

POLICE FOUNDATION FOR EDUCATION, DELHI

B-4, Safdarjang Enclave, New Delhi-110029.

Tel: 011-26180443

No. _____/PFED dated New Delhi, the _____

Subject: Outsourcing of Maintenance/Housekeeping services and sanitation work.

Sir,

Reference this office Tender Notice No. 799-812/PFED dated 6.12.18, on the subject cited above.

It is to inform you that due to administrative reasons, the above said tender has been cancelled and fresh tender has been floated.

In case your firm is interested to quote for outsourcing work, you may collect the tender form along with terms and condition on payment of Rs.500/- from the office of the undersigned, B-4, Safdarjang Enclave, New Delhi-110029 during working hours, on any working day till 18.2.2019 up to 1.00 p.m.

The Organization / firm which is providing or have earlier provided these services in any of our Delhi Police Public School, is not eligible to participate in this tender.

Last date for submission/receipt of tender(s) is 18.2.2019 at 2 p.m. Technical bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at 3.00 p.m. in the office of the Police Foundation for Education, Delhi at i.e. B-4, S.J.Enclave, New Delhi. The Financial Bids of the successful bidders in Technical Bids, shall be opened on 18.2.2019 at 3.30 pm.

(S.N. Joneja)
Executive Secretary

POLICE FOUNDATION FOR EDUCATION, DELHI

**B-4, Safdarjang Enclave, New Delhi-110029.
Tel: 011-26180443**

No. _____/PFED dated New Delhi, the _____

Notice Board

**Subject: Outsourcing of Maintenance/Housekeeping services
and sanitation work.**

Sir,

Sealed tenders are invited in two-bid system, from reputed, experienced and registered outsourcing agencies, having capacity to undertake maintenance/Housekeeping and sanitation work of our Delhi Police Public School Building at B-4, Safdarjang Enclave, New Delhi-110029 for a period of 11 months, on contract basis / outsourcing basis .

In case your firm is interested to quote for outsourcing work, you may collect the tender form along with terms and condition on payment of Rs.500/- from the office of the undersigned, B-4, Safdarjang Enclave, New Delhi-110029 during working hours, on any working day till 18.02.2019 up to 1.00 p.m.

Last date for submission/receipt of tender(s) is 18.2.2019 at 2 p.m. Technical bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at 3.00 p.m. in the office of the Police Foundation for Education, Delhi at i.e. B-4, S.J.Enclave, New Delhi. The Financial Bids of the successful bidders in Technical Bids, shall be opened on 18.2.2019 at 3.30 pm.

(S.N. Joneja)
Executive Secretary

POLICE FOUNDATION FOR EDUCATION, DELHI

B-4, SAFDARJANG ENCLAVE, NEW DELHI-110029

NOTICE INVITING TENDERS FOR MAINTENANCE / HOUSEKEEPING SERVICES /SANITATION.

Sealed tenders are invited under Two-Bid system, from reputed outsourcing agencies, either by themselves or as a joint venture/consortium/partnership firms having capacity to provide Maintenance / Housekeeping Services/ Sanitation with the suitable and uniformed trained manpower to the Police Foundation for Education, Delhi, for its Delhi Police School building, B-4, Safdarjang Enclave, New Delhi , for a period of 11 months on contract basis/outsourcing basis .

Last date for submission/receipt of tender(s) is 18.2.2019 at 2 p.m. Technical bids will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to remain present on the same day at 3.00 p.m. in the office of the Police Foundation for Education, Delhi at i.e. B-4, S.J.Enclave, New Delhi. The Financial Bids of the successful bidders in Technical Bids, shall be opened on 18.2.2019 at 3.30 pm.

The Organization / firm which is providing or have earlier provided these services in any of our Delhi Police Public School, is not eligible to participate in this tender.

In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

General Secretary
Police Foundation for Education, Delhi

OUTSOURCING OF MAINTENANCE / HOUSEKEEPING

SERVICES & SANITATION

INSTRUCTIONS TO BIDDERS

1. GENERAL:-

- 1.1 Tender are invited under Two-Bid system from reputed firms/agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide 12 persons +1 Supervisor for a period of 11 months to Police Foundation for Education, Delhi on outsourcing basis given at Annexure - B), under which the contractor shall provide uniformed trained personnel and will use its best endeavors to provide Maintenance /Housekeeping Services & Sanitation in our Delhi Police Public School building, B-4,Safdarjang Enclave, New Delhi. Instructions for submitting tender are enclosed at **Annexure –X**.

2. ELIGIBLE BIDDERS

- 2.1. All agencies/firms who have past experience in providing similar kind of services for at least three (3) consecutive years and having annual average turnover of Rs.15 lakhs during the last three financial years in the books of accounts. A documentary proof of past experience as well as of Annual Turnover should also be uploaded by the bidder in the technical bid.
- 2.2. The bidder should have the experience of completion of similar works in preceding three financial years in any of the Department/ School / College /Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities as follows:-
- (a) Three similar completed works costing not less than Rs.15 Lacs, Or
 - (b) Two similar completed works costing not less than Rs. 30 Lacs, Or
 - (c) One similar completed work costing not less than Rs. 45 Lacs
- 2.3 Only GST payee firms are eligible to bid for the Tender. The firm shall quote their GST Registration no. in Technical bid and also provide documentary proof of having registered with GST Deptt. for such trade. They shall also provide documentary proof of deposit of GST upto 30.9.18 or thereafter for such services/trade.

