

**Association of Indian Universities**

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),  
New Delhi-110002

Phone:23230059, 23231097, 23232429, 23232435, 23233390

Website:www.aiu.ac.in Fax:011-23232131

Common to all

**SUBJECT: TENDER TO CALL QUOTATION**

Tender No.: Admn/2019-20

Dated:

1 Name of the Agency:.....

2 Address with telephone No:.....

.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender  
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 GST No.:

6 Registration No., if any:

Seal & Signature of the tenderer

Date:

\*Separate Demand Draft is required for each of the 11 categories.

### IMPORTANT INFORMATION RELATED TO TENDER

1.	Purpose of RFP	Supply of printing paper
2.	Date of Issue	June 7, 2019
3.	Security Money Deposit	Rs.30,000/-
4.	Last Date for submission	June 27, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002
7.	Date of opening of Bid	Shortlisted service provider shall be notified in writing or through mail/mobile
8.	Contact for any queries	011-23232305 Extn.233 E-mail:administration@aiu.ac.in

## Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),  
New Delhi-110002

Admn/Paper/19-20  
June 7, 2019

Subject: Quotations for supply of **printing paper**

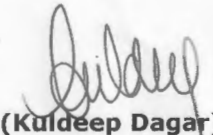
Dear Sir/Madam,

The Association of Indian Universities (AIU) intends to purchase paper, from time to time during the financial year 2019-20 as per list enclosed. It is proposed to enter into contract initially for a period of one year from the date of contract with genuine/ reputed suppliers for supplying various types of paper as per list enclosed on the following terms and conditions: -

- i) The items mentioned in the enclosed list are as per requirement of the Association. Interested suppliers may quote for one or more items. They will be considered only for those items for which they will quote;
- ii) Tenderers may quote their **lowest rates per ream/unit** only strictly as per list enclosed, The **technical bid (with samples of paper) and financial bid** should be sealed by the bidder in **separate covers duly superscribed and both these sealed covers are to be put in a bigger cover** which should also be **sealed and superscribed "QUOTATION FOR PURCHASE OF PRINTING PAPERS"**. The technical bids will be opened by the Committee at the first instance and evaluated by the Committee Members. At the second stage, financial bids of only these technically acceptable offers will be opened.
- iii) The supplier will be responsible for in-time delivery of the goods in good condition at AIU House, New Delhi/other specified place in Delhi at his own risk and cost;
- iv) The owner/ firm should be available on telephone and mobile to enable the Association to call them in emergency cases. Therefore, telephone and mobile number(s) may also be given;
- v) The quantity of the items has not been specified, as the purchase is not confined to a single lot. Items will be purchased during the Financial Year 2019-20, depending on the requirement; The estimated value of the paper being purchased in the Financial Year 2019-20 would be to the tune of Rs.60 Lakhs.
- vi) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Association will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including the blacklisting of the concerned firm by the Association.  
Atleast 10% of the amount will be deducted as a penalty from the amount which pertains to substandard quality.
- vii) The supplier should also submit the audited accounts of Annual turn-over for the last three years. The annual turnover should be at least 40 lakhs.
- viii) The Association reserves the right to terminate the contract at any time without assigning any reason during the period of contract;
- ix) **Sample of the papers** should invariably be enclosed while submitting the quotes. **Serial Number, Name, Specification and Rate** should be mentioned on each sample of paper for easily identifying the paper.

- x) As the requirement of the Association is of urgent nature, if the services of supplier are not found satisfactory or he is not able to supply the goods within time specified by AIU, the order will be entrusted to any other firm/party at the risk of defaulting supplier.
- xi) A photocopy of the PAN/TIN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN/TIN Card of the firm shall be summarily rejected;**
- xii) Bids should be accompanied with **Demand Drafts/ Bankers Cheques** favouring Association of Indian Universities payable at New Delhi for **\*Rs.30,000/- (Rupees Thirty Thousand only)** as **Tender Fee**, Earnest Money will be retained by this Association till the contract remains in force. The Earnest Money of the unsuccessful bidders will be refunded within 15 days of selection of successful bidder.;
- xiii) After entering into contract, no supplier shall be permitted to increase their rates under any circumstances for any item during the term of contract (upto 31.03.2020). The vendor, who declines to supply any item at contracted price will be barred from entering into any future contract.;
- xiv) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full;
- xv) The Association reserves the right to accept or reject any or all the quotation in full or part without assigning any reason. The decision of the Association in this regard shall be final and binding on all. It shall not be obligatory on the part of the Association to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder;
- xvi) The Tenderer should not have been blacklisted by any Govt., Semi-Govt., Dept. or any other organization; and
- xvii) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

If the above terms and conditions are acceptable may be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by 27 June, 2019 upto 5.00 p.m.

  
(Kuldeep Dagar)  
Deputy Secretary (Admn.)

\*No interest will be paid in this earnest money.

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for Supply of Printing Papers in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of agency for providing Printing Papers to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:

**Association of Indian Universities**  
List of Type of Papers for the Financial Year 2019-20

S.No.	Paper Quality & Mill	Size & Wt/GSM	Qty	Rate (per Ream/ Pkt) Exclusive of GST
1	Sunshine Super (BILT), Century Maplitho, JK	20"x26"/13.5 Kg (80 Gsm)	200 Reams	
2	Sunshine Super (BILT), Century Maplitho, JK	20"x30"/17.4 Kg (90 Gsm)	50 Reams	
3	Sunshine Super (BILT), Century Maplitho <b>(Super White)</b> , JK	23"x36"/16 Kgs (60 Gsm)	3000 Reams*	
4	Maplitho <b>(Snow White)</b> (of M/s. Satia Industries Ltd. <b>OR</b> M/s. Khanna Paper Mills	23"x36"/15.4 Kgs (58 Gsm)		
5	Sunshine Super (BILT), Century Maplitho, JK	23"x36"/21.3 Kgs (80 Gsm)	50 Reams	
6	Art Paper (Gloss) (BILT), Century Maplitho, JK	23"x36" (100 Gsm)	50 Reams	
7	Art Paper (Gloss) (BILT), Century Maplitho, JK	23"x36" (130 Gsm)	300 Reams	
8	Art Paper (Gloss) (BILT), Century Maplitho, JK	23"x36"/170 Gsm	50 Reams	
9	Art Card (Gloss) (BILT), Century Maplitho, JK	23"x36" (250 Gsm)	150-200 Pkts. (of 100 each)	
10	Art Card (Gloss) (BILT), Century Maplitho, JK	23"x36"/300 Gsm	30 Pkts. (of 100 each)	

## IMPORTANT INFORMATION RELATED TO TENDER

1.	Purpose of RFP	Supply of General Stationery/Computer Stationery/Envelopes
2.	Date of Issue	June 7, 2019
3.	Security Money Deposit	Rs.20,000/-
4.	Last Date for submission	June 27, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002
7.	Date of opening of Bid	Shortlisted service provider shall be notified in writing or through mail/mobile
8.	Contact for any queries	011-23232305 Extn.233 E-mail:administration@aiu.ac.in

## Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),  
New Delhi-110002

Admn/Sty/19-20  
June 7, 2019

Subject: Quotations for supply of **general stationery, computer stationery and envelopes**

Dear Sir/Madam,

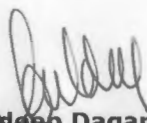
The Association of Indian Universities (AIU) intends to purchase items of stationery, both general & computers, envelopes etc. from time to time during the financial year 2019-20 as per list enclosed. It is proposed to enter into contract initially for a period of one year from the date of contract with genuine/ reputed suppliers for supplying various items of stationery as per list enclosed on the following terms and conditions:-

- i) The items mentioned in the enclosed list are as per requirement of the Association. Interested suppliers may quote for one or more items. They will be considered only for those items for which they will quote;
- ii) Tenderers may quote their **rates per item/unit** strictly as per list enclosed;
- iii) The supplier will be responsible for in time delivery of the goods in good condition at AIU House, New Delhi, at his own risk and cost;
- iv) The owner/ firm should be available on telephone and mobile to enable the Association to call them in emergency cases. Therefore, telephone and mobile number(s) may also be given;
- v) Items will be purchased during the Financial Year 2019-20, depending on the requirement; The estimated value of all the stationery items being purchased in the Financial Year 2019-20 would be to the tune of Rs.45 Lakhs.
- vi) All the items mentioned in the list should be genuine, of highest quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Association will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including the blacklisting of the concerned firm by the Association.  
Atleast 10% of the amount will be deducted as a penalty from the amount which pertains to substandard quality.
- vii) For Computer Stationery, **Registered Supplies Reseller (RSR) Certificate** Signed in blue ink, issued by Hewlett Packard (HP) is to be enclosed with the bid. Bidder must submit an **authorization letter** from **OEM, M/s. Hewlett Packard (HP)** to quote on their behalf specifically for this tender by mentioning the Subject Tender Reference no.
- viii) The supplier should also submit the audited accounts of Annual turn-over for the last three years. The annual turnover should be atleast 70 lacks.
- ix) The Association reserves the right to terminate the contract at any time without assigning any reason during the period of contract;
- x) As the requirement of the Association is of urgent nature, if the services of supplier are not found satisfactory or he is not able to supply the goods within time specified by AIU, the order will be entrusted to any other firm/party at the risk of defaulting supplier.



- xi) A photocopy of the PAN/TIN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN/TIN Card of the firm shall be summarily rejected;**
- xii) Bids should be accompanied with a **Demand Draft/ Bankers Cheque favouring Association of Indian Universities payable at New Delhi for \*Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money separately each for GENERAL STATIONERY/COMPUTER STATIONERY/ENVELOPES**, which will be retained by this Association till the contract remains in force. The Earnest Money of the unsuccessful bidders will be refunded within 15 days of selection of successful bidder.;
- xiii) After entering into contract, no supplier shall be permitted to increase their rates under any circumstances for any item during the term of contract (upto 31.03.2020). **The vendor, who declines to supply any item at contracted price, will be barred from entering into any contract in future;**
- xiv) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full;
- xv) The Association reserves the right to accept or reject any or all the quotation in full or part without assigning any reason. The decision of the Association in this regard shall be final and binding on all. It shall not be obligatory on the part of the Association to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder; and
- xvi) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- xvii) The Tenderer should not have been blacklisted by any Govt., Semi-Govt., Dept. or any other organization; and
- xviii) **Separate Demand Drafts** has to be submitted for all the aforesaid three categories i.e. **General Stationery, Computer Stationery and Envelopes.**

If the above terms and conditions are acceptable, quotations in separate sealed covers superscribed "QUOTATION FOR PURCHASE OF GENERAL STATIONERY/COMPUTER STATIONERY/ENVELOPES" may be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by June 27, 2019 upto 5.00 p.m.

  
(Kuldeep Dagar)  
Deputy Secretary (Admn.)

\*No interest will be paid in this earnest money.

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**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for Supply of Computer Stationery in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of agency for providing Computer Stationery to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for Supply of Envelopes in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of agency for providing Envelopes to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for Supply of General Stationery in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of agency for providing General Stationery to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:

**Association of Indian Universities**  
List of Computer Stationery items for the year 2019-20

<b>Sl. No.</b>	<b>Items</b>	<b>Size/Details</b>	<b>Quantity (Approx.)</b>	<b>Rate per unit/packet (Exclusive of GST)</b>
1.	Toner Cartridge No.CE-505A	HP	20 nos	
2.	Toner Cartridge No.CC388AC	HP	160 nos	
3.	Toner Cartridge No.Q2612AC	HP	100 nos	
4.	Toner Cartridge TN2025 for 7010 Printer	Brother	06 nos	
5.	Toner Cartridge No. CB540A (Black)	HP	10 nos	
6.	Toner Cartridge No. CB541A (Cyan)	HP	05 nos	
7.	Toner Cartridge No. CB543A (Magenta)	HP	05 nos	
8.	Toner Cartridge No. CB542A (Yellow)	HP	05 nos	
9.	Toner Cartridge No. CE278AC	HP	20 nos	
10.	Drum Cartridge D320 for Photocopier Canon	Canon	05 nos	

