

JUSTICE VIKRAMAJIT SEN

Office: Administrator, DDCA, Feroz Shah Kotla Stadium

E-mail: justicesen.ddca@gmail.com, Tele: 26317274

28th August 2017

INVITATION FOR HOUSEKEEPING SERVICES

Proposals are sought 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 three years.

Requirement of Housekeeping Personnel's: -

(A) 10 Service Personnel's (Boy or Girl) and 1 Supervisor

Kindly provide the following details along with your proposal: -

- Name of the Company/Firm and complete Registered Address.
- Status of signatory of the applicant.
- Were you or your company ever required to suspend Housekeeping Services for a period of more than 6 months continuously after you commenced the Housekeeping Services? If so, give the name of the contract and reasons thereof.
- Name, Designation and Tel. No(s) of the Contact person.
- Year of Commencement of Business.
- Nature of Business (Copies of Audited Financial Statements for the last two years duly certified by a Chartered Accountant.
- Statutory Details: -

- ✓ (Photocopy duly signed to be attached)
 - Registration No. of the Firm
 - PAN
 - EPF- Registration No.
 - ESI Registration No.
 - GST Registration No.
 - Name & Address of Bankers along with Current Account details.
- Income Tax Assessment Completion Certificates for the financial years 2014-2015 and 2015-2016 duly certified by a Chartered Accountant.
- List of present and past clients.
- Details of Similar Works.
- Volume of Business done during the last two years.

Eligibility Criterion: -

a. The Applicant should be in Housekeeping Services for a minimum period of three years as on 30th August 2017.

b. The applicant shall ensure that the Housekeeping Personnel deployed are healthy and should be of minimum 21 years of age and not exceeding 40 years of age.

c. Performance Certification

The bidder's performance, for the work completed in the last two years and in hand should be certified by a responsible person i.e. General Manager, if worked in a private sector or equivalent from the concerned organization. The certificate should also indicate the compliance of statutory requirements complied by bidder.

d. Scope of Work

- The contractor shall ensure cleaning work including sweeping of floors, wet floor cleaning and dusting of walls, doors and windows from inside and outside,

ceiling, staircase, dusting of Venetian blinds, cleaning of tables, chairs and cupboards, removing cobwebs in building covering floors, ceiling, side balconies, corridors, stair cases and terrace in all the buildings on a regular basis.

- The contractor shall ensure cleaning/wiping on regular basis to ensure dust free and clean environment.
- Any other services as and when informed by the officer in-charge.

Instructions for the Applications: -

1. Earnest money containing Demand Draft of Rs. 1,00,000/- (Rupees One Lac Only) drawn in favor of Delhi & District cricket Association payable at New Delhi shall be kept in separate sealed envelope, super-scribed as “Earnest Money deposit for providing Housekeeping Services to DDCA.

2. Date, Time and Venue for Submission of the Proposals: -

The proposal addressed to Ld. Administrator Justice Vikramajit Sen (Retd.) of DDCA, shall be sent to the registered office of DDCA at Ferozshah Kotla Ground, New Delhi-110002. Proposals received after due date & time shall not be accepted in any case.

3. Kindly provide the details of Fees sought to be charged.

4. Any other relevant information.

5. The contract shall be for the period of 12 months, which can be extended at the discretion of the Contractor and Principle Employer as mutually agreed between them. The first three months from the date of taking over charge of in respect to Housekeeping Services from DDCA, shall be considered as probationary period.

6. The contractor shall be responsible for timely payment of wages to its workers as per Minimum Wages Act of Govt. of NCT of Delhi and fulfil all other statutory obligations, such as, Provident Fund, ESI, GST etc. in force from time to time.

7. Undertaking that there is no Conflict of Interest in providing Housekeeping Services
8. The Applicant shall not be a member of DDCA.

The last date for submission of above proposal for Housekeeping Services is 10th September 2017.

Kindly Submit the proposals with Mr. Pradeep Banerjee, DDCA office, Ferozshah Kotla Ground, DDCA.



Justice (Retd.) Vikramajit Sen
Administrator, DDCA