3. QUALIFICATION OF THE BIDDERS

- 3.1. The Bidder, to qualify for award of contract, shall submit a power of attorney authorizing the signatories of the bid to commit each member of the Partnership/Consortium/Joint venture.
- 3.2(a)Memorandum of Understanding shall be submitted in case the Bidder comprises of Joint venture/Consortium/Partnership.

- (b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the Power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm.
 - (c) Details of the intended participation by each member shall be submitted with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- 3.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
 - 3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under Income Tax Act.
 - 3.5. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
 - 3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate 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 award 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 Police Foundation for Education, Delhi subsequently finds to the contrary, the Police Foundation for Education, Delhi 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.
 - 3.7. Canvassing or offer of an advantage or any other 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 either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate 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 his bid and the Police Foundation for Education, Delhi will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. AWARENESS TO OPERATIONAL CONDITIONS

The bidder is required to provide 12 Nos. Maintenance staffs + One supervisor for maintenance / housekeeping & Sanitation work of our Delhi Police Public School, Building, B-4, Safdarjang Enclave, New Delhi. It shall be deemed that the bidder is aware of the operational conditions prior to submission of the tender document.

7. TENDER DOCUMENTS:-

7.1. Contents of Tender Documents.

7.1.1. The Invitation Document has been prepared for the purpose of inviting for providing Maintenance /Housekeeping Services & Sanitation work. . The tender document comprises of:-

- (a) Notice of Invitation of Tender.
- (b) Instructions to Bidders – (Chapter –I)
- (c) Terms and Conditions (Chapter –II)
- (d) Proforma for Price Schedule (Annexure –A)
- (f) Tender form for maintenance (Annexure-I)
- (g) Scope of Work (Annexure-II - A,B,C & D)
- (h) Check list for Pre-qualification Bid (Annexure-III)
- (i) Check list for Technical Evaluation (Annexure-IV)
- (j) Undertaking (Annexure-V)
- (k) Form of Bank Guarantee for Bid Security (Annexure-VI)
- (l) Form of Bank Guarantee for Performance Security (Annexure-VII)
- (m) Form of Agreement (Annexure-VIII)
- (n) Tender Acceptance Letter (Annexure-IX)
- (o) Instructions to bidders for submitting tender (Annexure – X).

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to submit all informations/documents required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text/conditions of the Tender document.

7.2. CLARIFICATION OF TENDER DOCUMENT

7.2.1. The bidder shall check the pages of all documents of tender against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Police Foundation for Education, Delhi.

7.2.2 In case the bidder has any doubt about meaning of anything contained in the tender document, he/she shall seek clarification from the Police Foundation for Education, Delhi not later than two weeks before submitting bid. Any such clarification, together with all details on which clarification had been sought, will be copied to all bidders without disclosing the identity of the bidder

seeking clarification. All communications between the bidder and the Police Foundation for Education, Delhi shall be carried out in writing.

7.2.3 Except for any such written clarification by the Police Foundation for Education, Delhi, which is expressly stated to be an addendum to the tender document issued by the office of Police Foundation for Education, Delhi no written or oral communication, presentation or explanation by any other employee of the Police Foundation for Education, Delhi shall be taken to bind or fetter the Police Foundation for Education, Delhi under the contract.

7.2.4 Tender issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8. PREPARATION AND SUBMISSION OF BIDS

8.1. Documents Comprising the Bid.

8.1.1 The application fee of **Rs. 500/- (Rupees Five Hundred only)** in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Police Foundation for Education, Delhi. Application shall be obtained from the office of Police Foundation for Education, Delhi.. **The application fee is non-refundable.** In case, application is download, application fee has to be enclose with Banker cheque etc. while submitted the tender.

8.1.2 The contractor shall enclosed (**Earnest Money Deposit**) for an amount of **Rs. 10,000/- (Ten thousand only)** in the form of an Account Payee Demand Draft, Fixed Deposit Receipt/Bankers cheque from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form issued in favour of Police Foundation for Education, Delhi along with the Tender document. **No tender will be accepted without requisite E.M.D.** No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity (i.e.180 days).

8.1.3 The Bid shall remain valid for six calendar months from the date of opening of the tender.

8.1.8. The Bidder (each member in case of joint venture/consortium/partnership firms) shall submit the details regarding total number of works, as stated in Clause 2.2, completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Maintenance /Housekeeping Services & Sanitation .

8.1.10 **Conditional bids/offers will be summarily rejected.**

8.2. BID PRICES:-

8.2.1. Bidder shall quote the rates of providing out services on **monthly basis** in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Maintenance & housekeeping services at Delhi Police Public School building given at

Annexure B. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, and all kinds of taxes etc.) which should be clearly stated by the contractor. Percentage (%) of GST and other taxes, if any to be claimed shall be indicated clearly in the Commercial Bid, otherwise it will be presumed that quoted rates are inclusive of all taxes. “Nil” Service Charges of Agency (Column No. IX) will be considered as “Unresponsive” as per the instructions of Ministry of Finance. Moreover, negligible amount in terms of mathematical terminology claimed by the firms against agency service charges will also not be accepted. The decision of Purchase Committee shall be final in this regard and will not be open for discussion, at any cost. Therefore, the bidding firms are directed to quote their agency service charges (Column No. IX of Price Proforma) only in whole rupees to avoid any ambiguity. The L-1 bidder will be decided only in accordance with the amount to be mentioned in Column No. X of Price Performa.