**Association of Indian Universities**  
**List of Envelopes for the year 2019-20**

<b>Sl. No.</b>	<b>Items</b>	<b>Size: length x breadth x flap</b>	<b>Quantity (Approx.)</b>	<b>Rate per 1000 (Exclusive of GST)</b>
1	Envelopes plain (White) 100 gsm Sunshine Mill packed duly printed	9"x4"x1-1/2" (inches) (along with sample paper)	40000 nos	
2	Envelopes (White) 100 gsm Sunshine Mill packed duly printed with window cut	9"x4"x1-1/2" (along with sample paper)	12000 nos	
3	Envelopes plain (White) 100 gsm Sunshine Mill packed duly printed	10"x5"x1-1/2" (along with sample paper)	40000 nos	
4	Envelopes (White) 100 gsm Sunshine Mill packed duly printed with window cut	10"x5"x1-1/2" (along with sample paper)	12000 nos	
5	Envelopes (Brown) 80 gsm Star Paper (original) duly printed	9"x6"x1-1/2" (along with sample paper)	5000 nos	
6	Envelopes (Brown) 80 gsm Star Paper (original) duly printed with window cut	11-1/2"x9-1/4"x2" (along with sample paper)	400000 nos	
7	Envelopes (Brown) Cloth lined 100 gsm Star Paper (original) duly printed with window cut	11-1/2"x9-1/4"x2" (along with sample paper)	45000 nos	
8	Envelopes (Brown) 100 gsm Star Paper (original) duly printed	12"x10"x2-1/2" (along with sample paper)	10000 nos	
9	Envelopes (Brown) Cloth lined 100 gsm Star Paper (original) duly printed	12"x10"x2-1/2" (along with sample paper)	30000 nos	
10	Envelopes (Brown) Cloth lined 100 gsm Star Paper (original) duly printed	16"x12"x2-1/2" (along with sample paper)	12000 nos	
11	Envelopes plain (White) 100 gsm Sunshine Mill packed duly printed	10"x8"x1-1/2" (along with sample paper)	5000 nos	

**Association of Indian Universities**  
List of General Stationery items for the year 2019-20

<b>Sl. No.</b>	<b>Items</b>	<b>Size/Details</b>	<b>Quantity (Approx.)</b>	<b>Rate per unit/packet (Exclusive of GST)</b>
1	Alpin (paper pin 65 gm) omax		15 pkts	
2	Ball Pen - Cello Finegrip	Red/Blue Black	1500 nos	
3	Ball Pen – Easygrip (Nataraj)	Red/Blue Black	1500 nos	
4	Sign Pen (luxure) No.921	Blue/Black	60 nos	
5	Add Gel Pen (Achiever)	Red/Blue Black/Green	750 nos	
6	Refills Add Gel Pen (Achiever) GR-20	Red/Blue Black/Green	300 nos	
7	Gel Pen Reynolds Trimax	Red/Blue Black/Green	750 nos	
8	Uni-ball Gel Impact Pen UM-153S	Blue/Black	100 nos	
9	Uni ball Pen (UB-150)	Red/Blue Black/Green	70 nos	
10	Uni-ball Signo Refill UMR- 10 (for Uni-ball Gel Impact Pen UM-153S)	Blue/Black	200 nos	
11	Calculator Casio DJ-120 (Two Way Power)	12 Digits	10 nos	
12	Correcting Fluid (White)	(Kores)	150 nos	
13	Ribbon LQ 1050	Prodot	50 nos	
14	LIPI Ribbon (Black) for LIPI 6306 Line Printer	Lipi	35 nos	
15	Ribbon (Black) for Epson LQ 2180 Size:12.7mmx40m	Prodot	30 nos	
16	Computer Paper-Single ply 80 GSM (801) Vardhman 1000 Sheets	10x12x1	35 pkts	

<b>Sl. No.</b>	<b>Items</b>	<b>Size/Details</b>	<b>Quantity (Approx.)</b>	<b>Rate per unit/packet (Exclusive of GST)</b>
17	Computer Paper-2 tier 80 GSM(802) Vardhman 500 Sheets	10x12x2	60 pkts	
18	Computer Paper 3 tier 60 GSM (803) Vardhman 250 Sheets	10x12x3	25 pkts	
19	Correction Pen Flair CP250		30 nos	
20	CD-RW Sony with jewel box	750 MB	30 nos	
21	DVD-RW Sony with jewel box	4.7 GB	30 nos	
22	Duster Cotton White (Big)	20"x20"	1000 nos	
23	Eraser Non-dust	Apsara	100 nos	
24	Solo Plastic file Clear Transparent (CH-101) duly printed (superior quality)	along with sample	3000 nos	
25	File Binder Hard Board	Neelgagan No.31	600 nos	
26	File Cover Printed (Single Hole)		7000 nos	
27	File folder-computer paper 10x12 size (superior quality)	Prodot	80 nos	
28	File folder Report File (Solo RF-101)	A 4 Size	1000 nos	
29	Index File (Lever Arch File No.35 Neelgagan)		300 nos	
30	Glass Tumbler (Yera)		200 nos	
31	Gum Bottle (Hansa)	700ml	250 nos	
32	Fevi Gum - Pedilite	22.5 ml	60 nos	
33	Gem Clips Zen (superior quality) (Pkt of 100)	Plastic 32 mm	200 pkts	



<b>Sl. No.</b>	<b>Items</b>	<b>Size/Details</b>	<b>Quantity (Approx.)</b>	<b>Rate per unit/packet (Exclusive of GST)</b>
34	Glue Stick 15 gms	(Kores)	80 nos	
35	High Lighter-different colours	(Luxure)	80 nos	
36	Ink for stamp pad 30 ml	(Supreme)	10 nos	
37	Marker Pen (Permanent) 1222	(Luxor)	50 nos	
38	Note Sheet Pad Green 95 GSM Paper 80 Sheets (F/s size) Size 21 x 33.5 cm	Shipra	180 pads	
39	Pencil Mat Magic Extra Dark	(Apsara)	500 nos	
40	Pen/Pencil Tumbler	Kebica Model 2041	20 nos	
41	Plastic Bags (laminated) H.D.P.E. Woven Fabric Cloth	size 19"x32" (along with sample bag)	20000 nos	
42	Pin Cushion Magnet	Omex	20 nos	
43	Punch Double (Kangaroo)	DP600	10 nos	
44	Photocopier Paper (JK 75 GSM)	A/4 Size	800 Ream	
45	Colour Paper (Sprit 75 gsm) (Pink/Green/Yellow)	A/4 size	30 Ream	
46	Legal Size Photocopy Paper JK 75 GSM (White Colour)		40 Ream	
47	Rubber Band (Nylon) 4" superior quality (Pkt of 500gm)		60 pkts	
48	Register Half Index (Red Binding) Shipra	4 Quire,	30 nos	
49	Register Half Index ( Red Binding) Shipra	6 Quire	30 nos	
50	Register Half Index ( Red Binding) Shipra	8 Quire	20 nos	
51	Register Half Index ( Red Binding) Shipra	12 Quire	10 nos	

Sl. No.	Items	Size/Details	Quantity (Approx.)	Rate per unit/packet (Exclusive of GST)
52	Register Ordinary (superior quality)Shipra	(F/S) 2 Quire	50 nos	
53	Register Despatch Shipra	6 Quire	25 nos	
54	Ring Binder File RB-402 2D	Solo	50 nos	
55	Sponge Dumper (Superior quality)		20 nos	
56	Stock Register Half Index -Cloth Canvas Binding (Shipra)	6 Quire	06 nos	
57	Stock Register Half Index -Cloth Canvas Binding (Shipra)	8 Quire	06 nos	
58	Writting Pad <i>(logo on each sheet of TA Ballarpur 70 gsm paper) 300 gsm Art Card front cover with 4 colour printing &amp; lamination, 400 gsm duplex board bottom</i>	A4 Size (80 Sheets)	300 nos	
59	Writting Pad <i>(logo on each sheet of TA Ballarpur 70 gsm paper) 300 gsm Art Card front cover with 4 colour printing &amp; lamination, 400 gsm duplex board bottom</i>	A6 Size (80 Sheets)	300 nos	
60	Writting Pad <i>(logo on each sheet of TA Ballarpur 70 gsm paper) 300 gsm Art Card front cover with 4 colour printing &amp; lamination, 400 gsm duplex board bottom</i>	A8 Size (20 Sheets)	1000 nos	
61	Post-it (Self-Adheshive) markers (3 Pads of 50 Sheets)	Size 3"x3"	100 nos	
62	Post-it (Self-Adheshive) markers (10 Pads of 50 Sheets)	Size 2"x1/2"	100 nos	
63	Post-it Super Sticky Notes Marrakesh Collection (5 Pads of 90 Sheets per Pack)	Size 3"x3"	100 nos	
64	Sharpener (with Eraser, Two-in-One) Tidy-up	(Apsara)	100 nos	
65	Stamp Pad	Size 70X110mm	20 nos	
66	Stapler Machine-Japan Max HD-10D		60 nos	

<b>Sl. No.</b>	<b>Items</b>	<b>Size/Details</b>	<b>Quantity (Approx.)</b>	<b>Rate per unit/packet (Exclusive of GST)</b>
67	Stapler Medium Kangaroo HP45		10 nos	
68	Scale Plastic 12" Heavy (superior quality)	Natraj	20 nos	
69	Scale Steel 12" (superior quality)	Omax	20 nos	
70	Stapler Pin Kangaroo No.10 – 1M	Small	600 nos	
71	Tape Brown 50 Mtrs.(Superior Quality)	2"	150 Rolls	
72	Tape Cello Transparent 25 Mtrs. (Superior Quality)	1/2"	30 Rolls	
73	Tape Cello Transparent 50 Mtrs. (Superior Quality)	2"	100 Rolls	
74	Colour Tape (different Colours) 50Mtrs. (Superior Quality)	1-1/2"	30 Rolls	
75	Tag White bunch (Superior Quality) (1Bunch=25Tags)		300 bunches	
76	Tag Green (1 Bundle of 100) Superior Quality	24"	10 bundle	
77	Cell Pencil Eveready for wall clock		150 nos	
78	Cell AAA Eveready for Remote		80 nos	
79	Jug Plastic Flora Nayasa 2400 ml (Transparent)		30 nos	
80	Single Punch Kangaroo		10 Nos.	
81	OHP Marker Luxure		30 nos	

### IMPORTANT INFORMATION RELATED TO TENDER

1.	Purpose of RFP	Courier Service
2.	Date of Issue	June 7, 2019
3.	Security Money Deposit	Rs.20,000/-
4.	Last Date for submission	June 27, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Marg, New Delhi-110002
7.	Date of opening of Bid	Shortlisted service provider shall be notified in writing or through mail/mobile
8.	Contact for any queries	011-23232305 Extn.233 E-mail:administration@aiu.ac.in

## Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),  
New Delhi-110002

No.Admn/Courier/19-20  
June 7, 2019

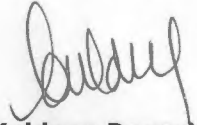
### SUBJECT: QUOTATIONS FOR ENGAGING COURIER AGENCY

Dear Sir/Madam,

The Association of Indian Universities (AIU), an apex body of Universities and Institutes of Higher Education in India, invites rates from courier agencies for delivery of mail within India.

#### Terms & Conditions:

- i) Rates should be quoted in the prescribed performa enclosed, exclusive of taxes.
- ii) Taxes, other charges, if any, should be mentioned separately.
- iii) Contract shall be valid for a period one year with effect from the date of commencement.
- iv) Extension of contract at approved rates shall be granted with mutual consent.
- v) The Association reserves the right to accept/reject any or all quotations without assigning any reason.
- vi) 50% POD's or Delivery Run Report should be provided along with the Bills to AIU.
- vii) The supplier should also submit the audited accounts of Annual turn-over for the last three years. The annual turnover should be at least 1 crore.
- viii) The quotations in a sealed cover superscribed "Quotation For providing Courier Services" should be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by 27 June, 2019 upto 5.00 p.m.
- ix) A photocopy of the PAN/TIN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN/TIN Card of the firm shall be summarily rejected.**
- x) The Tenderer should not have been blacklisted by any Govt., Semi-Govt., Dept. or any other organization; and
- xi) Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring "Association of Indian Universities" payable at New Delhi for \*Rs.20,000/- (Rupees Twenty Thousand only) as Earnest Money, which will be retained by this Association till the contract remains in force.

  
(Kuldeep Dagar)  
Deputy Secretary (Admn.)

\*No interest will be paid in this earnest money.

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for providing Courier Service in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of providing Courier Service to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization \_\_\_\_\_

Date:

Place:

**Association of Indian Universities**

Performa for quoting Courier Services rates.

Weight of mail	Domestic Rates			
	Delhi	NCR	North India	Rest of India
i) Up to 250 gm.				
ii) Up to 500 gm.				
iii) Up to 750 gm.				
iv) Up to 1000 gm.				
v) Above 1 Kg. extra charges per Kg.				

