

Association of Indian Universities
AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi -110002

Tender for H. Keeping
March 15, 2017

SUBJECT: QUOTATION FOR CLEANING/HOUSEKEEPING SERVICES IN THE AIU

Dear Sir/Madam,

The Association of Indian Universities is an apex body of Universities and Institutes of Higher Education in India. It has its Secretariat in its own building at AIU House, 16 Comrade Inderjeet Gupta Marg (Kotla Marg), New Delhi-110002. The Association propose to engage Housekeeping Services agency for AIU House on the following terms & conditions.


The interested parties may send to AIU, their lowest quotation for providing Cleaning/Housekeeping Services in AIU House as per brief description given below:

1. Total area of building having five storey's with small surroundings-25000 sq.ft. Quotation should be inclusive of providing cleaning material to be used.
2. The party has to abide by the Minimum Wages Act, Labour Act and other Acts in vogue in GNCT Delhi and will be personally responsible for its compliance.
3. The party shall provide **copies of Regn. No. EPF & statements of contribution of EPF, ESI, EDIL etc to be enclosed with every bill.** It shall be the responsibility of Party to pay E.P.F. & other charges in respect of deployed manpower of the AIU. The party should deploy minimum 4 cleaning workers and a Supervisor.
4. Please enclose a list of work undertaken in other Organizations/Offices.
5. Penalty will be imposed on the concerned agencies in case of default.
Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring "Association of Indian Universities" payable at New Delhi for *Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money, which will be retained by this Association till the contract remains in force.

The quotations in a sealed cover super scribed "Quotation for providing Cleaning/Housekeeping Services" should be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by 27th March, 2017 up to 3.00 p.m.

The Association reserves the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,


(Sampson David)
Joint Secretary (Admn.)
Tele. No. 23230059

* No interest will be paid on the earnest money.

Association of Indian Universities

Performa for quoting Housekeeping Service rates.

| S. Nos. | Rates | Amounts(Rs.) (Per month) |
|---------|---|-----------------------------|
| 1 | Rates of four House keeper & One Supervisor on as per govt. of NCT Delhi, Minimum wage act with EPF, ESI, EDIL, etc. per month. | |
| 2 | Cleaning Material Cost(Branded/Reputed make all type as per requirement) per month | |
| 3 | Dress & Shoes per Month per Person | |
| 4 | Service charge@ in % | |
| 5 | Service Tax @ in % | |
| | Total charges per month | Rs.= |

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002
Phone:23230059, 23231097, 23232429, 23232435, 23233390
Website:www.aiu.ac.in Fax:011-23232131

Common to all

Cost of the Tender Document:
Rs.100/- (Rupees One Hundred Only)

SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2017-18

Dated: 15.03.2017

1 Name of the Agency:.....

2 Address with telephone No:.....
.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 Cost of Tender Document:

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 Registration No., if any:

Seal & Signature of the tenderer

Date:

*Separate Demand Draft is required for each of the Seven categories.