

DAYALBAGH EDUCATIONAL INSTITUTE
DAYALBAGH, AGRA – 282 005

Notice Inviting Tenders

Limited Tender No.: DEI/Registrar/CAO/HS/2016-17/TDR-04

Date: 19 July 2016

Limited Tenders for providing Services of **Safai Sewak** on out-sourcing basis in the Institute at Dayalbagh, Agra-282005.

Sealed tenders are invited from reputed Companies/Societies/Agencies providing manpower, for cleaning work in the Institute, to provide suitable, disciplined and dedicated Man power (part time) on outsourcing basis for a period of one year on the following terms & conditions:

S.No.	DESCRIPTION OF ITEMS	QUANTITY	Remarks
1.	Dedicated and disciplined Safai Sewak	18 Numbers (Approx)	The number may subject to change according to need

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 20,000/-** by way of demand drafts/ banker's cheque/FDRs which is refundable and a non-refundable tender fee for an amount of **Rs. 200/- (Rupees two hundred only)** by Demand draft. The demand drafts shall be drawn in favour of "Registrar, Dayalbagh Educational Institute, Agra" payable at Agra. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid documents, super-scribed with tender number, due date of submission on the envelop and addressed to :

**"The Registrar
Dayalbagh Educational Institute,
Dayalbagh, Agra – 282005,
Uttar Pradesh"**

Note: Central Purchase Organization, Small Scale Industries/ National Small Scale Industries Corporation shall be exempted from payment of Earnest Money Deposit. Tenderers seeking exemption should enclose a self attested photocopy of valid registration certificate with NSIC.

(The Earnest Money will be liable to be forfeited if quotation is not honored or if contract is not signed with the Institute, after the award is made to the Tenderer)

1. Time and last date of submission of the Bid: 11.15 am on 10.08.2016
2. Time of Bid Opening: 11.45 am on 10.08.2016
3. Venue of Bid Opening: Conference Hall , CAO, Dayalbagh Educational Institute.

Interested Companies/Societies/Agencies may post (at the above address) or put the tender document complete in all respect and other requisite documents in the tender box kept in the General Section, CAO, Dayalbagh Educational Institute, Dayalbagh, Agra- 282005. The tenders shall not be entertained after this deadline under any circumstances whatsoever. For more details please visit Institute's website <http://www.dei.ac.in>.

REGISTRAR
Dayalbagh Educational Institute

TERMS & CONDITIONS

1. The contract will be for one year presently and can be extended further with mutual agreement.
2. Agency should have at least three years experience or they should get a certificate of reliability from a person of eminence.
3. The contract can be cancelled if any irregularity or unsatisfactory performance found during the contract period.
4. The above personnel allotted to us by you will work under our supervision.
5. If their services are not found satisfactory, they will be surrendered to you, without assigning any reason.
6. You shall raise your bill on monthly basis which shall be paid in your bank account through RTGS/NEFT after making necessary statutory deductions, if any.
7. Number of persons may vary according to the requirement from time to time.
8. The Safai Sewak shall be required to render their services 4 to 6 hours duration each.
9. Trade License/Company/Society Registration No.
10. VAT / Service Tax Regn. No.
11. Income Tax PAN No.
12. Firm's Bank A/c details
13. Bidders are requested to quote rate(s) per unit(s) only in the recognized Accounting units otherwise your quotation will not be accepted.
14. Bidders must indicate if their rate is inclusive of VAT/Sales Tax/Services Tax and /or Excise Duty.
15. In case opening date happens to be holiday, tender will be received and opened on the next working day at the same time and at the same place. Quotation received after the closing date will not be entertained and revision in the price will render the bid invalid. Quotation should indicate clearly the period of Validity, preferably not less than 45 days.
16. Bids will be evaluated after equated comparison of offers upon calculating all tax/ duty/ cess/ surcharge/ discount/ packing/ transportation costs, other charges with price and non-compliance of technical and commercial terms will render a bid liable for rejection.
17. Bidders will have to submit Bills/Invoices on dispatch of stores, if ordered, to this office in triplicate duly pre-receipted (and stamped for amount over Rs. 5000/-) and supported by the relevant delivery documents for audit and payment direct to your bankers. Generally, payments can be expected within one month and are made against acceptance of supplies/ jobs completed and in deserving cases, against shipment documents.
18. No insurance charges are allowed unless otherwise specified and agreed to by us. In the absence of any specific instructions, it will be the responsibility of the supplier to ensure a consignment against transit risk at his own expense if he so desires.
19. The Institute is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at the discretion of the Committee.
20. All purchases are subject to the approval of the Governing Body of the Institute.
21. The Institute reserves the right to select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
22. The Bidder shall be required to submit the amount of Earnest Money Deposit (EMD) Rs.20,000/- as mentioned in the Notice Inviting Tender which is refundable and a non-refundable tender fee for an amount of Rs 200/- (Rupees two hundred only) by way of demand drafts/banker's cheque / FDRs. The demand drafts shall be drawn in favour of "Registrar, Dayalbagh Educational Institute, Agra" payable at Agra. The demand drafts (validity 45 days beyond final bid) for earnest money deposit & tender fee must be enclosed in the envelope containing the bid.
 - a.) The firm(s) that are registered with the National Small Industries Corporation (NSIC) / or Small Scale Industries (SSI) are exempted from furnishing the EMD. Self-attested photocopy of the valid registration certificate must be enclosed with their bid.
 - b.) The demand drafts for EMD & tender fee must be enclosed in the envelope containing relevant document / technical bid (in case of two bid system) and super-scribed with tender number and due date of submission on it. Any envelope containing relevant document/ technical bid is found without the demand drafts of EMD and tender fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The EMD shall be forfeited, if the Bidder withdraws its bid during the period of validity of Tender.

- 23 Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Agra only. The resolution of the Arbitrator shall be final and binding on both the parties.
- 24 Jurisdiction: The courts at Agra alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender /contract. It is specifically agreed that no court outside and other than Agra court shall have jurisdiction in the matter.

Registrar, DEI