### IMPORTANT INFORMATION RELATED TO TENDER

1.	Purpose of RFP	Photocopier Machine with Operator on contract basis
2.	Date of Issue	June 7, 2019
3.	Security Money Deposit	₹5,000/- (from successful firm)
4.	Last Date for submission	June 27, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Road, New Delhi-110002
7.	Date of opening of Financial Bid	To be notified at a later date after the technical evaluation is completed. Shortlisted service provider shall be notified in writing or through mail/mobile.
8.	Contact for any queries	011-23232305 Extn. 233 E-mail: <a href="mailto:administration@aiu.ac.in">administration@aiu.ac.in</a>





**ASSOCIATION OF INDIAN UNIVERSITIES**

**AIU House, 16, Comrade Indrajit Gupta Road,  
New Delhi – 110 002**

**Phone: (011) 23232305, 23230059, 23232429, 23232435**

No.Admn./Quotation/2019/  
June 7, 2019

**NOTICE INVITING QUOTATION**

Sealed Quotations are invited for supplying of Brand New photocopier machine with Operator and who are capable to provide efficient photocopying services to Association of Indian Universities (AIU) for photocopying on Monthly Contract rate basis. The interested firm may submit their proposal in a sealed cover along with all supporting documents clearly marked **“Quotation for Photocopier Machine with Operator on contract basis”** to the office of the undersigned personally or by e-mail on or before **27/06/2019 by 17.00 hrs.**

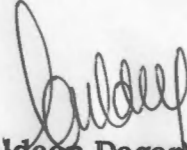
**General Terms & Conditions**

- 1) The service provider should not have been blacklisted by any Govt., Semi-Govt., Deptt. or any other organization.
- 2) The rates quoted shall remain valid for 1 year from the date of contract and shall include all duties & taxes except service tax which will be paid extra in concerned cases. No change in price will be entertained later. Rates once quoted cannot be changed/revised without the written consent of the AIU;
- 3) Services are to be rendered at AIU premises without any transportation/delivery/packing charges;
- 4) Photocopier machine shall have in excellent working condition and should be in perfect running condition fulfilling the latest norms;
- 5) The Operator should possess the technical skill, should be well mannered/disciplined and adequately educated so as to maintain register;
- 6) Machine is to be provided all throughout the month for this office use;
- 7) This office shall not be responsible for any damage to the machine in case of an accident or otherwise, theft of machine/parts and accessories therein. Similarly this office shall not be responsible for any third party claims;
- 8) The machine will be repaired and maintained by contractor from time to time;
- 9) Payment of monthly bill shall be made within a fortnight on the presentation of the bill after submission of copy of register along with receipt in duplicate;

**Contd. p.2/**

- 10) The calculation of reading shall be from the last closing point to the next closing point basis;
- 11) In case of any breakdown/ non-attending of duty by the operator within the proper time, the service provider shall make arrangement for providing alternate machine/operator immediately. The alternate machine and/or operator shall be of the same specifications/qualifications as that of the machine/operator covered by the contract;
- 12) The operator should always remain with the machine during the entire period of duty. The working hours for this office are between 09:00 a.m. to 5:30 p.m. (Monday to Friday). In case of any urgency, the operator may seek permission of the concerned officer and if required should come on Saturday/Sunday on holidays as directed by concerned officer;
- 13) The service provider shall provide the name and address with contact number of the operator along with copy of it while submitting acceptance of offer;
- 14) In case of quality of service by the contractor agency found wanting/inadequate, the Competent Authority may terminate the contract agreement after giving seven (07) days notice. In that case the Competent Authority may forfeit the security deposit as stated above;
- 15) The service contract shall be valid for one year from the date of execution of contract, renewable on mutual consent of both the parties and subject to satisfactory performance.
- 16) The TDS shall be deducted from the monthly bill as per the prescribed rate. If the income-tax is to be paid by the contractor or his firm is exempted from such tax under any rule under Income Tax Act, the AIU should be informed in writing for not deducting the TDS from the monthly bill;
- 17) The service provider shall supply additional machines as per the terms and conditions of the service contract as and when the same is required to this office;
- 18) AIU is not bound to accept the lowest quotation and reserves the right to accept any quotation or reject any or all quotations without assigning any reason whatsoever and no correspondence in this behalf shall be entertained. The decision of AIU authorities in the matter of selection shall be final and binding to all;
- 19) Incomplete quotation forms are liable to be rejected;
- 20) The successful firm will furnish 'Security Money Deposit' of a sum of ₹5,000/- in the form of demand draft which shall be released only on termination of contract, after adjustment of dues, if any;

- 21) If the firm fails or refuses to render service of the photocopy to AIU at the approved rate after awarding contract, the Competent Authority reserves the right to forfeit the security deposit either wholly or partly to the extent it deems fit and proper;
- 22) Space and electricity for photocopy machine will be provided by AIU. All other things like man-power, photocopier machine, drum, toner, paper, stapler pin etc. has to be arranged by the photocopier service provider.



**(Kuldeep Dagar)**  
**Deputy Secretary (Admn.)**

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for photocopier service in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of agency for providing Photocopier Service to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:

**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU House, 16, Comrade Indrajit Gupta Road,**  
**New Delhi – 110 002**  
**Phone: (011) 23232305, 23230059, 23232429, 23232435**

No. Admn./Quotation/2019/  
June 7, 2019

**Quotation for photocopying of various documents**

Sl. No.	Schedule of Quote	Details and documents wherever required
1.	Name of the Firm	
2.	Name of the Contact person	
3.	Phone No.	
4.	Mobile No.	
5.	E-mail address	
6.	Website, if any	
7.	Address for Communication with PIN Code	
8.	Experience of the business of photocopying services <b>(Enclose supporting documents)</b>	
9.	Types of equipment	
	Make	
	Model	
	Year of Manufacturing	Brand New
	Capacity to print	25 ppm
10.	Details of PAN Card	No. _____ <b>(Please enclose copy)</b>
11.	List of organizations handled during the last three years and certificates of successful running/completion of the contracts for the said services	Please enclose the desired certificates
12.	Minimum billing per month with free photocopies of papers/ documents/ folders etc. from 0 - 10000 Nos.	
13.	Rate per page for photocopying after 10000 Nos. of copies. The vendors will have to provide 1 Heavy Duty Digital Photocopier Machine with operator. Ensure the payment of operator as per wages announced under the minimum wages Act by Govt. of Delhi from time to time. The Rate should be inclusive of all taxes but excluding of Service Tax.	

**Date :**

**Signature & Seal of the Bidder**

**Place :**

### **IMPORTANT INFORMATION RELATED TO TENDER**

1.	Purpose of RFP	Providing Catering Services
2.	Date of Issue	June 7, 2019
3.	Security Money Deposit	₹2,000/- (from successful bidder)
4.	Last Date for submission	June 27, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Road, New Delhi-110002
7.	Date of opening of Financial Bid	To be notified at a later date after the technical evaluation is completed. Shortlisted service provider shall be notified in writing or through mail/mobile.
8.	Contact for any queries	011-23232305 Extn. 233 E-mail: <a href="mailto:administration@aiu.ac.in">administration@aiu.ac.in</a>



**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU House, 16, Comrade Indrajit Gupta Road, New Delhi – 110 002**  
**Phone – (011) 23232305, 23232429**

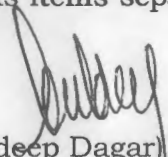
No.Admn./Canteen/2019/

June 7, 2019

**Subject: Quotation for providing Catering Services at AIU.**

Sealed quotations for **“Providing Catering Services”** are invited by the undersigned on behalf of AIU up to 05:00 P.M. by 27/06/2019. The details of items are as enclosed and rates should be quoted of all items/ sizes in each:

1. Quotations should be sent under sealed cover marked as **“PROVIDING CATERING SERVICES”**.
2. The rates should include excise duty, sales tax, freight charges, any other taxes, rates or imposition whatever liable in respect of the supplied. The AIU shall not be liable to pay any tax, freight etc.
3. AIU not bind to accept the lowest quotation and reserves the right to accept or reject the quotation.
4. The contractor should not have been blacklisted by any Govt., Semi-Govt., Deptt. or any other organization.
5. The tenure of the contract shall ordinarily be of 01 year. However, the competent authority, may at his discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the service provider.
6. The contractor, whose quotation will be accepted, wherein after called the contractor, will have to deposit security money ₹2000/- (Rupees Two Thousand) which shall be refunded in the event of rejection of the quotation or after completion of contract period after all the liabilities of the service provider with the AIU are settled.
7. These instructions to tenders are to be signed by the contractors and returned with the tender:
  - i) A good quality steel tea pan/ fry pan/ cooker should be used for catering services;
  - ii) A good quality oil/ghee should be used for preparing food or breakfast;
  - iii) Fresh tea leaves should be used on each order of tea;
  - iv) Fresh full cream milk should be used on each order of tea;
  - v) The AIU canteen area should be properly cleaned;
  - vi) The AIU canteen kitchen and utensils should be properly cleaned;
  - vii) The breakfast/lunch are to be provided for the AIU staff/outsourced staff on duty and AIU visitors as per requirements in proper hygienic;
  - viii) The rate of items are to be charged as approved by AIU;
  - ix) The canteen will run from 9:00 AM to 5:30 PM.
  - x) Monthly rate of canteen have to pay for ₹25/- per month.
  - xi) The tenderer should quote their rates for lunch/snacks items separately in the proforma attached herewith.

  
(Kuldeep Dagar)  
Deputy Secretary (Admn.)

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for providing canteen service in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of agency for providing canteen service to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:



**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU House, 16, Comrade Indrajit Gupta Road, New Delhi - 110 002**  
**Phone - (011) 23232305, 23232429**

**RATE LIST FOR ITEMS FOR THE CANTEEN**

<b>Sl.No.</b>	<b>Menu</b>	<b>Quantity</b>	<b>Rate</b>
1.	Tea	01 cup 150 ml	
2.	Tea (Dip)	01 cup 150 ml	
3.	Green Tea	01 cup 150 ml	
4.	Hot Coffee	01 cup 150 ml	
5.	Hot Coffee (Dip)	01 cup 150 ml	
6.	Cold Drinks	All major brands	As per MRP
7.	Biscuits	All major brands	As per MRP
8.	Samosa	01 pc. High Quality	
9.	Break Pakora	01 pc. High Quality	
10.	Puri (4 pc.) + Vegetable	High quality	
11.	Gulab Jamun	01 pc. (50 gm.)	
12.	Rasgulla	01 pc. (50 gm.)	
13.	Burfi	01 pc. 35 gm.	
14.	Sambar Bada 02 pcs.	Each pcs. 100 gm.	
15.	Idli Sambar 02 pcs.	Each pcs. 100 gm.	
16.	Cholley Bhature	01 plate (2 pc Bhature + Cholley) High Quality	
17.	Ordinary lunch with rice and roti with Dal and 02 vegetable	01 plate of High Quality	
18.	Vegetable/Dal	01 plate of High Quality	

Signature of the contractor

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

### **IMPORTANT INFORMATION RELATED TO TENDER**

1.	Purpose of RFP	Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking
2.	Date of Issue	June 7, 2019
3.	Earnest Money Deposit	₹5,000/-
4.	Last Date for submission	June 27, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Road, New Delhi-110002
7.	Date of opening of Financial Bid	To be notified at a later date after the technical evaluation is completed. Shortlisted service provider shall be notified in writing or through mail/mobile.
8.	Contact for any queries	011-23232305 Extn. 233 E-mail: <a href="mailto:administration@aiu.ac.in">administration@aiu.ac.in</a>



**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU House, 16, Comrade Indrajit Gupta Road, New Delhi – 110 002**  
**Phone – (011) 23232305, 23232429**

No.Admn./Travel/2019/

June 7, 2019

**Subject: Notice Inviting Quotation (NIQ) for Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking.**

The Association of Indian Universities (AIU) is an apex body of the Universities and Institutes of Higher Education in India. It also represents various National and International Bodies functioning in the field of Higher Education.

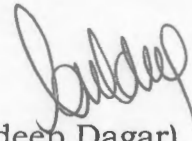
Sealed quotations are invited to engage an IATA approved and IRCTC registered Travel Agency for booking of Air (International/ Domestic) and Railway Tickets etc. for AIU.

**Qualifications of Bidders:**

1. The Travel Agency should be approved by IATA and should be registered with IRCTC.
2. The Travel Agency should not have been blacklisted by any Govt., Semi-Govt., Deptt. or any other organization.
3. Travel Agency should have Service Tax Registration Number and PAN Number.
4. The Service Provider Company/ Firm/ Agency shall submit an affidavit on a Rs.10/- stamp paper duly attested by a Notary Public to the effect that the agency is/ has not been black listed by Central/State Government/ any PSU.
5. The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to AIU.
6. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.
7. An Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft or Bankers Cheque drawn in favour of Association of Indian Universities, payable at New Delhi will be required to deposit by successful bidder so deposited shall be retained by the AIU as Performance Guarantee which shall be refunded after expiry of or termination of contract.

Contd...p.2/

8. The tenure of the contract shall be for one year.
9. The supplier should also submit the audited accounts of Annual turnover for the last three years. The annual turnover should be atleast 50 lacks.
10. The payment shall be released on submission of invoices by cheque/ECS transfer.
11. The quotation complete in all respects should reach the Deputy Secretary (Administration), Association of Indian Universities, AIU House, 16, Comrade Indrajit Gupta Road, New Delhi-110002 latest by 27/06/2019.
12. AIU reserves the right to reject any or all of the tenders without assigning any reason.
13. Travel Agency should have minimum three years of working experience of Govt. Deptt., Semi-Govt., Corporate Sector, Universities etc.



