

NOTICE TENDER- HOUSEKEEPING SERVICE

TENDER/QUOTATION FOR INDIAN PREMIER LEAGUE FROM 20TH APRIL - 20TH MAY 2024.

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 INDIAN PREMIER LEAGUE FROM 20TH APRIL - 20TH MAY 2024 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 -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 Registration No. - Name & Address of Bankers alongwith Current Account Details	
--	--

(Rs. In Lakhs)

Details of annual financial turnover (gross)	FY 2021 – 2022	FY 2022 – 2023

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 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 :- As per Annexure - A**
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.
- 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 10% 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. / GST 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 Tende & Purchase Committee, 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 13.04.2024 BY 3 P.M.
- H. The Incomplete quotations in any manner 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 and should not have any close family relatives working in DDCA.

The last date for submission of above Tender/Offer/ Quotation for INDIAN PREMIER LEAGUE FROM 20TH APRIL - 20TH MAY 2024 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi on 13.04.2024 BY 3 P.M.

Tender & Purchase Committee

PERFORMA FOR SUBMISSION OF COMMERCIAL BID
HOUSEKEEPING

S. No.	Item Name	Cost Per staff	Quantity	Total Cost	Taxes	Final Cost
1	Housekeeping staff Male					
2	Housekeeping staff Female					
3	Supervisor					

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:

ANNEXURE-A

Scrubbing and cleaning of all corridors and galleries.

- Wet and dry mopping of the entire area regularly
- Sweeping, dusting, cleaning, and mopping all staircases, lobby, open areas, field of play, and all service areas including food counters
- Dusting and cleaning of all chairs, tables, cabins, doors, and glass surfaces.
- Facade washing and cleaning of all glass surfaces.
- Carpet shampooing in Marquee.
- Regular cleaning of facilities (toilets/washing/drinking water points).
- Cleaning all drainage and preventing choking or foul smell at any time.
- Regular replenishing toiletries viz. toilet paper, liquid soaps, naphthalene cakes/balls, odonil, Air wick freshener, oil diffuser, scented candle, dustbins in the toilets & bathrooms.
- Attendant with mop to be present in all toilets during match time to maintain cleanliness and hygiene. The presence of attendants (ladies/gents) and toiletries will be as under:
 - General Area toilets - Naphthalene Balls, Oil Diffusers, Liquid soap, Mosquito Repellents, Bucket with mug, Toilet paper, Air Wick Freshener, 'C' fold towel, Dustbin, etc.
- Regularly removing/disposing of waste papers/garbage from the offices/stands including garbage from suppliers and other agencies to the garbage bins and onwards to the MCD places (necessary permission to be taken by the Services Company).
- Delhi Capitals Project office will start in the Stadium from M-10 to M+5. 1xhousekeeper with all necessary toilet cleaning materials from Sector 1 be present in the Delhi Capitals project office during office time (M defined as match day).
- The practice session will start at Arun Jaitley Stadium from M-10 onwards. 2 dedicated housekeeping boys with the supervisor from Sector 1 with all cleaning materials present during the practice session.
- The assigned area should always be kept clean and in a state of complete hygiene.
- Air fresheners are to be sprayed in all the offices daily and another area of responsibility on a requirement basis.
- Provision/replacement of an adequate number of dustbins, garbage bags, sanitary cubes, deodorizer, and other consumables e.g. room fresheners, phenyls, liquid hand wash soap, toilet rolls, C-fold towels, and tissue boxes in toilets.
- Any additional requirement during the match day and non-match days will be included in the bid.
- Garbage/Waste Disposal

- No open garbage/garbage area in the Stadium.

- Disposal of garbage should be carried out routinely all day, twice daily on the day before, match day, and the day after the match.
- The waste materials need to be segregated in a biodegradable and nonbiodegradable system before being disposed of.
- All garbage should be removed within 24 hours of the match.
- The companies should ensure complete adherence to waste management laws laid down by the Delhi Govt including segregation of waste at source before they leave the Stadium. For that twin bin system for different wastes from the stands to the central garbage designated spots be followed.
- All garbage to be kept/packed in the garbage bag only (quality and quantity of garbage bags for each area and its cost to be shown separately).