- 8.2.2 Quoted rates should conform the Minimum Wages rules/regulations of the GNCT of Delhi and Govt. of India. The rate should be in accordance with the provisions of minimum wages Labour Act, and other statutory provisions like Provident Fund Act, ESI, , Leave etc.
- 8.2.3 Each firm will have to submit an undertaking that they will be bound to pay minimum wages as per Labour Act from time to time and payment of ESI & EPF contribution besides other statutory provisions.
- 8.2.4 The rates shall be quoted per month per person basis and others taxes/charges if any on the proforma at Annexure-“A”. The rates quoted shall be valid for a period of 11 months from the date of signing of the agreement/contract.
- 8.2.5 The rate of minimum wages to be paid to the employees, EPF contribution, ESI contribution, taxes if any and other charge should be clearly mentioned in the price schedule failing which the quotation will be rejected straightway.

8.3. FORM OF BID

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be submitted.

8.4. Currencies of Bid and Payment

- 8.4.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

8.5. Duration of Contract

The contract shall be valid initially for **11 months** and the Police Foundation for Education, Delhi reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions till finalization of new contract.

8.6. BID SECURITY:-

- 8.6.1. The contractor shall submit Bid Security (Earnest Money Deposit) as mentioned in the clause 8.1.3.
- 8.6.2. Any Tender not accompanied by Bid Security shall be rejected.
- 8.6.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- 8.6.4. Bid security (Earnest Money Deposit) of the successful bidder shall be returned on receipt of Performance Security by the Police Foundation for Education, Delhi and after signing the agreement.
- 8.6.5. Bid Security (Earnest Money Deposit) shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 8.6.6. Bid Security (Earnest Money Deposit) 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 Police Foundation for Education, Delhi.
- 8.6.7 The EMD/Bid Security will remain valid for a period of forty-five days (45 days) beyond the final bid validity period

8.7. Format and Signing of Bid:-

- 8.7.1. The bidder shall submit one copy of the Tender document and terms & conditions thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 8.7.2. The documents comprising the bid shall be typed or properly written and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid shall be signed by the person or persons signing the bid.
- 8.7.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Police Foundation for Education, Delhi, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. Submission of Bids in two bid systems

9.1.1. The bidders are requested provide legible documentary proof of the following documents with their technical bids. In the absence of any of these documents, the bid will be disqualified/cancelled straightway without any further clarification:-

- (a) Bid Security (Earnest Money Deposit) for an amount of Rs. 10,000/- (Ten thousand) in the form of an Account Payee DD, Fixed Deposit Receipt/Bankers cheque from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Police Foundation for Education, Delhi.
- (b) Self attested copy of PAN No. card under Income Tax Act;
- (c) Self attested copy of GST Registration Number;
- (d) Self attested copy of latest deposit slip of GST .
- (e) Self attested copy of Valid Registration No. of the Agency/Firm registered with the Department concerned regarding providing of manpower on outsourcing basis etc.
- (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 and under any other Acts/Rules;
- (i) Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet for the last 3 financial year.
- (j) Proof of experience as stated in Clause 2.1, 2.2 supported by documents from the concerned organizations;
- (k) Duly filled and signed Annexures- III, IV, V & IX.
- (l) A list of owners and partners with their details like address, status in organization etc.
- (m) An undertaking to the effect that the firm is neither blacklisted by any Govt. Deptt. or any other organization nor any Criminal case is registered against the firm or it owner or partner anywhere in India.

9.1.2. The tender shall remain valid and open for **acceptance for a period of six months from the last date of submission of tender.**

9.2 Late and Delayed Tenders

9.2.1. Bidder must submit their bid well in time i.e. on or before the last date/time of closing of bid. Late/delayed bids will not be entertained at all. The Police Foundation for Education, Delhi may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Police Foundation for Education, Delhi and the Bidder will be the same.

10.1 Bid Opening and Evaluation

10.1.1. Purchase Committee so nominated will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions can be rejected by the Purchaser. The decision of Purchase Committee will be final in this regard.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

10.15 **If more than one bid is having similar service charges i.e. L-1, then the decision for L-1, will be taken by draw, amongst such bidders.**

10.2 Right to accept any Bid and to reject any or all Bids

10.2.1. The Police Foundation for Education, Delhi is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

10.2.2. The Police Foundation for Education, Delhi may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Department / organization / Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. The Police Foundation for Education, Delhi may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract Agreement.

11.1 Award of Contract

11.1.1 The competent authority 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.

- 11.1.2. The Police Foundation for Education, Delhi will communicate the successful bidder by letter transmitted by Registered Post/ Speed Post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which Police Foundation for Education, Delhi will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 11.1.3. The successful bidder will be required to execute a contract agreement in the form specified in Annexure-VIII within a period of 30 days from the date of issue of Letter of Offer.
- 11.1.4. The successful bidder shall be required to furnish a Performance Security within 07 (Seven) days of receipt of 'Letter of Offer' for 10% of the total contractual value in the form of an Account Payee DD, Fixed Deposit Receipt or Bank Guarantee from a commercial bank in an acceptable form (Annexure-VII) in favour of Police Foundation for Education, Delhi . The Performance Security shall remain valid for a period of sixty days 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 contractor accordingly. The successful bidders shall also submit a Stamp Paper of Rs.100/- for agreement.
- 11.1.5. 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 Bid Security.