(Kuldeep Dagar)  
Deputy Secretary (Admn.)

**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU House, 16, Comrade Indrajit Gupta Road, New Delhi – 110 002**  
**Phone – (011) 23232305, 23232429**

**Subject: Quotation (NIQ) for Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking.**

1. Name of the Firm/ Agency :
2. Address with telephone/Fax :
  
3. Name of Contact Person(s) with Mobile No./e-mail ID :
4. Income Tax – PAN No. (Attach copy) :
5. Service Tax/ VAT No. (Attach copy) :
6. Details of EMD :
7. Financial Bid

Discount on International Air Ticket	Service Charge International Air Ticket	Discount Domestic Air Ticket	Service Charge Domestic Air Ticket	Service Charges and Cancellation charges Railway Ticket

**Verification:** The quotation for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the quotation/contract shall be liable for rejection.

Sign. of authorized signatory  
 Full Name :  
 Contact No. :  
 Seal

**IMPORTANT INFORMATION RELATED TO TENDER**

1.	Purpose of RFP	Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking
2.	Date of Issue	>i bY\$+ž2019

3.	Earnest Money Deposit	₹5,000/-
4.	Last Date for submission	31st May, 2019
5.	Bid validity	90 days
6.	Address for submission	The Deputy Secretary (Admn.) Association of Indian Universities AIU House, 16, Comrade Indrajit Gupta Road, New Delhi-110002
7.	Date of opening of Financial Bid	To be notified at a later date after the technical evaluation is completed. Shortlisted service provider shall be notified in writing or through mail/mobile.
8.	Contact for any queries	011-23232305 Extn. 233 E-mail: <a href="mailto:administration@aiu.ac.in">administration@aiu.ac.in</a>



## ASSOCIATION OF INDIAN UNIVERSITIES

AIU House, 16, Comrade Indrajit Gupta Road, New Delhi – 110 002

Phone – (011) 23232305, 23232429

### Subject: Quotation (NIQ) for Empanelment of Travel Agents for Domestic and International Air Tickets and Railway Ticket Booking.

1. Name of the Firm/ Agency :
2. Address with telephone/Fax :
  
3. Name of Contact Person(s) with Mobile No./e-mail ID :
4. Income Tax – PAN No. (Attach copy) :
5. Service Tax/ VAT No. (Attach copy) :
6. Details of EMD :
7. Financial Bid

Discount on International Air Ticket	Service Charge International Air Ticket	Discount Domestic Air Ticket	Service Charge Domestic Air Ticket	Service Charges and Cancellation charges Railway Ticket

**Verification:** The quotation for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the quotation/contract shall be liable for rejection.

Sign. of authorized signatory

Full Name :

Contact No. :

Seal

**SELF DECLARATION**  
**(Regarding Blacklisting)**

To,

**THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002**

**Ref.: Tender for Empanelment of Travel Agents for Air and Railway Booking for AIU, New Delhi**  
Dear Sir,

Apropos to the Tender for Selection of agency for Air and Railway Ticket Booking to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the Organization\_\_\_\_\_

Date:

Place:



Tender Sr. No. AIU/**Housekeeping**  
**06/2019**

**TENDER**

**DOCUMENT For**  
**Providing Housekeeping/ Sanitation**  
**Services**

**In**

**ASSOCIATION OF INDIAN UNIVERSTIES**  
**AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG**  
**(KOTLA MARG) NEW DELHI-110002**

This Tender Document Contains

**23**

# ASSOCIATION OF INDIAN UNIVERSITIES

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**IMPORTANT INFORMATION RELATED TO TENDER**

1	Purpose of RFP	Engagement of Agency for providing Housekeeping/ Sanitation Services.
2	Date Of issue	June 7, 2019
3	Earnest Money Deposit	Rs.20,000/-
4	Last Date for Submission	June 27, 2019 1700 hrs
5	Bid Validity	90 days
6	Address for Submission	To THE DEPUTY SECRETARY (Admin), AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG (KOTLA MARG) NEW DELHI-110002
7	Date of Opening of Technical Bid	
8	Date of Opening of Financial Bid	To be notified at a later date after the Technical evaluation is completed. Shortlisted Service Provider shall be notified in writing or through mail/mobile.
9	Contact for any queries	011-23232305 Extension 233 or <a href="mailto:administration@aiu.ac.in">administration@aiu.ac.in</a>

# ASSOCIATION OF INDIAN UNIVERSITIES

011-23232305 Extension 242 or [administration@aiu.ac.in](mailto:administration@aiu.ac.in)

## Tender Documents for Providing Housekeeping/ Sanitation Services in AIU Campus, New Delhi

### A. Eligibility Conditions

1. A registered company firm or agency having experience of at least Five Years in Housekeeping/ Sanitation Services having minimum annual turnover of Rs 10 Lakhs during the preceding three financial years ending 31<sup>st</sup> March 2018 and experience of undertaking at least three independent completed projects in Housekeeping services worth of Rs 3 Lakh each.
2. The Tenderer should be registered with the Competent Authority and should have PAN/TAN number, Sale Tax/GST registration.
3. The Tenderer shall have well established office.
4. The Tenderer should have 5 years experience in housekeeping and sanitation services in Govt. Dept, Semi-Govt., Corporate Sector, Universities, Hospitals etc.
5. The Tenderer should not have been blacklisted by any Govt., Semi- Govt. Dept. or any other organization.
6. The Tenderer must submit duly filled Tender form specified in this document.
7. Certificate of registration, MOU in case of partnership firm, Article of Association, Mou in Case of Company etc shall be attached.
8. The Tenderer should not have incurred loss in more than 2 years in last 5 financial years ending 31<sup>st</sup> March 2018.
9. The Tender form shall be accompanied by the documents mentioned in checklist specified in Annexure I of this document.
10. The Tenderer without the qualifications as mentioned at Sr. No 1 to 8 above and Tender without all the documents mentioned at Sr. No 9 above shall be summarily rejected. Tenders incomplete in any form are liable to be rejected out rightly.
11. Tender is liable to be rejected without EMD.
12. Every page of Tender document shall be signed by the Tenderer.
13. In case any person signs the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company/firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.

### B. SUBMISSION & OPENING OF TENDERS EARNEST MONEY DEPOSIT (EMD)

- i) Tender should be submitted on specified format supplied by **Association of Indian Universities** or downloaded from **Association of Indian Universities** website along with Account Payee Demand Draft of any nationalised /Scheduled bank amounting to Rs 20,000/- (Rupees twenty Thousand Only) with validity period of tender, drawn in favour of "**Association of Indian Universities**".
- ii) The EMD of unsuccessful Tenders will be returned after finalisation of the contract. No interest shall be paid on the EMD. In case of successful tender, amount paid as EMD will be adjusted towards performance security deposit and this amount will not carry any interest.
- iii) No Tenders will be accepted after 5.00 pm dated June 27, .2019.

- iv) Bid should be placed sealed envelopes and both sealed in bigger envelope superscribing "Tender for sanitation/Housekeeping Services." EMD should be with bid.
- v) Bid will be opened in the office of the **Association of Indian Universities** in presence of committee constituted by competent Authority for opening of bid will be conveyed technically qualified tenderer by post/telephonically.
- vi) The Deputy Secy. (admin) **Association of Indian Universities** will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- vii) Before submitting the tender, the tenderers must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.
- viii) The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
- ix) Tenders should be dropped in the box kept in Dispatch Room of the **Association of Indian Universities**, New Delhi between 10.00 a.m. to 5.00 p.m. No tender will be accepted after 5.00 pm on 27 June, 2019
- x) Tenderer are advised to carry out survey of the **Association of Indian Universities** campus, before quoting so as to fully acquaint themselves of the conditions on ground.
- xi) Items rate quotations having 15% above or below the reasonable rates are liable to be rejected.

#### **C. SCOPE OF WORK TO BE EXECUTED BY THE AGENCY**

- i) The agency shall be fully responsible for the housekeeping/sanitation services in the AIU as laid down in the tender and the agency shall work under overall supervision and direction of the Administration Department.
- ii) Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30 am on all working days, then the same shall not be considered for payment for that particular day and pro-rata deduction will be made for that day and damages of Rs 1000/- per day for such delay shall also be imposed on the contractor and will be recovered from the contractor bills. Some activities such as garbage removal, insecticide/pesticide application etc shall be completed in the evening after office hours (i.e 3.30 pm onwards) on day to day basis. No spill over of the above works for the next day shall be permitted under any circumstances.
- iii) However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) Lobby, Corridors and other areas shall be done continuously during office hours (at the regular intervals as per requirement, usage and instruction given by the officers of the AIU from 9.00 am to 5.00 pm i.e. during office hours and beyond)
- iv) The contracting agency shall make arrangement of providing adequate number of dustbins as also refill the sanitary cubes, deodorizer, and other consumable like Air Fresheners, Phenyl ,toilet roll, tissue box and liquid soap for hand wash in all toilets and the cost of consumables and cleaning materials will be borne by the contracting agency.
- v) Agency shall arrange to spray air fresheners in officer's rooms, conference halls auditorium as and when required and the cost will be borne by the Agency.
- vi) All materials to be used for cleaning and other consumable (Annexure-IV), shall be in conformity with the specifications/brand/make of government approved standards (The samples have to be got approved from the Administration Dept. of the AIU by the Contracting Agency)

vii) The work to be carried out under this tender shall also include arranging of vacuum cleaners, scrubbing and polishing machines and equipments which are required to be used during execution of the work. All the machineries used should be appropriate for the surfaces existing on the site and in no way damage the surface/ fixtures/ fittings/ furniture's beyond normal wear and tear. In case the agency or its employee damages the surface/fixtures/fittings/furniture, the department will be well within its right to recover the cost of restoring the damaged area and /or impose a penalty on the agency. The decision of the THE DEPUTY SECRETARY (Admin), AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG (KOTLA MARG), NEW DELHI-110002 will be final and binding on the agency.

**D. SCOPE OF WORK AND WORKING HOURS**

- i) The Agency shall be responsible for the Housekeeping Services/ Sanitation in the AIU laid down in the tender and the agency shall work under the overall supervision and direction of the Joint secretary (admin), AIU. The agency shall seek instructions from Department or any other officer authorised by the AIU for the above noted purpose.
- ii) The manpower (Male) to be deployed for housekeeping/sanitation at Association of Indian Universities.

**Monday To Saturday:**

Hrs of Work	Sweepers (Including sewer man)	Supervisor
7.30 am to 4.00 pm	4	1

**Sundays:**

Hrs of Work	Sweeper	Supervisor
8.00 am to 1.00 pm	1	0

The manpower specified above is the bare minimum to cover the areas and scope of work as mentioned above.

- (iii) The scope of work include dusting/cleaning of computers, machines, other office equipments, internal vertical surface (Marble, glass panels and painted surface etc), ceiling & fixtures, electric fans., as well as to attend to work assigned by the officers of the AIU.
- (iv) For the purpose of sanitation and housekeeping , the entire site is broadly divided into three parts, namely ,non- carpeted covered area and carpeted covered area and open area and the details are given as under:

## **ANNEXE BUILDING**

Basements to top floor with Rest Rooms No 1-9 with Lounge (Total 10 rooms with pantry attached toilets in 2nd the floor, canteen in ground floor)

### **TOILETS/FIXTURES:**

General Toilets	:11
Officers Toilets	:02
Urinals	:06
Drinking water coolers	:03
Bath rooms/Attached toilets	:13

- (iv) The periodicity with which the job is to be carried out at the site is broadly divided into four categories namely (A) Daily (B) Weekly (C) Fortnightly and (D) Monthly:

### **F. DETAILS OF JOBS TO BE CARRIED OUT TWICE A DAY ARE AS UNDER:**

1. General cleaning( sweeping ,mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms(Halls), Library , reception, corridors, stairs, A/Cs outdoor unit area, space for water coolers & toilets, parking areas, service area, all space roads inside the **Association of Indian Universities** ETC. and all unspecified areas/location within the **Association of Indian Universities**.
2. Removal of garbage from dustbins in plastic bags. Replacing old plastic bags with new plastic bags. Carrying of garbage in trolley. No garbage will be left in the site overnight. The plastic bag for the dustbins and for carrying the garbage will have to be provided by the agency.
3. Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the staircase, lift areas, open area etc.
4. Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
5. Stain removal treatment of entire premises including stairs, area of office cabins, conference halls reception, toilets etc. and stain removing of the furniture and equipments.
6. Air Freshener spray in conference room (if required), officers' rooms once in a day and also on requirement basis as directed by the department.
7. Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's Urinals wash basins, floor area of toilets and cleaning and wet dusting/wiping of mirrors, frames etc. in toilets with approved materials, refilling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), refilling of toilets rolls/tissue papers etc.
8. Cleaning and dusting of planters, paintings, posters, notice boards etc.
9. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators etc. as and when required.
10. Mosquito/Flies Control treatment will be done to get rid of day to day nuisance of mosquitoes/flies. Spraying at all the entry and exist points and reception area to be done on daily basis.
11. The biodegradable and non-biodegradable waste shall be segregated and disposed off by the contracting agency on day to day basis and required numbers of dustbins will have to be provided by the Agency. The agency should follow the government guidelines/Act in this regard.