MANPOWER DEPLOYMENT PLAN : GENERAL AREA

Deployment	Area	Sub Area	Executive	Supvr	HK Boy	Remarks
Match Day	East Stand	East Stand First Floor				
		East Stand 2nd Floor				
		East Stand 3rd Floor				
		Concourse and Toilet Area				
	NE Stand	Northeast Stand First Floor				
		Northeast Stand 2nd Floor				
		Northeast Stand 3rd Floor				
		Northeast Stand 4th Floor				
		Concourse and Toilet Area				
	NW Stand	Northwest Stand First Floor				
		Northwest Stand 2nd Floor				
		Northwest Stand 3rd Floor				
		Northwest Stand 4th Floor				
		Concourse and Toilet Area				
	North Central	North Central 3rd Floor				
		North Central 4th Floor				
		Concourse and Toilet Area				
	West Stand	West Stand First Floor				
		West Stand 2nd Floor				
		West Stand 3rd Floor				
Concourse and Toilet						

		Area				
	Outside the Stadium	Gates 9 to 18				
		Per match day	0	0	0	
Day Before and After the Match Day	East Stand	East Stand First Floor				
		East Stand 2nd Floor				
		East Stand 3rd Floor				
		Concourse and Toilet Area				
	NE Stand	Northeast Stand First Floor				
		Northeast Stand 2nd Floor				
		Northeast Stand 3rd Floor				
		Northeast Stand 4th Floor				
		Concourse and Toilet Area				
	NW Stand	Northwest Stand First Floor				
		Northwest Stand 2nd Floor				
		Northwest Stand 3rd Floor				
		Northwest Stand 4th Floor				
		Concourse and Toilet Area				
	North Central	North Central 3rd Floor				
		North Central 4th Floor				
		Concourse and Toilet Area				
	West Stand	West Stand First Floor				
		West Stand 2nd Floor				
		West Stand 3rd Floor				
		Concourse and Toilet Area				
	Outside the Stadium	Gates 9 to 18				
		Per day	0	0	0	
	Deep Cleaning	East Stand	East Stand First Floor			
East Stand 2nd Floor						
East Stand 3rd Floor						
Concourse and Toilet Area						
NE Stand		Northeast Stand First Floor				
		Northeast Stand 2nd Floor				
	Northeast Stand 3rd Floor					

		Northeast Stand 4th Floor				
		Concourse and Toilet Area				
	NW Stand	Northwest Stand First Floor				
		Northwest Stand 2nd Floor				
		Northwest Stand 3rd Floor				
		Northwest Stand 4th Floor				
		Concourse and Toilet Area				
	North Central	North Central 3rd Floor				
		North Central 4th Floor				
		Concourse and Toilet Area				
	West Stand	West Stand First Floor				
		West Stand 2nd Floor				
		West Stand 3rd Floor				
		Concourse and Toilet Area				
	Outside the Stadium	Gates 9 to 18				
		Per day	0	0	0	
	Regular Cleaning	East Stand	East Stand First Floor			
East Stand 2nd Floor						
East Stand 3rd Floor						
Concourse and Toilet Area						
NE Stand		Northeast Stand First Floor				
		Northeast Stand 2nd Floor				
		Northeast Stand 3rd Floor				
		Northeast Stand 4th Floor				
		Concourse and Toilet Area				
NW Stand		Northwest Stand First Floor				
		Northwest Stand 2nd Floor				
		Northwest Stand 3rd Floor				
		Northwest Stand 4th Floor				
		Concourse and Toilet Area				
North Central		North Central 3rd Floor				
		North Central 4th Floor				

		Concourse and Toilet Area				
	West Stand	West Stand First Floor				
		West Stand 2nd Floor				
		West Stand 3rd Floor				
		Concourse and Toilet Area				
	Outside the Stadium	Gates 9 to 18				
		Per day	0	0	0	