12 General

- 12.1 The payment will be made depending upon the availability of funds and the agencies/contractor shall have no claim in case of delayed payment and no interest will be paid for the delay.
- 12.2 The purchase Committee reserve the right to relax any terms and conditions in the society interest with the approval of competent authority.
- 12.3 The Purchase Committee reserves the right to reject any tender or all tenders without assigning any reason.
- 12.4 The competent authority reserves the right to scrap/call off the tender at any stage on administrative grounds.
- 12.5 All the procedures for outsourcing of services laid down in GFRs & DPFRs shall be adhered to strictly and the bidders are to be bound to respect the same.

General Secretary
Police Foundation for Education, Delhi

TERMS AND CONDITIONS OF CONTRACT

1. The maintenance / Housekeeping & Sanitation works are to be carried out as per norms/standards and in such manners that ensures neat and clean environment in the School premises.
2. The manpower engages should be trained in providing hygienic and healthy atmosphere and maintaining neat & clean environment in the School building / premises.
3. It will be the sole responsibility of the contractor that the men engaged are trained and the Police Foundation for Education, Delhi will not be liable for any mishap, directly or indirectly.
4. The maintenance staff will be regularly checked by the concern I/c of School building or any person authorized by him.
 - (a) In case any of Maintenance staff deployed under the contract is (are) absent, a penalty equal to double the wages of number of maintenance staff absent on that particular day shall be levied by the Police Foundation for Education, Delhi and the same shall be deducted from the contractor's bills.
 - (b) In case any of Maintenance staff deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 4(a) shall be levied.
 - (c) In case any complaint is received attributable to is conduct/misbehavior of Maintenance staff, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned Maintenance staff shall be removed from the system immediately.
5. The Police Foundation for Education, Delhi reserves the right to cancel or reject all or any of the tender without assigning any reason.
6. Any act on the part of the tenderer to influence anybody in the Police Foundation for Education, Delhi is liable to rejection of his tender.
7. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
8. The contractor shall engage the **men/women** whose age should not be less than 21 years and not more than 45 years having minimum 3 years of work experience in Govt./Semi Govt. organizations/Private firms of standing repute of similar nature of work.

9. Maintenance staffs must hold good working knowledge of their respective trade/job.
10. The duty hours for Maintenance staff would be 8 hours daily. The weekly rest as per adjustment would be given for Maintenance staffs so that the work may not be affected. However keeping in view the exigency of work, they can be called on Sundays and Gazetted holidays. The staff engaged by the contractor 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 Police Foundation for Education, Delhi.
11. The contractor 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 his work and such other additional staff as may be required for additional area for which prior information have been given.
12. The contractor 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 works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the Police Foundation for Education, Delhi to the Labour Department.
13. The contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, , Gratuity, Leave, etc.as may be applicable to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor 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 maintenance works, is required to be submitted to the Police Foundation for Education, Delhi. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the Police Foundation for Education, Delhi is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the contractor.
14. The Police Foundation for Education, Delhi shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
15. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
16. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Police Foundation for Education, Delhi and Police Foundation for Education, Delhi shall ensure that the contractor complies with the provisions.

17. The Contractor 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 Police Foundation for Education, Delhi. While raising the bill, the deployment particulars of the personnel engaged during each month, if any, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of the Police Foundation for Education, Delhi, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
18. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
19. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Police Foundation for Education, Delhi and shall not knowingly lend to any person or company any of the effects of the Police Foundation for Education, Delhi under its control.
20. The contractor shall be responsible to maintain all property and equipment of the Police Foundation for Education, Delhi entrusted to it. Any damage or loss caused by contractor's persons to the Police Foundation for Education, Delhi in whatever shape would be recovered from the contractor.
21. The contractor will not be held responsible for the damages/sabotage caused to the property of the Police Foundation for Education, Delhi / School due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
22. The contractor 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 and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Police Foundation for Education, Delhi.
23. The Police Foundation for Education, Delhi may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Police Foundation for Education, Delhi.
24. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.

Force Majeure

25. 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.

26. The contractor shall deploy his personnel only after obtaining the Police Foundation for Education, Delhi approval duly submitting curriculum vitae (CV) of these personnel. The Police Foundation for Education, Delhi shall be informed at least one week in advance and contractor shall be required to obtain the Police Foundation for Education, Delhi's approval for all such changes along with their CVs.
27. "NOTICE TO PROCEED" means the notice issued by the Police Foundation for Education, Delhi to the contractor communicating the date on which the work/services under the contract are to be commenced.
28. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the Police Foundation for Education, Delhi for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the Police Foundation for Education, Delhi.
29. The contract period shall be **Eleven months** from the date of the commencement (as mentioned in Notice to Proceed), which may extend till the finalization of new contract with the approval of competent authority.
30. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Police Foundation for Education, Delhi shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
31. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor 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 the Labour Authorities, the Police Foundation for Education, Delhi may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the Police Foundation for Education, Delhi from the contractor.
32. 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 Police Foundation for Education, Delhi, such money shall be deemed to be payable by the contractor to the Police Foundation for Education, Delhi within seven days. The Police Foundation for Education, Delhi

shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.