12. Insect control complaints should be attended on all days. Necessary, qualified, manpower for the purpose should be available on site for immediate attention.
13. The above mentioned work from (1) to (12) are to be carried out on all days and also on requirement basis as directed by department, however, one sanitation worker to be kept on standby at Rest House and reception block on public holidays for the upkeep of Rest House and reception block and to attend any emergency requirement.

**G. DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER:**

- I) Machine and Hand scrubbing and thorough cleaning/washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- II) Dusting of walls, roofs etc. from top downward and removal of cobweb.
- III) Polishing of brass/copper fixtures.
- IV) Cleaning of windowpanes and partition door.
- V) Cleaning of drinking water coolers area, dustbins, buckets etc. with detergents.
- VI) Weekly cleaning and dusting of ventilator blinds and brushing of upholstered chairs and sofas.
- VII) Insects control treatment should be extensively carried out in the site on every weekend.

**H. DETAILS OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:**

- I) Vacuum cleaning of upholstery of sofas and other upholstered chairs and AC grills.
- II) Cleaning of nameplates and painting with glass top.
- III) Adult Mosquito Control Inside areas of the Association of Indian Universities treatment will be done by means of spraying to get rid of all adult insects within the premises. This treatment will be done by means of fogging to get rid of Adult insects hidden in AC ducts, behind the furniture and all other hidden places.
- IV) Larva Control treatment (along the boundary wall) will be done by spraying of Pesticides to stop breeding on any places of stagnant water.

**I. DETAILS OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:**

- I) Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables etc.
- II) General cleaning/dusting of panels, posters, paintings etc
- III) Polishing of covered floor area, cleaning of sanitary/water supply fixture, wall tiles. Etc
- IV) Removal of cobwebs in back/hidden areas in place like electrical substations, UPS/room, telephone exchange etc.
- V) Removal of weeds from edges of paths/roads, pavel-laid area, corners, services in terraces etc.
- VI) Insect Control/Disinfestations treatment will be done by means of spraying in toilets to get rid of ticks, cockroaches, ants, beetles etc.

**J. MATERIAL & EQUIPMENT**

The indicative list of tools and cleaning equipment to be deployed by the agency are as under:-

- (a) Four legged stools industrial or balanced ladders.
- (b) Industrial Vacuum Cleaners
- (d) Heavy duty scrubbing machine
- (e) High Power Jet Machine-(01 No)
- (f) Heavy Duty polishing machine with pads
- (g) Mops/swabs
- (h) Feather brushes
- (i) Upholstering brushes.
- (j) Brooms
- (k) Scrubbing brushes (hand)



- (l) Squeezes 18", 24" etc.
- (m) Glass squeezes (wet and dry)
- (n) W/C brush
- (o) Buckets
- (p) Long handled cobweb brushes pads
- (q) Metal dust pans
- (r) Nylons scrubbers
- (s) Dusters
- (t) Tissue box
- (u) Any other similar equipment required for cleaning

**K. THE INDICATIVE LIST OF MATERIAL TO BE USED BY THE AGENCY IS AS UNDER:-**

- (a) Cleansing detergents of standard company for WC's, urinal, pots etc
- (b) Detergents of standard company wash basin, sinks & other items.
- (c) Liquid soap of standard company for scrubbing of floors & wall.
- (d) Anti-bacterial disinfectants of standard company for cleaning toilets, lobby/floors.
- (e) Glass cleaning liquid of standard company.
- (f) Deodorizer of a standard company.
- (g) Air-fresheners/Aerosols (eco-friendly) of standard company.
- (h) Urinals cubes (standard company)

**L. PERFORMANCE EVALUATION:**

- I) The performance evaluation of the sanitation services shall be carried out by the Department regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the department).The agency shall submit daily action plans/reports to the department (for each floor including open areas)
  - (II) The department shall rate the quality/performance of sanitation/housekeeping agency/tenderer and the tenderer/agency is obliged to perform to the entire satisfaction of the department.
- III) The floor wise (Including open area) rating for the following activities/work (Indicative list only) will be evaluated.
  - (a) General cleanliness of walls and ceilings.
  - (b) General Cleanliness of Toilets.
  - (c) General Cleanliness of window glasses.
  - (d) General Cleanliness of furniture/sofa/curtains.
  - (e) General cleanliness of WC/Urinals
  - (f) General Cleanliness of doors/windows.
  - (g) General cleaning of workstations, tabletops, and office equipments
  - (h) General cleaning of Almirahs and racks
  - (i) General cleaning of partitions doors, paneling etc.
  - (j) Cleaning of planters.
  - (k) Maintenance of Corridors.
  - (l) Maintenance of open spaces.
  - (m) Sweeping/Mopping of floors.
  - (n) Disinfecting and deodorising of toilets.
  - (o) Control of pests (cockroaches, rodents etc)
  - (p) Any other activity/work identified specified by the department from time to time as per requirement.

iii) The Department reserves the right to satisfy itself about the quality of the housekeeping services provided by the tenderer. In the event the agency does not achieve the level of satisfactory performance, the tenderer /agency is liable to be penalized by deduction in his payment between 5% and 50% depending upon the level and duration of the continued dissatisfaction. The decision of the AIU will be final in this regard.

#### **M. TENDER FORM, EARNEST MONEY AND SECURITY DEPOSIT**

- I) Tenderer will submit the tender form for sanitation/housekeeping services in the AIU along with Earnest Money Deposit (EMD) amounting to Rs 20,000.00 (Rupees twenty Thousand Only) of any nationalised/ Scheduled bank in favour of the **Association of Indian Universities**, New Delhi. In no case, Cheque and/or cash will be accepted. The tender will not be accepted if it not accompanied by earnest money deposit as earlier explained.
- II) The Earnest Money Deposit shall be adjusted towards performance security deposit of the successful bidder. The Department shall not pay interest on earnest money or performance security deposit.
- III) The tenderer should submit the duly filled and signed Tender Form along with the following documents. In case the tenderer is found to have not fulfilled any/ail of the following requirements, the entire bid is liable to be rejected without assigning any reason thereof. All the documents pertaining to the Firm/Company submitted by the tenderer should bear the same Name and Address as recorded in the Tender form. In case of any variation, it should be specifically clarified as to whether the changes have been duly notified to the respective Authority and proof of acceptance by such Authority must be attached with the respective document submitted by the tenderer.
  - a. Earnest money deposit of Rs20,000/-
  - b. Original notice inviting tender (to be signed by the tenderer).
  - c. GST Certificate from the concerned Taxation Authority.
  - d. Income Tax Clearance Certificate from the concerned taxation Authority
  - e. Original terms and conditions of tender (each page to be signed by the tenderer)
  - f. Demand Draft /Pay order for Rs 100/- in favour of The Association **of Indian Universities**, New Delhi.(As cost of the tender document, if the same was downloaded from website).
  - g. Valid Registration No. of the firm (under shops & Establishment Act) or registration no of the company (under companies Act 1956) as applicable (Attach attested copy of certificate).
  - h. Valid PAN card of the company/firm(attach attested copy of PAN card)
  - i. Valid Provident Fund Account No of the Firm (Attach Attested copy of registration)
  - j. Valid ESI No of the Company/firm (attach attested copy of registration certificate)
  - k. Valid PEST Control License No .In case pest control service is intended to be sub contracted, sub contractor's pest control license number along with sub contractor's acceptance letter to associate with the tenderer to provide service on site(attach attested copy of License).
  - l. The tenderer should have a minimum annual turnover during the preceding three financial years ending 2015-2016,2016-2017 and 2017-2018 for Rs 10 Lakhs in housekeeping services. The details of the turnover for the financial year 2015-16,2016-17 and 2017-18 should be produced and verified by submitting.

the copy of Chartered Accountant certificate for the corresponding years. The tenderer will have to furnish the details of the turnover in housekeeping services, which should total up to at least 3 lakhs for each financial year, in the following format on the letter head of the tenderer.

Year	Name of the Client	Period Serviced	Amount of Contract	Total Payment received during the financial year

Note: The columns are indicative only and in case more number of clients are serviced during financial year can be accordingly added appropriately. This information will be verified before award of tender.

- m. Balance sheet and profit loss account for last 5 years ending 31.03.2018 duly certified by chartered accountant.
- n. Tenderer should give the documentary proof of minimum five years experience (for the last five financial years) in providing Housekeeping/ Sanitation Services. The experience shown should be for providing continuous services for at least one year, for each client (piece meal jobs executed will not be counted). This should be given in the following format and it should be submitted on Letterhead of Tenderer:
- o. In the column meant for experience in housekeeping services, the tenderer should give the details of clients serviced during mentioned period. Also attach the attested copies of performance certificate issued by the clients of tenderer. The minimum qualifying rating for performance certificate is prescribed as satisfactory. The tenderer who do not attach the minimum of satisfactory performance for the above said period may not be considered and their tender is liable to be rejected. The sample performance certificate to be attached by the tenderer is given below and it should be issued by the client of the Tenderer (On client's Letterhead).

**Note:-**The tender committee may also accept performance certificate in other similar performa and its decision shall be final. All the above documents should have the stamp of the firm or company; every document/paper mentioned above should be signed by tenderer on every page (Including the performance certificate issued by tenderer's clients)

S. No	Year	Name and Address of the Client where the Experience in Providing Housekeeping Services is claimed (One year or more)
1		
2		
3		
4		
5		

#### **N. FINANCIAL BID:**

The Tenderer should quote the rate and amount tendered on monthly rate basis in Rupees (in lump sum for the whole of housekeeping in **Association of Indian Universities** as defined in this tender document) in figures as well as in words. The rate and amount of the tender should be inclusive of all applicable charges and taxes etc in accordance with the provisions of Minimum Wages Act., Contract Labour Act, Delhi Works Contracts Act and other Statutory Provisions like Provident Fund Act, ESI, Administrative charges etc. but exclusive of GST i.e extra as applicable from time to time.

II) The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the financial bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.

III) The rate quoted should be in lump sum/consolidated per month and shall be valid for the period of tender/contract/agreement including the extended period (if any).

IV) The tenderer should quote the amount tendered/financial bid as per Annexure VI. It should be given in the letterhead of the company/firm/tenderer.

V) The financial bid should have the stamp of the firm or company and signed by the tenderer on every page.

VI) The financial Bid(Annexure VI) shall be enclosed in the same envelope along with other documents mentioned above, however ,financial bid of only those tenders will be opened who fulfil all the requirements mentioned in t his tender.

#### **O. PERIOD OF TENDERED WORK**

The tender will be availed for a period of two years from the day selected agency starts providing the housekeeping/sanitation services in **Association of Indian Universities**.

#### **PAYMENT OF BILLS**

I) Bill payment will be made by **Association of Indian Universities** within thirty days from the date of submission of the bill in respect of undisputed bills. The Agency while preparing the bill for payment will have to certify that the wages (as per Minimum Wages Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN No & TIN No. /GST No. should be quoted on the body of the bill .Proof of payment made for PPF &ESI etc. for the staff deployed in the **Association of Indian Universities** be endorsed with the bill.

II) Whenever any over payment comes to the notice of Indian Law Institute the same shall be deducted by the **Association of Indian Universities** from any sum due or which at any time thereafter may become due to the agency under this tender/ agreement/ contract, and failing that under any other tender/ contract/ agreement with **Association of Indian Universities** or from the performance security deposit of the tenderer.

III) **Association of Indian Universities** reserves the right to carry out post payment audit and or technical examination of the final bill including all supporting vouchers, abstract etc. **Association of Indian Universities** further reserves the right to enforce recovery of any overpayment whenever detected.

IV) If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the **Association of Indian Universities** from the agency by any or all the methods prescribed above or through a court of law as the situation warrants.

V) If any underpayment is discovered, the amount shall be duly paid to the agency by the Institute as and when pointed out and found justified.

**P. NOTICE BY THE AIU**

Subject to as otherwise provided in this tender, all notices to be given on behalf of the AIU and all other actions to be taken on its behalf may be given or taken by the Deputy Secy. (admin), In charge of General Administration Department or any authorized official of the AIU.

