

## NOTICE TENDER- HOUSEKEEPING SERVICE

### **TENDER/QUOTATION FOR INDIA VS. AUSTRALIA ODI MATCH ON 13<sup>TH</sup> MARCH 2019.**

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 INDIA VS. AUSTRALIA ODI MATCH ON 13<sup>TH</sup> MARCH 2019 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi.

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?  |  |
| Has your company been ever blacklisted by any organization?  |  |
| 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<br>-Fax No(s)<br>-E-mail address  |  |
| Year of commencement of Business   |  |

|  |  |
|--|--|
| <b>Statutory Details</b><br>(Photocopy duly signed to be attached)<br>- Registration No. of the Firm<br>- PAN<br>- EPF – Registration No.<br>- ESI Registration No.<br>- Service Tax, VAT/CST Registration No.<br>- Name & Address of Bankers alongwith<br>Current Account Details |  |
|--|--|

(Rs. In Lakhs)

| Details of annual financial turnover (gross) | FY 2016 - 2017 | FY 2017 – 2018 |
|--|----------------|----------------|
|  |                |                |

### **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 bidde

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 date of submission of tender.
- b. The applicant shall ensure that the housekeeping personnel deployed are healthy and should be of minimum 21 years of age.

5. **Scope of work :-**

The Bidder will provide the following services to the satisfaction of DDCA:-

- a) Garbage collection, Garbage disposal and ensure that the garbage has to be removed throughout the match .
- b) Stadium cleanliness, all glass panes of all buildings, Ensure that the entire stadium is cleaned before the commencement of the match is in progress and entire stadium is immediately cleaned.
- c) Services of 25 personnel from 5<sup>th</sup> March 2019 and after the match on 13<sup>th</sup> March 2019.
- d) DDCA has a requirement of 150 housekeeping staff (including 30 female) during the match day i.e. 13<sup>th</sup> March 2019 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:
  - At least four (4) Supervisors
  - Service men/women (Helpers, Safai Personnel etc.)
- e) **Ensure that all cleaning apparatus including chemicals, brooms, dustbins, Mugs, Hand wash, Paper Napkins and Towels etc. wherever needed are provided.**
- f) To handover the clean stadium on 17<sup>th</sup> March 2019 in clean conditions.

**(NOTE:** These numbers are tentative. Exact number shall be informed before the match. Payment shall be made on exact number only.)

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 throughout the match.

7. Highest international standards of cleaning are required to be kept at all times otherwise penalty of upto 10% of bill value may be imposed by the management.
8. Material / Items and Manpower will be checked on site.
9. The applicant shall ensure that all cleaning apparatus including chemicals, brooms, dustbins etc. are provided by the applicant.
10. The applicant shall ensure that all statutory compliances for its personnel are its responsibilities.
11. 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 between 2<sup>nd</sup> Feb. 2019 and 4<sup>th</sup> Feb. 2019.
- B. All quotations / offers/ Tenders should be on the form given at annexure with Company / Firms / Organisation Stamp.
- C. **An Earnest Money Deposit (EMD) in form of Bank Draft equal to 20% of the bid value shall be submitted by all bidders. The Bank Draft will be favouring Delhi & District Cricket Association payable at New Delhi. All quotations submitted without EMD shall be rejected. EMD amount shall be refunded to unsuccessful applicants within a week of opening the commercial bids. EMD shall be submitted by all bidders** 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.
- D. The payment for the services provided by the applicant shall be made within 30 working days after the submission of the bills after 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 CEO, 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.
- K. The quotation must reach the office of the DDCA by 08<sup>th</sup> Feb. 2019 BY 2 P.M which will be opened on the same day at 4.00 PM.
- L. The Incomplete quotations in any manner will be summarily rejected.
- M. 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.
- N. All disputes shall be subject to the jurisdiction of courts of Delhi.

- O. 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.
- P. The Applicant should not be member of DDCA and should not have any close family relatives working in DDCA.

**The last date for submission of above Tender/Offer/ Quotation for INDIA VS. AUSTRALIA ODI MATCH ON 13<sup>TH</sup> MARCH 2019 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 08<sup>th</sup> Feb. 2019 BY 2 P.M.**

**2<sup>nd</sup> February 2019**

**CEO,DDCA**

**PERFORMA FOR SUBMISSION OF COMMERCIAL BID**  
**HOUSEKEEPING**

| <b>S. No.</b> | <b>Item Name</b>                 | <b>Cost Per staff</b> | <b>Quantity</b> | <b>Total Cost</b> | <b>Taxes</b> | <b>Final Cost</b> |
|---------------|----------------------------------|-----------------------|-----------------|-------------------|--------------|-------------------|
| <b>1</b>      | <b>Housekeeping staff Male</b>   |                       |                 |                   |              |                   |
| <b>2</b>      | <b>Housekeeping staff Female</b> |                       |                 |                   |              |                   |
| <b>3</b>      | <b>Supervisor</b>                |                       |                 |                   |              |                   |
|               |                                  |                       |                 |                   |              |                   |
|               |                                  |                       |                 |                   |              |                   |

**Total Cost in Figures:** \_\_\_\_\_

**Total Cost in Words:**

\_\_\_\_\_

**NOTE: KINDLY READ THE SCOPE OF WORK AT PARA NO. 5 OF THIS TENDER.**

**Signatures**

**(Name of authorised signatory)**

**Date:**

**Place:**

**Company Stamp:**