

SHORT TENDER NOTICE – HOUSEKEEPING SERVICES

Tender for Housekeeping Services during India vs West Indies 2nd Test (10th October 2025 to 14th October 2025)

Reputed firms/agencies/companies with valid licenses and sanctions, and with a minimum of 2 (Two) years' experience in providing housekeeping services, are invited to submit their best offers in sealed envelopes, for the providing Housekeeping Services on a contractual basis at the Delhi & District Cricket Association (DDCA) located at Arun Jaitley Stadium, Ferozshah Kotla, New Delhi–110002, for the India vs West Indies 2nd Test Match, scheduled from 10th October 2025 to 14th October 2025.

Interested applicants must submit the following details:

COMPANY/FIRM PROFILE	
Name of the Company/Firm, with 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? If so, when, 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.	
Details of Contact Person: - -Name -Designation -Tel. No(s) -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. - GST Registration No. - Name & Address of Bankers along with Current Account Details	
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(Rs. In Lakhs)		
Details of annual financial turnover (gross)	FY 2023 – 2024	FY 2024 – 2025

INSTRUCTIONS TO THE APPLICANTS

1. Carefully Review Terms & Conditions: Applicants must thoroughly read the Terms & Conditions before completing the tender documents.
2. Incomplete Submissions: Incomplete or incorrect submissions will be rejected. Applicants are strongly encouraged to inspect the premises before submitting their bid.
3. Site Inspections and Feedback: DDCA reserves the right to collect feedback from current/past clients and may conduct on-site inspections of ongoing contracts to gather first-hand information regarding the quality of housekeeping services provided. The DDCA's decision in this regard shall be final and binding.
4. **Eligibility Criteria:**
 - A. The applicant must have been in the housekeeping services business for at least two years as of the tender submission date.
 - B. The applicant must have a minimum turnover of 1 crore (INR) for the financial year 2024-25.
 - C. The applicant must ensure that all housekeeping staff deployed are in good health and at least 21 years of age.
 - D. The applicant must have prior experience in providing housekeeping services during International Matches or State League Matches.
5. Scope of Work: Detailed scope of work is provided in **Annexure A**.
6. Cleaning Requirements: The applicant must ensure that the entire stadium is cleaned before the match begins and maintain cleanliness throughout the match, including cleaning of bathrooms and waste removal/disposal during the event.

7. Penalty for Non-compliance: If the cleaning standards fall below the highest International standards, a penalty of up to 10% of the billed amount may be imposed.
8. Materials and Manpower: All cleaning materials, including chemicals, brooms, dustbins, etc., shall be provided by the applicant and will be inspected on-site.
9. Statutory Compliance: The applicant is responsible for ensuring all statutory compliances concerning its personnel.
10. Taxes and Fees: All applicable taxes and fees will be borne by the applicant.

OTHER TERMS & CONDITIONS

- A. Clarifications: Any required clarification can be obtained from the DDCA office.
- B. Submission Format: All tenders should be submitted on the forms provided along with this Tender document, with the company's stamp and relevant documentation.
- C. Earnest Money Deposit (EMD): A 10% EMD in the form of a Bank Draft (drawn in favor of Delhi & District Cricket Association, payable at New Delhi) must accompany the tender. Tenders without EMD will be rejected. EMD will be refunded to unsuccessful bidders within one week of the opening of commercial bids.
- D. Payment Terms: Payments for services rendered will be made within 30 working days after submission of the final bills post-match.
- E. **Rights of DDCA:** DDCA reserves the right to accept or reject any or all tenders, cancel the entire process, or modify any conditions.
- F. **Submission Details:** Tender envelopes, clearly superscribed with the name of the service, should be addressed to the Tender & Purchase Committee, Delhi & District Cricket Association, Arun Jaitley Stadium, Ferozshah Kotla Grounds, New Delhi-110002. The sealed envelope must be dropped off at the reception during office hours (10:00 AM to 5:00 PM).
- G. **Tender Deadline:** The last date for submission of tenders is 3rd October 2025 by 05:00 PM.
- H. **Incomplete Tenders:** Any incomplete tenders will be rejected summarily.
- I. **Substitution of Supplier:** Any request to change the supplier will require written consent from an authorized DDCA official.
- J. **Jurisdiction:** All disputes arising from this tender will be subject to the

jurisdiction of Delhi Courts.

- K. **Validity of Tender:** It is clarified that all rights under this tender are valid only for the current match. No future rights are being granted through this process.
- L. **Eligibility:** The applicant must not be a DDCA member, nor should they have any close family relatives working in DDCA. Applicants are advised to go through the Articles of Association of DDCA, available on DDCA official website, to avoid any conflict of interest.

The last date for submission of the tender/quotation is 3rd October 2025, by 05:00 PM.

**Chairman, Tender & Purchase Committee
DDCA, Arun Jaitley Stadium
Ferozshah Kotla Grounds, New Delhi**

Date: 30th September 2025

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: _____

Signatures

(Name of authorized signatory)

Date:

Place:

Company Stamp:

ANNEXURE-A

Scope of Work for Housekeeping Services

- **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 Hospitality Areas.**
- **Regular cleaning of facilities (toilets/washing/drinking water points).**
- **Cleaning all drainage and preventing choking or foul smells at any time.**
- **Regular replenishing of toiletries, such as toilet paper, liquid soaps, naphthalene cakes/balls, odonil, Air Wick freshener, oil diffuser, scented candles, and dustbins in the toilets and 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 onward to the MCD disposal areas (necessary permissions to be taken by the Services Company).**
- **Delhi Capitals Project office will be operational in the Stadium from M-10 to M+5. One housekeeper, with all necessary toilet cleaning materials from Sector 1, should be present in the Delhi Capitals project office during office hours (M is defined as match day).**

- **The practice session will start at Arun Jaitley Stadium from M-10 onwards. Two dedicated housekeeping staff with the supervisor from Sector 1, with all cleaning materials, should be 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 offices daily, and in other areas of responsibility as needed.**
- **Provision/replacement of an adequate number of dustbins, garbage bags, sanitary cubes, deodorizers, and other consumables (e.g., room fresheners, phenyl, liquid hand wash soap, toilet rolls, C-fold towels, and tissue boxes in toilets).**
- **Any additional requirements during match days and non-match days will be included in the bid.**

Garbage/Waste Disposal:

- **No open garbage areas will be allowed in the Stadium.**
- **Disposal of garbage should be carried out routinely throughout the day, with additional removal twice daily on the day before, during, and after the match.**
- **Waste materials need to be segregated into biodegradable and non-biodegradable categories before disposal.**
- **All garbage must be removed within 24 hours of the match.**
- **The company should ensure complete adherence to waste management laws laid down by the Delhi Government, including waste segregation at the source before leaving the Stadium. A twin-bin system for segregating different types of waste from the stands to the central garbage disposal areas must be followed.**
- **All garbage should be packed in garbage bags only. The quality, quantity, and cost of garbage bags for each area must be shown separately in the bid.**