**18. No Liability of the AIU**

- i) The **Association of Indian Universities** shall not provide any residential accommodation to the Housekeeping/sanitation personnel employed by the agency. No cooking or lodging shall be allowed in the Institute for the staff engaged by the contracting agency.
- ii) The **Association of Indian Universities** will be under no obligation to provide employment to any of the employees of the housekeeping agency during or after expiry of tender/agreement/contract period and the **Association of Indian Universities** recognizes no employer-employee relationship between **Association of Indian Universities** and the housekeeping/sanitation employees deployed by the contracting agency.
- iii) The **Association of Indian Universities** shall not be responsible financially or otherwise for any injury to the housekeeping personnel in the course of performing the housekeeping /sanitation functions as per this tender. This liability shall solely be of the tendered.

**19. PENALTIES**

- 1. For misbehaving on part of housekeeping staff Rs 1,000/- per default.
- 2. For non-wearing of uniform and /or identity card Rs 1,000/- per default.
- 3. For causing nuisance/damage to public property i.e AIU and its campus-3 times of the market value of such property or Rs 5,000/-, whichever is higher per default.
- 4. For removal of any item(s) for which the agency is not authorised-3 times of the market value of such property or Rs 5,000/- whichever is higher, per default.
- 5. In case the housekeeping staff is found absent from the duty and if no alternative arrangement is made by the Agency, then a penalty of Rs 500/- per person per duty will be imposed.
- 6. The mode of recovery will be as under:-

**Amount of Loss**

**Mode of Payment**

- a) Upto Rs. One Lakh - To be recovered directly from the company b)
- Beyond Rs One Lakhs - To be recovered from the Monthly Bill

**20. TERMINATION OF TENDER**

l) If the agency at any time makes default in executing housekeeping job with due diligence and care and continues to do so, and /or the sanitation/housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it or fails to complete the work as per the terms and conditions and does not complete them within period specified in the notice given to him in writing the **Association of Indian Universities** may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, shall cancel the contract/agreement after one month notice and security deposit will also liable to be forfeited by the AIU on such cancellation, shall have powers to carry out/execute the work through agencies by means at the risk and cost of the contracting agency.

- II) The **Association of Indian Universities** reserves the right to terminate the contract, without assigning any reason by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice, the contract/agreement shall come to an end.
- III) If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be forfeited by the AIU.
- IV) In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months notice in advance to this effect to the AIU.

## 21. ARBITRATION

In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the AIU. Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the given Contract/Agreement.

## 22. Other Conditions of the Tender

- i) The tender form should be clearly filled in ink legibly or typed and no column should be blank. No interpolation is permissible.
- ii) Change in the name of the tenderer during the tender process shall not be allowed under any circumstances.
- iii) Every paper of the tender should be signed by the tenderer with seal of agency/firm/company.
- iv) No change in constitution/share holding of the successful tenderer will be allowed under any circumstances without the prior approval of the **Association of Indian Universities** in writing.
- v) The Association of **Indian Universities** will deduct Income Tax at Source as applicable from time to time.
- vi) The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of the tender.
- vii) The contracting agency shall indemnify the against all other damages/changes and expenses for which the **Association of Indian Universities** is held liable or pays on account of the negligence of the agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all aims and demands thereof.
- viii) In case of any person signing the tender/contract/agreement on behalf of limited company or firm, letter of authority/resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm shall be enclosed with the tender.
- ix) If any damage/theft is caused to the assets/property/office equipment by Sanitation/housekeeping personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair or replacement or damages as the case may be.
- x) Any person who is in Government Services or an employee of the **Association of Indian Universities** should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.

- xi) The contracting agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to subcontract the work to any other person/firm/agency except for the purpose of pest control treatment for which agency can associate with a firm/company having pest control license. However the **Association of Indian Universities** has the right to get the insect control agency changed immediately, if their services are not found satisfactory.
- xii) Any other appropriate provisions as advised by the **Association of Indian Universities** shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.
- xiii) That the successful tenderer shall take immediate steps to get a license under contract labour(R&A) Act 1970 and Delhi Work Contract Act of Government of NCT OF Delhi(Wherever Applicable)
- xiv) The agency shall provide a non judicial stamp paper of Rs 100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the AIU as per the terms and conditions of the tender within one month from the issue of letter of acceptance of whenever called upon to do so by the **Association of Indian Universities** whichever is earlier.
- xv) That the agency shall have to provide any additional personnel for allocating any additional housekeeping/ Sanitation duty as directed by the **Association of Indian Universities** or any authorised officer of the **Association of Indian Universities** in addition to those duties/personnel covered in this tender. The work order should be issued for deployment of extra manpower as per contract rate.
- xvi) The contracting agency will have to ensure cleanliness of the site by using the requisite quantity of materials to the entire satisfaction of the AIU. If the AIU indicates that the cleanliness or housekeeping services are not adequately satisfactory on account of insufficient tools, material and /or manpower, then additional material, Tools and or manpower as the case may be, will have to be brought in by the agency without charging any extra cost
- xvii) The tools and material to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and /or other articles lying at the site.
- xviii) The contracting agency shall not employ any person who has not completed Eighteen years of age and/or above 56 years of age.
- xix) The contracting agency before execution of the work shall specify the actual number of workers to be engaged for housekeeping job. The agency shall also employ supervisor(s) having minimum qualification of 12<sup>th</sup> pass to supervise the job and the supervisor(s) shall have minimum three years experience in the housekeeping services in Star category Hotel/educational institutions or other similar establishments so as to maintain the building to the entire satisfaction of the AIU. He/She must be able to watch and supervise the work and to test and examine materials to be used. He/She must ensure the maintenance of performance standards and periodicity of cleaning. The supervisor(s) ho should be deployed round the clock by the agency shall also receive instructions from the Indian Law Institute and /or any authorised officer of the **Association of Indian Universities** from time to time for carrying out the housekeeping services at the **Association of Indian Universities**.
- xx) A complete list of the housekeeping staff, engaged by the agency for deployment in the site, shall be furnished by the contracting agency to the department along with the complete address and other antecedents of the staff. The agency shall

- deploy only those staff whose antecedents have been verified by the agency. The agency should give a certificate to that effect to the department.
- xxi) Each housekeeping services staff engaged by the contracting agency shall wear the prescribed uniform meant for housekeeping according to season ( i.e summer uniform in summer and winter uniform in winter season) and a badge bearing his name and designation while on duty. The said uniform and badge shall be provided and maintained by the contracting agency at its own cost.
- xxii) **Association of Indian Universities** shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the agency (including insect control agency engaged by it), who in opinion of **Association of Indian Universities** misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulges in unlawful activities or the like and such person shall not be again employed on the work without permission of the AIU.
- xxiii) Water Supply for carrying out the work as per this tender shall be given in the toilets only. The contractor shall be required to make his own arrangements to carry the water wherever required by means of base pipes, buckets as per requirement.
- xxiv) All the terms and conditions contained in these tender documents will be part and parcel of the agreement/contract to be executed by the contracting agency with the AIU.
- xxv) Once the competent authority accepts the tender, the contracting agency shall be responsible to provide the Housekeeping/ sanitation services within 10 days from the date of issue of letter of acceptance.
- xxvi) Canvassing in connection with the tender is strictly prohibited which may disqualify the tender .Tender must be unconditional.
- xxvii) Tender not conforming to the requirements as per the terms and conditions will be rejected and no correspondence shall be entertained in this regard whatsoever.
- xxviii) All the intending tenderers are advised to keep a photocopy of the tender documents with them for their future reference. All the intending tenders are further advised to visit the **Association of Indian Universities** campuses with prior appointment from Deputy Secretary (Admin) to understand the nature and volume of work before participating in the tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the AIU under any circumstance.
- xxix) For any clarification regarding the scope of work and /or any terms and conditions of tender, the intending tenderer can seek clarification from Registration any working day in person.
- xxx) Attendance report of all the staff deployed at **Association of Indian Universities** Campus shall be given to General Administration Department, every month.
- xxxi) No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The Agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common areas in the building.
- xxxii) All requirements under various statutory laws including relevant labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the **Association of Indian Universities** by way of default, interest and penalty. The agency will also maintain the relevant records of all payments made by the agency and will produce



- to the satisfaction of the Association of **Indian Universities** immediately whenever asked for.
- xxxiii) The agency shall be responsible for the good conduct/behaviour and integrity of its personnel and will also be responsible for any act of omission or commission on their part.
  - xxxiv) The agency will be responsible for supply for the garbage bags for collecting garbage from core and common areas of the **Association of Indian Universities** Campus and disposal outside at sites designated by MCD for this purpose. The material so collected will be screened /checked by the security personnel.
  - xxxv) The deduction at the rate of Rs 500.00 per day for the workers and Rs 600.00 per day for supervisor will be made for each day of absence of manpower, regardless of the reason.
  - xxxvi) Weekly performance of the service provider will be observed by the General Administration Department officials entrusted with supervision of particulars units.
  - xxxvii) Bill shall be submitted at the end of each month (in triplicate ) along with certificates for satisfactory performance from the user sections/officers in support of having performed the job of cleaning and sweeping in this office premises. This certificate will be counter signed by the Technical supervisor, caretaking, General Administration department.
  - xxxviii) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under labour act, minimum wages and (contract labour(Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the department and the labour department.
  - xxxix) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as labour act, minimum wages act, contract labour (regulation and abolition) Act, EPF,ESI and various other Act as applicable from time to time with regard to the personnel engaged by the contractor for the department.
  - xl) The designated manpower on a given day can also be deployed for other services like shifting equipments/furniture's etc. apart from sanitation & housekeeping services.
  - xli) The bidder(s) shall declare in writing that neither he/she nor his/her any family member is an employee of the AIU. He/ She shall also declare that none of his/her relatives is an employee of the Institute.

### **23. REJECTION OF TENDER**

- (i) The entire columns and rows in the tender format (including tender form and financial bid) should be filled up. Tender incomplete by any manner is liable to be rejected without assigning any reason. No implementation is permissible.
- (ii) The Deputy Secretary (admin), reserves the right to reject any or all tender(s) without assigning any reason thereof.

**Check List:-**

1. Duly completed tender form.
2. Earnest money deposit (Demand Draft of Rs 20,000/- (Rupees Twenty Thousand only) in favour of , **Association of Indian Universities**, New Delhi.
3. Notice Inviting tender.
4. Terms and conditions of the Tender duly signed on each page.
5. Demand Draft/Pay order for Rs. 100/- (Rupees One hundred Only) in favour of the **Association of Indian Universities**, New Delhi as cost of tender document fee, the same was downloaded from website.
6. Registration No. of the firm (under Shops & Establishment Act) or resignation no. of the company (under Companies Act 1956) as applicable (attach attested copy of certificate)
7. GST Clearance Certificate.
8. Income Tax Clearance Certificate
9. PAN Card of Firm/Company (attach copy of PAN Card)
10. Provident Fund Account No. of firm/Company (attach attested copy of certificate)
11. ESI No. of Firm/Company (Attach attested copy of certificate)
12. Insect control license no. (Attach attested copy of certificate and acceptance letter of subcontractor, if applicable, as prescribed at Heading 8 Sl. No 16).
13. The details of the turnover for the year 2015-16, 2016-17 and 2017-18 should be shown and verified by submitting the copy of Income Tax Returns of respective financial year (Heading 8.5(k).
14. The details of the turnover on the Letter Head of the Tenderer as per the format at heading 8.5(l)
15. Details of work executed by the tenderer in its letterhead (as at Heading 8.5(n).
16. Copies of Work orders(s) issued by Tenderer's clients as per point 15 above.
17. Performance certificate in sanitation/housekeeping services (to be submitted on the letterhead of the Tenderer) as per proforma at Heading 8.5(o).
18. Performance certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of 'satisfactory,') for five years.
19. Financial Bid in the letterhead of the firm/company (Annexure VI)  
The above documents shall be placed in a single large envelope and it should be sealed and super-scribed, as" Bid for sanitation/Housekeeping services at **Association of Indian Universities**, New Delhi.