33. The bidder should be registered with the concerned authorities of Labour Police Foundation for Education, Delhi under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act. (Wherever applicable).
34. Only physically fit personnel shall be deployed for duty by the contractor.
35. The Police Foundation for Education, Delhi **shall not be responsible for providing residential accommodation to any of the personnel of the contractor.**
36. The Police Foundation for Education, Delhi shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Police Foundation for Education, Delhi does not recognize any employee employer relationship with any of the workers of the contractor.
37. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Police Foundation for Education, Delhi.
38. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every three months.
39. The contractor will submit the bills alongwith proof of the depositing employee's contribution towards PF/ESI etc. direct to the Police Foundation for Education, Delhi for making payment to the firm. The payment will be made on monthly basis after due verifications of the bills by the concerned authority..
40. The contractor shall disburse the wages to its staff deployed with the Police Foundation for Education, Delhi every **month through Cheque** .
41. The outsourced persons (Maintenance staff) will have not claim with Police Foundation for Education, Delhi for regular appointment.

OBLIGATION OF THE CONTRACTOR:-

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

Dispute Resolution:-

44. In case of any breach of contract or any differences, the firm can be called for negotiations on table to patch up the matter amicably. All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.

JURISDICTION OF COURT:-

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

**General Secretary
Police Foundation for Education, Delhi.**

(POLICE FOUNDATION FOR EDUCATION, DELHI)

TENDER FORM FOR OUTSOURCING OF MAINTENANCE STAFFS

1. Cost of tender : Rs _____
2. Due date for tender
3. Opening time and date of tender
4. Names, address of firm/Agency and Telephone numbers.
5. Registration No. of the Firm/Agency.
6. Name, Designation, Address and Telephone No. of Authorized person of Firm/ Agency to deal with.
7. Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners should specified.
8. Copy of PAN card issued by Income Tax Police Foundation for Education, Delhi and copy of previous three Financial Year's Income Tax Return.
9. Provident Fund Account No.
10. ESI Number
11. Licence number under Contract Labour (R&A) Act, if any.
12. Details of Application Fee Rs.500/-
13. Details of Bid Security/EMD deposited:
 - (a) Amount : Rs. _____
(Rupees in words also)
 - (b) FDR No. or DD No. or Bank Guarantee in favour of
 - (c) Date of issue :
 - (d) Name of issuing authority :
14. Any other information :
15. Declaration by the bidder :

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address(with seal)

PRICE BID /FINANCIAL BID**DESCRIPTION OF WORK & AREA COVERED/UNIT**

TOTAL PLOT AREA =2 ACRES (8093.72 Sq. Mts. / 87088 Sq. Ft)

Frequency/Periodicity	(as per details at Annexure- II & III)
Details of Monthly amount Lum sum (in Rs.) (in figures)	
Estimated Men power (Min. 12 persons + one Supervisor)	

Description of Financial Bid

<i>S.No.</i>	Description	Maintenance Staff	Maintenance Supervisor
1.	Basic 8 Hours rate for whole month except Sunday		
2.	EPF As per statutory provision		
3.	ESI (4.75%) As per statutory provision		
4.	Uniform		
5.	Any other charges please specify		
6.	Total		
7.	Service Charges		
8.	G. Total		
9.	For 12 persons & one supervisor total amount all inclusive.		

Note: -

- (i) No column should be left blank either amount be indicated or if it is not applicable ,Nil be written with reasons.
- (ii) Bid with Nil service charges shall not be accepted.
- (iii) Wages, EPF, ESI quoted must meet the Govt. norms / Labour Deptt.

1. Sweeping in covered area as per annex., on actual basis) Once in a day and as and when required.
2. Scrubbing, wet cleaning of floor, passages and different floor are provided in different rooms and stair cases of the building. As per annex. Twice 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 .
6. Sweeping/cleaning/wet mopping of main hall of canteen/kitchen/ pantry Twice a day.
7. Cleaning of mirrors, dressing tables, urinal pots and other articles contained in toilets and bath rooms. Per 100 items Twice in a day.
8. Cleaning of different types of doors/ window frames/ glasses fixed to the doors, windows and fixtures Per 100 items Daily and as and when required.
9. Cleaning of portable fire extinguishers/ Smoke detectors/Fire detectors/ Fire detection panel, etc .
10. Cleaning of telephone sets and accessories.
11. Cleaning of computers/ photocopier machine / other office equipments with brush as and when required.
12. Cleaning of Indoor light fittings/ External light fittings and accessories. Once in a week and as and when required.
13. Cleaning of switch boards/panels/distribution boards/fans/ exhaust fans and accessories once in a week and as and when required.
14. Pest control/Rodent control/Mosquito control (Area may be indicated by the PFED) Once in a fortnight and as and when required (under non-Office hours).
15. Collection Segregation and disposal of garbage Per Quintal

Note:-

1. Contractor shall provide uniformed and trained personnel and use its best Endeavour to provide sanitation and housekeeping services to the PFED for providing neat and clean environment. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labor (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per square meter. If the minimum wages is revised by the 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 any other Labor laws will be treated as invalid.
3. The contract is for 11 months only.
4. The area and number of articles shown above is indicative and the actual quantity may vary.
5. The bidders may quote the rates with the cleaning materials of ISI specifications.
6. All the columns shall be clearly filled in ink legibly or typed. The tendered should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tendered shall disqualify the tender. The tendered shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be therwise made the tender liable for rejection.

