

**GOVT. OF NATIONAL CAPITAL TERRITORY DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**

No.F.40(77)/DSSSB/CT/15-16/

Dated :-

Please find enclosed herewith the Limited Tender Enquiry for House Keeping and Sainitation Material.

You are requested to upload the Tender on DSSSB web site for wider publicity.

(GOPAL SINKU)  
SUPERINTENDENT, CT

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DELHI SUBORDINATE SERVICES SELECTION BOARD  
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI  
(CARE TAKING BRANCH)**

Limited Tender Enquiry are hereby invited for Supply of **House Keeping and Sainitation Material** to DSSSB from reputed firms having business in Delhi and having capacity to supply the **House Keeping and Sainitation Material** as mentioned in the Financial Bid of the Tender Document. The complete detail of the Tender document is available on Board's website.

Bidders are advised to regularly visit the Board website as any amendment/Correction in the Tender will be displayed in the website [www.dsssb.delhigovt.nic.in](http://www.dsssb.delhigovt.nic.in)

(SUPERINTENDENT) CT BRANCH

**BID DOCUMENT FOR EMPANELMENT OF AGENCIES FOR SUPPLY OF HOUSE  
KEEPING AND SAINITATION MATERIAL FOR THE YEAR 2015-16.**

Period of contract	One year (Extendable for another Two Years, one year at a time)
Start date of submission the Tender Form	21.09.15 by 10.00 AM
Last date of for submission the Tender Form	15.10.15 by 11.00 AM
Date and time of opening of Technical Bids	15.10.15 by 2.00 PM
Date and time of opening of Financial Bids.	15.10.15 by 3.00 PM
Performance Security	10,000 or 10 % of the Contract Value which is hirgher side
Bid Security	05, 000/- in favour of DDO, DSSSB.
Tender validity	120 days after opening the tender
Turnover	Rs. 05 Lacs or more in each year
Cost of Material	Rs. 01,20,000.00 per year approximately

**INDRODUCTION:-**

The Delhi Subordinate Services Selection Board (hereinafter referred to as "Board") is engaged in recruitment of Group-B (Non-Gazetted) and Group C personnel of various departments of the Government of National Capital Territory of Delhi, Municipal Corporation of Delhi, New Delhi Municipal Council and other autonomous bodies under the Government of NCT of Delhi. The Board makes recruitment for a large number of vacancies every year for both technical & non-technical categories of posts by conducting Examinations at 10 to 120 Exams at various Exam Centers in Delhi.

**SCOPE OF WORK**

To supply the required **House Keeping and Sainitation Material** to Board as & when required as per Financial Bid of Tender. There is no minimum or maximum work gaurantee.

**INVITATION OF BIDS**

Limited Tender Enquiry are invited for Supply of **House Keeping and Sainitation Material** from reputed firm or owners having capacity to supply **House Keeping and Sainitation Material** and having business in Delhi in this field for the last three years. Tenderers/Bidders are advised to read the tender document carefully before submitting Annexure –I and Annexure-II, in order to avoid any further disputes.

**.BIDS MUST BE UNCONDITIONAL**

**The tender form is nontransferable.**

**EMPANELMENT OF AGENCIES:-**

The board may empanel a minimum of two or more agencies in addition to the lowest bidder (L-1) on their written consent to work at the rates of lowest bidder.

The empanelled agency shall have to enter into a contract with the board separately and individually by formal signing of the agreement and this will be effective from the date of award. All empanelled firms shall have to submit performance Security as mentioned in the tender document, at the time of award.

The Board reserves the right to assign full or part of work for Supply of **House Keeping and Sainitation Material** to one or more agencies as per requirement.