Signature of the Tenderer  
With Seal of the firm/Company

**TENDER NOTICE No.AIU/Housekeeping/03/2019**

**Part – A (BID)**

**Profile / Details of House Keeping Agency**

1	Name & Address of the House Keeping Agency 1. Tel: 2. Fax: 3. e-mail: 4. Mobile:	
2	Name and Position of contact person	
3	Organizational (Personnel) Chart of the Agency (Including field executives )	
4	Labour License nos. and validity under various sections of Labour Laws (Central Govt.) (Please enclose photocopy of certificate)	
5	Three Major Clients (with 15 or more personnel in an unit at New Delhi/NCR Contract period, contact person with phone number) (Attach proof)	
6	Turnover for last three years (copies of IT returns, P & L A/c, B/sheet be enclosed)	
7	House Keeping Agency 1. Registration No; 2. PF Registration No: 3. ESI Registration No: 4. GST No: 5. IT PAN: Other Registration if any	
8	Any other information the agency may like to provide	Attach additional sheets

**Signature and seal**

TENDER NOTICE No.AIU/Housekeeping/03/2019

**Part - B (BID)**

FORM FOR TENDER RATES TO BE QUOTED PER MONTH

**(To be submitted in a separate sealed cover and marked as "Financial Bid")**

**Performa for Submission of Financial Bid for HOUSE KEEPING Services**

S. Nos.	Rates	Amounts(Rs.) (Per month)
1	Rates of four House keeper & One Supervisor on as per govt. of NCT Delhi, Minimum wage act with EPF, ESI, EDIL, etc. per month.	
2	Cleaning Material with Equipment charges Cost( <b>Branded/Reputed make type as per requirement</b> ) per month	
3	Dress & Shoes per Month per Person	
4	Service charge@ in %	
5	GST @ as applicable in %	
	<b>Total charges per month</b>	Rs.=

**Signature and seal**

**PERFORMANCE CERTIFICATE**  
**(To be submitted for each Client Separately)**

It is certified that M/s (Tenderer) had provided housekeeping/ sanitation services to our firm for the premises located at \_\_\_\_\_ having a built up area measuring \_\_\_\_\_ Sq. mtr for the period from \_\_\_\_\_ (date to date). The annual financial component of the housekeeping work contract for the above said work is Rs \_\_\_\_\_ (in words) \_\_\_\_\_. The performance of the firm was satisfactory/good/very good.

Signature of the Client (of the tenderer)

With Seal of the Client firm of the tenderer

**SELF DECLARATION – NO BLACKLISTING**

To,

THE DEPUTY SECRETARY (Admin),  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG,  
(KOTLA MARG) NEW DELHI-110002

**Ref.: Tender for Providing Housekeeping/ Sanitation Services in the AIU, New Delhi**

Dear Sir,

Apropos to the Tender for Selection of Providing Housekeeping/ Sanitation Services to the AIU, I/we hereby declare that presently our Company/ Firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

I/We further declare that presently our Company/ Firm \_\_\_\_\_ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Place:

Name \_\_\_\_\_

Date:

Seal of the Organization\_\_\_\_\_

**TENDER DOCUMENT**

For  
Providing Security Services

In

**ASSOCIATION OF INDIAN UNIVERSTIES  
AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG  
(KOTLA MARG) NEW DELHI-110002**

This Tender Document Contains **16**

# ASSOCIATION OF INDIAN UNIVERSITIES

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**IMPORTANT INFORMATION RELATED TO TENDER**

1	Purpose of RFP	Engagement of Agency for providing security Services.
2	Date Of issue	June 7, 2019
3	Earnest Money Deposit	Rs.20000/-
4	Last Date for Submission	June 27, 2019 1700 hrs
5	Bid Validity	90 days
6	Address for Submission	<b>THE DEPUTY SECRETARY (Admin), AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG (KOTLA MARG) NEW DELHI-110002</b>
7	Date of Opening of Financial bid	To be notified at a later date after the Technical evaluation is completed. Shortlisted Service Provider shall be notified in writing or through mail/mobile.
8	Contact for any queries	011-23232305 Extension 233 or <a href="mailto:administration@aiu.ac.in">administration@aiu.ac.in</a>

**ASSOCIATION OF INDIAN UNIVERSITIES**  
**AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG**  
**(KOTLA MARG) NEW DELHI-110002**

Ph No: 23230059,23232305 [www.administration@aiu.ac.in](http://www.administration@aiu.ac.in)

**Tender Documents for Providing Security Services in Association of Indian Universities Campus**

**A. Eligibility Conditions**

- 1).A registered company, firm or agency having experience of at least Five years in Security Services having minimum annual turnover of Rs 20 Lakh during the preceding three financial years ending 31<sup>st</sup> March 2018 and experience of undertaking at least three independent projects in security services worth of Rs 3 Lakh each.
- 2).The Tenderer should be registered with the Competent Authority for providing such services and should have GST/PAN/TAN number, Sale Tax/Service Tax registration/License from labour department/EPF/ESI A/c No.
- 3). The Tenderer shall have established office in Delhi/National Capital region.
- 4). The Tenderer should have 5 years experience in dealing with Govt Dept, Semi-Govt, Corporate Sector/Institute Campuses/Autonomous bodies/Courts/Hospitals etc.
- 5). The Tenderer should not be blacklisted by any Govt., Semi-Govt., Dept or any other organization in the last 3 years. Self declaration-No Blacklisting

**B. SUBMISSION & OPENING OF TENDERS EARNEST MONEY DEPOSIT (EMD)**

(I) Tender should be submitted on specified format supplied by **Association of Indian Universities** or downloaded from **Association of Indian Universities** website along with Account Payee Demand draft of any nationalised scheduled bank amounting to Rs 20,000 (Rs Twenty Thousand only) with validity of not less than 3 months beyond the validity period of tender, drawn in favour of “**Association of Indian Universities**”

(II)The E.M.D of successful Tenders will be returned after finalisation of the Contract. No interest shall be paid on the EMD. In case of successful tender, amount paid as EMD will be adjusted towards performance security deposit and this amount will not carry any interest.

(III) The Bid should be placed in separate sealed envelopes and both sealed in bigger envelope super scribing “Tender for Security Services”. EMD should be with Bid.

(IV) Bid will be opened in the office of the **Association of Indian Universities** in presence of committee constituted by competent Authority for opening of bid will be conveyed technically qualified tendrer by post/telephonically.

(V) THE DEPUTY SECRETARY (Admin), AIU HOUSE, 16, COMRADE INDERJEET GUPTA MARG, (KOTLA MARG) NEW DELHI-110002 will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.

(VI) Before submitting the tender, the tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.

(VII) The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance and rejection of the tender.

(VIII) Tender should be dropped in the box kept in Dispatch Room of the **Association of Indian Universities**, New Delhi between 10.00 am to 5.00 pm. No tender will be accepted after expiry of last date mentioned in this document.

- (IX) Tenderer are advised to carry out survey & contact with Technical Supervisor of the **Association of Indian Universities** campus, before quoting so as to fully acquaint themselves of the conditions on ground.
- (X) The security deposit will be refunded on the completion of the contract period without any interest payable on it.

**C. CHECKLIST OF DOCUMENTS**

1. The Bid shall be submitted in the respective forms as provided in this document and sealed in separate covers marked.
2. Tender is liable to be rejected without EMD.
3. Every page of Tender document should be signed by the Tenderer with seal.
4. Letter of authorisation of the person signing the documents/bids from the company/firm empowering him/her to sign the documents on behalf of company/firm shall be enclosed with the tenders.

**D. SUBMISSION & OPENING OF TENDERS**

1. Tenders will be received on or before June 27, 2019 upto 5.00 pm. No tenders will be accepted after the above mentioned date and time.
2. The tenders shall be put in the "Tender Box" placed in Dispatch Room, Ground floor, **Association of Indian Universities**.
3. Tender will be opened pm in the presence of AIU officer's committee member.
4. The right of rejection of any tender, without assigning any reason, is reserved with the Joint Secretary (admin), **Association of Indian Universities**.
5. The AIU will have full authority to reject any/all bids without assigning any reasons. Any enquiry after submission of tender will not be entertained.
6. Before submitting the tender, the Tenderer must ensure that they satisfy all the eligibility conditions to avoid rejection of their tender.
7. The Bid should be placed sealed envelopes. Both these two envelopes along with EMD of Rs 20,000/- shall be placed in a third envelope super-scribing "Tender for Security Services"
8. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, whatsoever, verbal or written shall be entertained in respect of acceptance and or rejection of tender
9. Tenderers are advised to carry out survey of the AIU campus before quoting so as to fully acquaint themselves of the conditions on ground.

### **E. Liabilities of Agency**

1) The Agency shall compensate in full the loss sustained by the AIU from time to time on account of any theft, burglary and tempering with the locks of the premises. The amount of loss to be compensated shall be determined by the AIU and the same shall be binding on the Agency. In addition to this, Agency shall also be liable to pay penalty, in each case, as per clause R.

2) The agency shall be responsible for any loss of office equipment (including integral parts & consumable therein), Fixtures and Articles installed on the site. All losses suffered by the AIU on this accounts shall be compensated in full by the Agency. The Agency can suggest any practical proposal to have an effective vigilance/surveillance to check pilferage. They will be considered on merit by the AIU and acceded to if deemed fit. The decision of AIU shall be binding on the Agency.

3).The eligibility criteria for various categories of security personnel's is as under.

(a) The personnel deployed must be medically fit for the job and free from any contagious disease.

(b) Educational Qualification & Experience for Security Guards:-

Description	Security Guard
Age	Below 56 years
Height	Minimum 5' 6"
Educational Qualification	Metric
Experience	Minimum 3 Years
Character	Good

4). A complete list of the watch and ward personnel to be engaged by the Agency for deployment at the site, shall be furnished by the Agency along with complete address and other antecedents after acceptance of tender. The agency shall deploy only those whose antecedents have been got verified by the Delhi Police. No wages shall be payable in respect of such watch and ward personnel in whose cases documentary evidences are not submitted by the Agency to the AIU.

5).The agency shall have to submit the weekly duty chart prior to the commencement of the week and the daily attendance sheet of all the watch and ward personnel deployed to the AIU or Authorized officers of the AIU, failure to do so will result in non-payment for the day/days for which the duty charts/attendance sheet is not furnished.

6).The Agency shall not replace the Watch and ward personnel at random his shall be done with prior approval of the officers in charge and full particulars of the watch and ward personnel shall be given to officer in charge. In case any of the watch and ward personnel is found to be posted without the previous knowledge of the AIU, then the AIU shall not be liable to pay for such watch and ward personnel deployed.

7) The Agency shall be liable to make substitute arrangement in case of the absence of the watch and ward personnel. Similarly, the Agency shall have to take substitute arrangements in case of the weekly offs, and no extra payment shall be payable on this account. The agency shall man all the watch and ward personnel check posts and other locations as specified by AIU on all days of the week. No Short leave or meal relief shall be permitted to the watch and ward personnel unless the Agency provides suitable substitute without any extra payment. The agency has to keep sufficient number of leave reserve.

8. The agency shall ensure that at no time, any watch and ward point is left unnamed. A register shall be maintained by the Agency at gate where round the clock duty is performed.

9. The AIU shall arrange to provide lock/seal for stores, go downs and offices etc to the satisfactions of the Agency, wherever possible.

- 10) The AIU shall be authorized to fix timing of the various duty shifts. A single duty shift will have normal duration of eight hours. In case of any compelling reasons, if the duty shift is to be extended, the same shall not be resorted to by the Agency without the prior consent of the AIU.
- 11).The agency shall arrange to dress all on duty watch and ward personnel smartly and neatly on security forces pattern according to season i.e summer uniform during summer and winter uniform during winter and a badge bearing his name and designation. The dress shall be of uniform colour and design. The agency has to also ensure good behaviour of watch and ward personnel with officials of AIU and visitors to the site. They shall abstain from taking part in any staff union and association activities.
- 12).The watch and ward personnel should ensure that the entry of visitors(Pedestrians, Scooterist, Motor Cyclist or Motorist) be allowed only after recording in the register at the entrance to check entry of any vehicles should be regulated as per the directions of the officers concerned, of the AIU.
- 13).If any ward and watch staff is found absent from the place of duty the AIU will deduct double of the amount which is payable for the duty.
- 14.) The quality and discipline of watch and ward personnel should be ensured regularly (daily, weekly, fortnightly or monthly).Daily reports will be prepared by the Agency and the same should be submitted to the AIU. Appropriate records in reference to above shall be maintained by the Agency at its own cost.
- 15).The AIU for the maintenance of Records will provide no stationary and other allied items.
16. In case additional security guards are required on specific occasions, the agency shall claim extra payment for the additional guards deployed as approved by the Institute.
- 17).The agency shall also provide following items/articles at its own cost: (a) Torches and cells to the watch and ward personnel on night duty. (b) Duty charts at specified locations for inspection  
C) Raincoats to their watch and ward personnel for rainy season  
(d) Stationary & allied items for the keeping of records.  
(e) Uniforms for the personnel on Duty according to season. (f) Bent Rod (Lathi) to Guards.
- 18). If personnel of the Agency are on leave/absent, the Agency will be duty bound to provide alternate arrangement with equally trained and qualified personnel without fail. No person shall make himself unavailable without alternative arrangements having been made and due notice given to the AIU.

19. The bidder(s) shall declare in writing that neither he /she nor his /her any family member is an employee of the AIU. He/she shall also declare that none of his/her relatives is an employee of the AIU.

**F. Duty Hours on All the seven days of the week**

	Shifts	Timing	No of required
1	First Shift	6.00 am to 2.00 pm	1 person
2	Second Shift	2.00 pm to 10.00 pm	1 person
3	Third Shift (night)	10.00 pm to 6.00 am	1 person

(Duty timing can be determined by the AIU as per requirement and necessity)

Note: The Guards will hand over the charge to the next shift guard before leaving the duty.