POLICE FOUNDATION FOR EDUCATION, DELHI

SCOPE OF WORK OF THE CONTRACTOR

The contractor shall provide the sanitation/housekeeping services in the Police Foundation for Education, Delhi. The contractor shall ensure a clean and hygienic environment in the PFED.

DUTIES AND RESPONSIBILITY OF SANITATION STAFF:

1. Maintenance / 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, admiral with attached fixtures, etc. All the lab library basement area Activity room covered area including all rooms, corridors, stair-case, associated bathrooms and toilets of Office on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any. (as per the attach details at Annexure-XI)
2. Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc. (plumbing items shall be provided by the PFED).
3. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, phenyl, room fresheners, etc. to maintain hygienic atmosphere.
4. Cleaning and maintenance of all the drains within the compound of the school.
5. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, Clearance of segregated bio-medical waste as per the prescribed norms of `bio-medical waste disposal at designated places.
6. Pest control, mosquito control including winged pests, larva control and termite control rodent control of the entire campus of the school all covered and open area.
7. Cleaning of all equipments 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.

8. Minor repairing of all lighting, indoor as well as outdoor, and electrical fixtures etc. and Cleaning .
9. Minor repairing drinking water coolers, water filters, Desert coolers, etc. and Cleaning.
10. Cleaning of fire-fighting equipments, TV and public address systems, etc.
11. Cleaning of all miscellaneous equipments as available or being provided from time to time Maintenance of all installation / equipments in Audi.
12. Sweeping/Cleaning and wet mopping of the main hall of polishing of wooden surface wherever AC vents Auditorium shall be done as and when required.
- 13. Any other provisions as advised by the Employer may be incorporated in the agreement. The same shall also be binding on the contractor.**

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

POLICE FOUNDATION FOR EDUCATION, DELHI

DETAILS OF AREA TO BE CLEANED

Sl. No. Details of Floors Area which requires sweeping, Wet cleaning and scrubbing once in a day (sq.m) Toilets and passages which require cleaning twice a day (sq.m.) Only sweeping once in a day (sq.m.)

- | | |
|-----------------|----------------|
| 1. Basement | - 1383 sq.mtr. |
| 2. Ground Floor | - 2847sq.mtr. |
| 3. First Floor | - 2619 sq.mtr. |
| 4. Second Floor | - 2249 sq.mtr. |
| 5. Third Floor | - 869 sq.mtr. |
| | ----- |
| | 9969 sq. mtr. |
6. Laws, Parking lots, stair case and other open areas -
7. Main Hall of Canteen/Kitchen/Park - 825 sq.mtr
8. Auditorium with area – 721.91 sq. meters

DESCRIPTION OF WORK & AREA COVERED/UNIT

(A) TOTAL PLOT AREA =2 ACRES (8093.72 Sq. Mts./ 87088 Sq. Ft)

S.No.	Floor Including Multipurpose Hall	Rooms area Auditorium	Corridor, staircase, lobby, etc	Total in Sq. Meter
1.	Basement floor	970.70Sq.Mt.	412.46 Sq. Mt.	1383.16
2.	Ground floor	1824.20	1023.68	2847.88
3.	First floor	1880.42	738.87	2619.29
4.	Second floor	1523.95	725.86	2249.81
5.	Third floor	627.67	241.58	869.25
6.				
	Total	6826.94 Sq. Mt.	3142.45 Sq. Mt.	9969.39 Sq. Mt.
Ares of M.P .Hall				
1.	Ground floor			
	(a) Stillet Area	284.81 Sq. mts.		
	(b) Green Room:	70.98 Sq. mtrs.		
2.	First floor:	366.12 Sq. mtrs.		
3.	Second floor:			
	Balcony	103.49 Sq. mtrs.		

(B) **Details of Electrical Equipments**

S n	Particular	Quantity
1.	T. V. Total	04
2.	Fridge	02
3.	Oven	05
4.	A .C. (window AC)	05
5.	Exhaust Fan	68
6.	Microwave	01
7.	Inverter - 5KVA	01
8.	Desert coder	05
9.	Water Cooler	12
10.	Security Sight	13
11.	A.C. Plant	20 Ton x 2 = 40 Ton
12.	Servo	01
13.	U.P.S. 5KVA in Computer Room	01
14.	U .P.S. in office	01
15.	Fan	439
16.	Cooler	04

17.	Tube lights	248
18.	Fire Extinguisher	44
19.	Computers	70
20	Switch boards	248

(C) Water Tank Details

1.	Phase I A: 2 Nos	Sintex Tank Capacity of each tank -5000 liter
	1 Nos	Sintex tank Capacity of 200 liter for A C.
2.	Phase IB : 1Nos	Sintex tank for toilet 5000 liter
	1 Nos	Sintex tank for drinking 3000 liter
	1 Nos	Sintex tank for lab 2,000 liter
	1 Nos	Sintex tank for fire 5,000 liter
3.	Phase I B: 1Nos	Sintex tank for drinking Capacity 5,000 liter
	1Nos	Sintex tank for Capacity of 5000 liter for fire.
	2 Nos	M.S. tank for toilet Capacity of 10,000 liter
4.	1 Nos	Sintex tank for toilet Capacity of 5,000 liter for toilet
	1 Nos	Sintex tank for fire Capacity of 5,000 liter
	1 Nos	G. I. tank for drinking Capacity of 3000 liter
	1 Nos	Sintex tank Capacity of 200 liter
5.	Green room	2 nos. of M.S. tank for toilet to -400 liter
6.	Labour hut	1 no. Sintex tank for toilet capacity of 200 liter
7.	Under Ground Tank	1 no. RCC .tank for Drinking capacity of 62,800 ltrs.

