

SHORT NOTICE TENDER

TENDER/QUOTATION FOR T20 match on 1st November 2017 and Five day Test Match from 02nd December, 2017 to 06th December, 2017.

Sealed Tender / Quotation are invited for providing housekeeping services on contractual basis at Delhi & District Cricket Association (DDCA) situated at Ferozshah Kotla, New Delhi-110002 from reputed firms/agencies/companies having valid licenses and sanctions and shall have experience in the field of housekeeping services for a minimum period of two years, to quote their best offers in SEALED COVERS for T20 on 1st November 2017 and Five day Test Match from 02nd December, 2017 to 06th December, 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 1st November 2017 and 02nd December, 2017 to 06th December, 2017 respectively.

The Company is required to give the following details:-

COMPANY/FIRM PROFILE	
Name of the Company/Firm and complete registered address	
Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	

Status of the signatory of the applicant	
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Were you or your company	
ever required to suspend housekeeping services for a period of more than 06 months continuously after you have commenced the business of providing housekeeping services? If so, give the name of the contract and reasons thereof.	
Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address	
Year of commencement of Business	
Statutory Details (Photocopy duly signed to be attached) - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. Service Tax, VAT/CST, GST Registration No. - Name & Address of Bankers alongwith Current Account Details	

(Rs. In Lakhs)

Details of annual financial turnover (gross) [Duly audited by the Chartered Accountant]	FY 2015 – 2016	FY 2016 – 2017

INSTRUCTIONS TO THE APPLICANT

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete Documents will be rejected. It is in the interest of perspective applicant that they may inspect the proposed premises before submitting the bid.
3. DDCA reserves the right to obtain feedback from the previous/present clients of the applicant and also depute its team(s) to inspect the site(s) at present contract(s) for on the spot first-hand information regarding the maintenance and other housekeeping related services provided by the applicant. The decision of the DDCA in this regard will be final and binding on all bidders.
4. Eligibility Conditions:-
 - a. The applicant should be in in the business of providing housekeeping services for a minimum period of two years as on 30 September, 2017.
 - b. The applicant shall ensure that the housekeeping personnel deployed are healthy and should be of minimum 21 years of age.
5. DDCA has a requirement of 80 Persons per day during the days when the match is in progress. Please note that the final requirements might have slight variation depending on the guidelines of BCCI / ICC. The persons shall include:
 - A) At least four[4] Supervisors
 - B) Service men/ women (Helpers, Safai Personnel etc.)
 - C) Additional Manpower (For Miscellaneous Work)
 - a. Unskilled

- b. Semi-skilled
 - c. Skilled
6. The applicant shall ensure that the entire stadium is cleaned before the commencement of the match and the stadium including the bathrooms has to be kept clean when the match is in progress. The garbage has to be removed on daily basis throughout the match.
 7. Highest international standards of cleaning are required to be kept at all times otherwise penalty of upto 10% per match may be imposed by the management.
 8. The applicant shall ensure that all cleaning apparatus including chemicals, brooms, dustbins etc. are provided by the applicant.
 9. The applicant shall ensure that all statutory compliances for its personnel are its responsibilities.
 10. All statutory taxes/fees of any kind shall be borne by the applicant.

Other Terms & Conditions:

- A. The necessary details / clarification if any can be obtained from DDCA Office.
- B. All quotations / offers/ Tenders should be on Company / Firms or Organisation Letter Head with logo.
- C. All quotations / offers/ Tenders must be accompanied with D.D of 20% of Bid amount along with Pan No. / Tin No. / Service Tax Number and I.D Proof with company / Organisation/ Firm's details of Registration, Memorandum & Articles, Partnership / proprietorship details as the case may be. The said 20% of the bid amount shall be retained by DDCA as an interest free security deposit.
- D. The payment for the services provided by the applicant shall be made within 20 working days after the conclusion of the match.

- E. DDCA reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other change in items, terms and conditions.
- F. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to Administrator Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi-110002 should be dropped in a box kept at the reception of DDCA during office hours 10 A.M TO 5 P.M.
- G. The quotation must reach the office of the DDCA by 21st October 2017 BY 12 P.M which will be opened on the same day at 1 PM.
- H. The Incomplete quotations in any manner or tenders not accompanied by 20% bid amount in the form of Demand Draft or lacking in any other respect will be summarily rejected.
- I. In the event another party is sought to be engaged as a supplier for the purposes of the tender, this may only be done by obtaining consent in writing of the Authorised official of DDCA.
- J. All disputes shall be subject to the jurisdiction of courts of Delhi.
- K. It is hereby clarified that all rights granted pursuant to the Tender are valid only for this match. No future rights are sought to be granted.
- L. The Applicant should not be member of DDCA.

The last date for submission of above Tender/Offer/ Quotation for T20 match on 1st November 2017 and Five day Test Match from 02nd December, 2017 to 06th December, 2017 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 21st October 2017 BY 12 P.M.

12th October, 2017

Pradeep K. Banerjee

Legal Manager, DDCA