**G. DUTIES AND RESPONSIBILITIES OF WATCH AND WARD PERSONNEL**

- a) The respective Watch and Ward agency Supervisor/guard will be responsible for overall Watch and Ward arrangements of the AIU.
- b) The Supervisor/guard will ensure that all the instructions of the AIU are strictly followed and there is no lapse of any kind.
- c) Requirement of posting of watch and ward supervisors/ guards will be reviewed and monitored by the AIU from time to time.
- d) Watch and Ward personnel deployed in the premises on holiday and Sunday will be assessed as per actual requirement and the number of personnel will be suitably reduced/ increased (If required).
- e) The watch and ward will also take round of all the important sensitive points regularly at the interval of one hour and the duty report will be prepared at the interval of every shift.
- f) The watch and ward personnel will be on duty for twenty four hours (round the clock in three shifts of eight hours each) and will also take care of the all store(s) mentioned/ lying within the site and also the two wheeler stand, vehicle/ car parking etc. in the site.
- g) The watch and ward personnel are required to keep the keys of all the rooms of the respective wing, where they are deployed and open and close the same as & when required by the authorized officials.
- h) The watch and ward personnel deployed at the entry and exit gates of VIP cars are required to open and close the gates, whenever an authorized car enter/ exits through the gates.
- i) It will be the duty of the Watch and ward guards to open the locks to enable cleaning operations in the building. They are also required to be present and vigilant in the site during the entire.

- j) Work of the cleaning operations. Moreover, they will also open the premises as and when required for Civil & Electrical Maintenance works by authorized officials on holidays. Authentic Records of all maintenance activity in the site will be maintained, in consultation with the AIU, which should be made available for any later date investigation, if required.
- k) The watch and ward personnel all carry out such other duties as are entrusted to them from time to time by the Institute.
- l) Entry of street Dogs and Cattle's etc. into the site is to be prevented by the watch & ward personnel.
- m) The watch and ward personnel on patrol duty should take care of all the water taps, valves and water hydrants installed in the open are and other parts of premises.
- n) Watch and ward personnel should ensure that flowers, plants, trees and grassy lawns are not damaged either by the staff or by the outsiders.
- o) The watch and wards personnel will also help the fire fighting staff in extinguishing the fire, or meeting any exigency, if there is a fire or any other natural calamities at the site. The watch and wards personnel deployed should be well conversant with the fire fighting procedure and apparatus at the site. A certificate to the effect that the watch and ward staff deployed on site are conversant with Basic Fire Fighting Techniques and conversant with the Evacuation procedure of the site, shall be furnished by the Agency within one month of commencement of providing service. In case of change in staff it will have to be resubmitted along with notification of change.
- p) That the watch and ward personnel shall be available all the time as per their duty roaster and they shall not leave their place of duty without the prior permission of the AIU, or they are duly relieved, even if it results in extended duty hours.

#### **H. LEGAL LIABILITY AND RESPONSIBILITY OF AGENCY**

1. It will be responsibility of the Agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations.
2. The agency shall comply with all the statutory provisions as laid down under various Labour Laws/ Act/ Rules like minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour ( R&A) Act, 1970, Delhi Works Contract Act and other Labour Laws/ Acts/ Rules in force from time to time at its own cost (from within the rate quoted). In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on part of the AIU.
3. In every case in which by virtue of the provision of the Workman's Compensation Act or any other Act, the AIU is obliged to pay compensation to such person employed by the tenderer in execution of the work, then the AIU will be entitled to recover from the Agency the amount of compensation so paid.
4. The Agency has to maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds

Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.

5. The agency has to maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.

6. The agency shall indemnify to the AIU against any payments to be made under and for the observance of the above mentioned various laws and rules.

7. The Security agency shall follow the labours laws etc. for its workers.

#### **I. LIABILITY OF THE AIU**

1. The AIU shall not provide any residential accommodation to the watch and ward personnel employed by the Agency. No cooking or lodging shall be allowed in the AIU for the personnel engaged by the Agency.

2. The AIU will be under no obligation to provide employment to any personnel of the Agency after expiry of tender/agreement/contract period and the AIU recognizes no employer-employee relationship between AIU and the personnel deployed by the Agency.

3. The AIU shall not be responsible financially or otherwise for any injury to the watch and ward personnel in the course of performing the watch and ward functions as per this tender.

#### **J. TERMINATION OF TENDER**

1) If the agency at any time makes default in executing watch and ward job with due diligence and continue to do so, and / or the Agency commits defaults in complying with any of the terms and conditions of tender and does not remedy it or does not take effective steps to remedy it, or fails to complete the work as per terms and conditions of the tender and does not complete them within the period specified in the notice given to him in writing, the AIU may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the Agency, cancel the tender/ contract/ agreement, after one month's notice and security deposit of the Agency will also be liable to be forfeited by the AIU. AIU on such cancellation shall have powers to carry out/ execute the work through other agencies by any means at the risk and cost of the Agency.

2) The AIU reserves the right to terminate the contract without assigning any reason by giving to the tenderer one month's notice of its intention to do so and on the expiry of the said period of notice, the tender/ contract/ agreement shall come to an end without prejudice to any right of remedy that may be accrued to the Agency.

3) If any information furnished by the tenderer is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated, (after one calendar month) and the security deposit will be forfeited by the AIU.

4) In case the Agency wants to terminate the tender/contract/agreement, it shall have to give three months notice in advance to this effect to the AIU.



## **K. ARBITRATION**

Any disputes arising out of and in relation to this agreement can be mutual consent be referred to arbitration by a sole arbitrator, acceptable to both the parties i.e. the company/ Agency and the AIU. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court and no other Court) shall have the jurisdiction.

## **L. SCOPE OF WORK AND WORKING HOURS**

1. The Agency shall be responsibility for the Security Services in the AIU and the agency or the personnel deployed by the agency shall work under overall supervision and direction of the Joint Secy. (admin) AIU. The agency shall follow instructions from the Joint Secy. or any such Officer so authorized by him to carry out for the purpose of the security of the AIU.
2. The agency shall provide additional security men in case of demand or on functions of the AIU. The agency shall also provide for the relieving of the security men at the end of the shift/ absence of the security men deployed.
3. The security agency shall be responsible for the discipline of the security personnel deployed by them.
4. The employees engaged by the security agency will be employment of the Security Agency only and not by the AIU. The Security Agency should ensure payment of wage at Minimum Wages as prescribed/ revised by the Government and other service benefits to its personnel as prescribed in the Payment of Bonus Act, Payment of Gratuity Act and other Labour enactments. The Agency shall submit the proof of the payments of statutory dues in respect of the persons engaged in the AIU.
5. Only able bodied, physically fit, well trained, disciplined and honest personnel not below the age of 21 years and above 56 years shall be deployed for performing the security duties.
6. A representative of the security agency will report at least once in a week for coordination with the concerned officer of the AIU.

## **M. AREA COVERED UNDER THIS SCOPE OF WORK**

The **Association of Indian Universities** building, for the purpose security services, includes basement floor to top floor & open area in and around the building including lawn/plants. The area also includes Library books, computers, machines, other office equipments, ceiling & fixtures, electric fans, office furniture and plants etc.'

## **N. PERFORMANCE EVALUATION**

1. The Senior Officer of the security agency should visit and check the security staff periodically in different shifts and monitor their performance.
2. The security agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over and personally guarded by the security staff. In case of theft/ pilferage of any property belonging to the AIU, the concerned officer in charge of the AIU will immediately register complaint with the police and inform the security agency for investigation. It will be responsibility of the security agency to pursue the matter with the police with the assistance of the concerned Officer-in-Charge.

3. The guards shall be so vigilant so that no person shall carry away any articles belonging to the office out of the building without the written instructions of the Joint Secretary (admin), AIU/ concerned Officer in Charge.

**O. MODE OF PAYMENT**

The Agency will submit monthly bills to the AIU and the AIU will pay by 10<sup>th</sup> of succeeding month on submission of the bill for the past month. The payment will be made by Account Payee Cheque/RTGS of a New Delhi Bank after deducting the statutory payments of TDS. However, it is the responsibility of the Security Agency to produce previous months ESI, PF contribution receipts containing employee's registration numbers and payments as per minimum wages to the satisfaction of the Association of Indian Universities. The Agency shall also submit a copy of the wages register to the AIU in respect of wages paid to the person engaged in the AIU.

**P. DURATION OF CONTRACT**

The duration of the contract will be, initially, for one years, which can be extended on year to year basis (but not more than 4 years) by mutual consent and satisfactory performance of the security services.

**Q. LIABILITIES OF AGENCY**

- 1). The Agency shall compensate in full the loss sustained by the AIU from time to time on account of any theft, burglary and tampering with the locks of the promises. The amount of loss to be compensated shall be determined by the AIU and the same shall be binding on the Agency. In addition to this, Agency shall also be liable to pay a penalty, in each case, as prescribed in the tender documents.
- 2) The agency shall also be fully responsible for any loss of office equipment (including integral arts & consumable therein.). Fixtures and Articles installed on the site. All losses suffered by the AIU and acceded to if deemed fit. The decision of AIU shall be binding on the Agency.
- 3). The Security agency should deposit 10% of the Value of the contract with the AIU as Security Deposit (applicable only in case of successful bidder) either in cash or by form of Bank guarantee from a Nationalised Bank valid for the period of contract.

**R. PENALTIES**

1. For misbehaving on part of security staff Rs. 1000/- per default.
2. For non-wearing of uniform and/or identity card Rs. 1000/- per default.
3. For causing nuisance/ damage to public property i.e. AIU and its campus – 3 times of the market value of such property or Rs. 5000/-, whichever is higher, per default.
4. For removal of any item(s) for which the agency is not authorized – 3 times of the market value of such property or Rs. 5000/-, whichever is higher, per default.
5. For violation of any of the condition of the contract, Rs. 5000/- per default.
6. In case the Security Guard is found absent from the duty and if no alternative arrangement is made by the Agency, then a penalty of Rs. 1000/- per guard per duty will be imposed.
7. The mode of recovery will be as under:

<b>Amount of Loss</b>	<b>Mode of Payment</b>
Upto Rs. One Lakh	To be recovered directly from the Company
Beyond Rs. One Lakh	To be recovered from the Monthly Bill

**S. TERMINATION OF CONTRACT**

1. The Security Agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately at the instance of the Association of Indian Universities and the security deposit shall stand forfeited and shall not be refunded.
2. However, if Security Agency wanted to discontinue, a notice of 3 months is required to enable the AIU to make alternative arrangements.

# Association of Indian Universities

TENDER NOTICE No.AIU/Security/2019

## Part – A -BID Profile / Details of Security

### Agency

1	Name & Address of the Security Agency 1. Tel: 2. Fax: 3. e-mail: 4. Mobile:	
2	Name and Position of contact person	
3	Organizational (Personnel) Chart of the Agency (Including field executives )	
4	Infrastructure of the Agency 1.Controlling Room 2.Training 3.Communication 4.Vehicles 5. Others (If yes give details attach proof)	
5	Three Major Clients (with 30 or more personnel in an unit at New Delhi/NCR Contract period, contact person with phone number)	
6	Turnover for last three years (Copy of IT returns, P&L.A/C, B/Sheet be enclosed)	
	Details of infrastructure and training facilities (E.g. Offices, number of employees etc.) be Given.	
7	Security Agency  1.Registration No; 2.PF Registration No: 3.ESI Registration No: 4.GST : 5.IT PAN: Other Registration if any	
8	Any other information the agency may like to provide	Attach additional sheets

**Association of Indian Universities**

**TENDER NOTICE**

**No.AIU/Security/2019**

**Part - B -BID**

**FORM FOR TENDER RATES TO BE QUOTED PER MONTH**

S.Nos.	Rates	Amounts(Rs.)
1	Rates of Three Security Guards (Inclusive of Dress & Shoes etc. per Month per Person) on as per govt. of NCT Delhi, Minimum wage act with EPF, ESI,EDIL, etc. (1x3)	
2	Service charges/other charges if any @ in %	
3	Service Tax @ in %	
	<b>Total charges per month</b>	Rs.=

**Signature and seal**

**Annexure-III**

**SELF DECLARATION – NO BLACKLISTING**

To

**THE DEPUTY SECRETARY (Admin),**  
AIU HOUSE, 16, COMRADE INDERJEET GUPTMARG  
(KOTLA MARG) NEW DELHI-110002

**Ref.: Tender for Providing Security Service in the Association of  
Indian Universities New Delhi**

Dear Sir,

A propos to the Tender for Selection of Providing Security Services to the AIU, we hereby declare that presently our Company/Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/Firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Place:

Date:

Seal of the Organization