(D) Details of Furniture / Sanitary & other items

S.No.	Particular	Quantity
1.	Desk students	964
2.	Chair	1769
2.	Teacher table	78
3.	Teachers chairs	87
4.	Steel almarh	23
5.	Wooden almarh	99
6.	Wooden Stool	116
7.	Wooden Chokki	57
8.	Black Board	53
9.	Total wooden doors including toilets	256
10.	Wash hand bas	27
11.	Indian WC	80
12.	Western WC	45
13.	Urinal	89
14.	Total water taps	369
15.	Booster pump (5 HP)	01
16.	Booster pump (1 HP)	02

**(POLICE FOUNDATION FOR EDUCATION, DELHI)
CHECK-LIST FOR PRE-QUALIFICATION BID FOR OUTSOURCING /
OUTSOURCING OF MAINTENANCE STAFFS IN POLICE FOUNDATION FOR
EDUCATION, DELHI**

Sl. No.	Documents asked for	Page number at which document is placed
1.	Application fee of Rs. 500/-	
2.	Bid Security (EMD) of Rs. 10,000/- (Rupees ten thousand only)in the form of FDR/DD/Banker Cheque/Bank Guarantee issued by any scheduled commercial bank in favour of Dy. Commissioner of Police, Prov. & Logistics, Delhi valid for 45 days beyond the Tender validity period of six months.	
4.	Undertaking on a Stamp paper of Rs. 100/- (Rupees one hundred only) as per format prescribed in Annexure-V).	
5.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
6.	Self attested copy of GSTRegistration No.	
7.	Self attested copy of latest GSTdeposit slip.	
8.	Self attested copy of valid Registration number of the firm/agency registered with the concerned Department, Delhi for providing of manpower on outsourcing basis etc.	
9.	Self attested copy of valid Provident Fund Registration number.	
10.	Self attested copy of valid ESI Registration No.	
11.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
12.	Proof of experiences of last three financial years as specified in clause 2.1 & 2.2 of the tender along with satisfactory performance certificates from the concerned employers.	
13.	Annual returns of previous three years supported by audited balance sheet.	
14.	A list of owners and partners with their details like address, status in organization etc.	
15.	An undertaking to the effect that the firm is neither blacklisted by any Govt. Deptt. nor any Criminal case is registered against the firm or it owner or partner anywhere in India.	
16.	Any other documents, if required.	

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

POLICE FOUNDATION FOR EDUCATION, DELHI

Checklist for Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2	Manpower (Maintenance staff on roll)		
3	Experience of Outsourcing of Maintenance /Housekeeping Services & Sanitation (in years)		
4	Volume of work done during last three financial years as specified in clause 2.2 of the NIT.		
5	Single work of more than Rs._____ during last three years.		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder _____

Name & Address of the Bidder _____

Telephone No. _____

**POLICE FOUNDATION FOR EDUCATION, DELHI
(TO BE TYPED ON A LETTER HEAD OF THE CONTRACTED FIRM)**

UNDERTAKING

To

(Designation and Name of the concerned Police Foundation for Education, Delhi)

Name of the firm/Agency _____

Name of the tender for outsourcing of Maintenance staffs Due date: _____

Sir,

I/We hereby agree to abide by all terms and conditions laid down in tender document.

1. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI , Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
3. I/We shall provide trained Maintenance staffs.
4. I/We do hereby undertake that provide maintenance staffs for maintaining neat and clean environment in the School and shall be ensured by our Agency, as well as any other point considered by our Agency. Our Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. _____ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.
5. I/We do hereby undertake 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 award and performance of this contract. Besides 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 (Clause 3.6 of Chapter-I)
6. I/we do hereby undertake that the antecedents of the staff deployed shall be got verified from local police authority before detailing for duties (Clause 17 chapter –II).

(Signature of the Bidder)
Name and Address of the Bidder.
Telephone No.

POLICE FOUNDATION FOR EDUCATION, DELHI

FORM OF BANK GUARANTEE FOR BID SECURITY

(Refer Clause 8.1.3 of the NIT)

(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we _____(Name and address of Bank), having our registered office at _____(hereinafter called "the Bank") are bound unto _____(Name of the Police Foundation for Education, Delhi) (hereinafter called "the Police Foundation for Education, Delhi") in sum of Rs. _____ for which payment will and truly to be made to the said Employer, the Bank binds himself, his successors and assigns by these presents.

WHEREAS _____ (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated _____ for providing Maintenance staff on outsourcing basis (hereinafter called "the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of Rs. _____ (Amount in figures and words) as Bid Security against the Bidder's offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have at the request of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

- a) That the Police Foundation for Education, Delhi may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the Employer and the Bidder.
- b) That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
- c) That this guarantee commences from the date hereof and shall remain in force till:-
 - a. The Bidder, in case the bid is accepted by the Police Foundation for Education, Delhi, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
 - b. Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.

- a) That the expression “the Bidder” and “the Bank” herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assignees.

