Anand College", drawn on Bank

_____, DD No. _____, Dated _____.

Yours faithfully,

Authorized Signatory (Name and Designation, seal of the firm)

Date:

This letter must be submitted in the college office alongwith tender fee and EMD before last date and time of bid submission, even if the agency is exempted from paying tender fee and EMD, else the bid will be rejected.