THE CONDITIONS of this obligation are:

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid;
or
- (iii) If the Bidder having been notified of the acceptance of his bid by the Employer during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para 11.1.3 in Chapter-1 of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the Police Foundation for Education, Delhi upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand provided that in his demand the Employer will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

Name of Witness
Address of Witness

Signature of Authorized Official of the Bank

Name of Official _____
Designation _____
ID No. _____

(Stamp/Seal of Bank)

(POLICE FOUNDATION FOR EDUCATION, DELHI)

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 11.1.4 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (Name of the Police Foundation for Education, Delhi) (hereinafter called the "Police Foundation for Education, Delhi") of the other part.
2. WHEREAS _____ (Name of the Police Foundation for Education, Delhi) has awarded the contract for outsourcing of Maintenance staffs contract for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Police Foundation for Education, Delhi a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Police Foundation for Education, Delhi the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Police Foundation for Education, Delhi, the Bank is engaged to pay the Police Foundation for Education, Delhi, any amount up to and inclusive of the aforementioned full amount upon written order from the Police Foundation for Education, Delhi to indemnify the Police Foundation for Education, Delhi for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Police Foundation for Education, Delhi immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Police Foundation for Education, Delhi any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Police Foundation for Education, Delhi agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Police Foundation for Education, Delhi and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of the Police Foundation for Education, Delhi in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Police Foundation for Education, Delhi for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Police Foundation for Education, Delhi", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____

ANNEXURE-VIII

(POLICE FOUNDATION FOR EDUCATION, DELHI)

FORM OF AGREEMENT

THIS AGREEMENT is made on the ___ day ___ (Month) ___ (Year). Between the President of India through the _____ (Name and address of the Police Foundation for Education, Delhi) hereinafter called "the Police Foundation for Education, Delhi", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained personnel and will use its best endeavours for maintenance & cleanliness neat and clean environment in the Delhi Police Public School, B-4, Safdarjang Enclave premise .

NOW THIS AGREEMENT WITNESSED as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a) Letter of acceptance of award of contract;
 - b) Instructions to bidders
 - c) Terms and Conditions;
 - d) Notice inviting Tender;
 - e) Bill of Quantities;
 - f) Scope of work;
 - g) Addendums, if any;
 - h) Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Police Foundation for Education, Delhi to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute and the /Housekeeping services w.e.f. _____ as per the provisions of this Agreement and the tender documents.
4. The Police Foundation for Education, Delhi reserve the right to curtail or to extend the validity of contract/agreement on the same rates and terms and conditions till finalization of new contract.
7. The Police Foundation for Education, Delhi hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____

(_____ Rupees in words) per Maintenance staff per day (revised time to time in accordance with ordinance issued on the subject by the statutory agencies/authorities).

8. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.
9. The contractor will submit the bills alongwith proof of the depositing employees contribution towards PF/ESI etc. direct to the of concerned District under which the concerned Police Stations falls, in respect of manpower provided for 29 Police Stations (as mentioned at Annexure – B), duly verified by the user alongwith satisfactory report and other relevant documents for making payment to the firm. The payment will be made on monthly basis after due verification of the bills from the concerned authority.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor
India
Signature of the authorized official

For and on behalf of the President of

Signature of the authorized Officer

Name of the official
Stamp/Seal of the Contractor

Name of the Officer
Stamp/Seal of the Employer

By the said
_____ Name
on behalf of the Contractor in
the presence of:

By the said
_____ Name
on behalf of the Employer in
the presence of:

Witness _____
Name _____
Address _____

Witness _____
Name _____
Address _____

Telephone No: _____

Telephone No: _____

TENDER ACCEPTANCE LETTER

**(To be given on Company Letter Head)
(Enclose with Technical Bid)**

Date: _____

To

The General Secretary,
Police Foundation for Education, Delhi
B-4,Safdarjang Enclave,
New Delhi-110029.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

**TENDER FOR OUTSOURCING OF 12 NO. MAINTENANCE STAFFS FOR PROVIDING
MAINTENANCE /HOUSEKEEPING SERVICES & SANITATION IN DELHI POLICE
PUBLIC SCHOOL,B-4, SAFDARJANG ENCLACE, NEW DELHI**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your Police Foundation for Education, Delhi/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your Police Foundation for Education, Delhi/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR BID SUBMISSION

As per the directives of Police Foundation for Education, Delhi, this tender document has been sent by hand. The instructions given below are meant to assist the bidders in registering the tender form.

REGISTRATION

- i) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication .

PREPARATION OF BIDS

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please take note of the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents.

SUBMISSION OF BIDS

- i) Bidder will be responsible for any delay due to other issues.
Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- ii) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

ASSISTANCE TO BIDDERS

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Police Foundation for Education, Delhi office .
- ii) Any queries relating to the bid submission may be contact number for PFED Office no.011-26180443.

Details of Sanitary & other items

S.No	Work	Name of the Brand
1.	Cleaning agents of standard for WCs, urinals post etc.	Phenyle Gaivd, Trishul, etc.
2.	Detergents of standard company for cleaning wash basin.	Nirma, Surf
3.	Liquid Soap of standard company for scrubbing of floors and wall	Fem, Homocol, Dettol, Savlon
4.	Anti-bacterial disinfectants of standard company for cleaning toilets, bathroom, Kitchen and pantries	Cleaning, Lyzol
5.	Glass cleaning liquid of standard company	colin
6.	Deodorizer of a standard company	Odonil
7.	Air-fresheners/ Aerosols (Eco-friendly) of standard company	Premium
8.	Urinal cubes (Standard Company)	Odonil
9.	Polythene Bag	Standard Quality/ISI Mark