#### **ELIGIBILITY:-**

01 The tenderer should have the experience of providing similar works for at least three years in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. **Performance Certificate issued by the Department to this effect shall be attached with Technical Bid.**

02 The tenderer firm/agency/company should have a valid registration such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Provident Fund Registration Number; ESI Registration Number; License Number under Contract Labour Act, **whichever applicable, and to enclose proof for the same with the Technical Bid.**

03 The tenderer should submit an undertaking alongwith the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid **(prescribed performa as per Annexure III).**

04 Adequate experience of providing satisfactory services of at least 3 such types of assignments in the relevant field to Government educational institutions or other related organizations during last 3 years **(Supported by work order/ client satisfaction report).**

05 The Minimum Annual Financial Turnover should be **Rs.05 Lakhs** or more in each of the last three financial years *(Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant)*, etc. (2012-13, 2013-14 and 2015-16).

06 Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. Rules/Guidelines framed by Govt. if any shall be strictly followed by the vendor relating to the said services. Board will not be liable for any violation being made by the vendor.

07 Agency should not have been black listed by any Firm / Organization / School / Board / University / Institution etc. and no legal case pending in the court of law against

the agency and an Undertaking in this regard to be submitted by tenderer.

08 All disputes concerning in any way with this tender are subject to Delhi Court's jurisdiction only.

09 Conditional Tenders are liable to be rejected.

10 Tender form along with terms and conditions is available on Board's website

11 The Firm be an Indian company/firm engaged in supplying **House Keeping and Sainitation Material**

12 This tender is non transferable.

13 The bidder should have experience of providing similar services to any Government Departments/Organizations of the Government of India/Autonomous Body/State /UT Governments / Public examinations bodies i.e PSU,Bank examination d u r i n g 2012-13, 2013-14 and 2015-16.

**ANNEXURE-I (TECHNICAL BID) AND ANNEXURE II FINANCIAL BID:-**

Separate (duly filled) Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document, and **be submitted on before the Last date along with the required papers as mentioned in the Tender Docuemnts along with the EMD.**

**PERIOD OF VALIDITY OF BIDS:-**

The bid shall remain valid and open for acceptance for a period of 120 days from the date of opening.

**PREPARATION OF BIDS AND LANGUAGE OF BID:-**

The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Board shall be written in Hindi or English only.

**EXTENSION OF TImLE LIMIT:-**

In order to give prospective bidders reasonable time for taking amendment(s) into account in preparing their bids, the Board may, at his discretion, extend the deadline for the submission of bids.

**OPENING OF BIDS**

In the first instance, the technical bids will be opened as mentioned in the Tender Schedule and evaluated by the empowered Committee. At the second stage, Financial Bids of technically qualified Bidders only will be opened for further evaluation and ranking before awarding the contract.

In case the date of opening tenders are declared / happens to be a public holiday, the tenders will be opened on the next working day on the same time as mentioned in the Tender Docuemnts

**SUBMISSION OF EMD**

Each tenderer submit the "E.M.D" as mentioned above. This amount should be in the Form of an FDR or Demand Draft from any Commercial bank in favour of "DDO, DSSSB. EMD shall remain valid for a period of 120 days beyond the final validity period of bids.

#### **EXEMPTION OF EMD**

The exemption for depositing earnest money will only be allowed as per the provisions of the G.F.R. for which exemption certificate must be attached with the tender.

#### **REFUND OF EMDs**

In case of the vendor whose bid is not short listed and whose bid is not lowest. The "E.M.D" shall be returned without any interest after the acceptance of the recommendation of the Purchase Committee.

#### **RELAXATION / WITHDRAWN OF TERMS AND CONDITIONS**

The Board reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

#### **AGEEMENT /PERFORMANCE SECURITY**

The contractor will have to enter into a written Agreement with this department within 07 days of intimation of acceptance of approved rates. That the contractor shall also deposit Performance Security with the **e-Stamp Paper of Rs. 100 for execution of Agreement @ 10% of the total contract amount or Rs. 10,000.00 which is higher side in favour of DDO, DSSSB** in the form of FDR form any scheduled Bank. The security will be calculated on the value of total amount of the contract.

That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.

#### **RELEASE OF PERFORMANCE SECURITY:-**

The security deposit shall be released after two months after successful completion of the work at the end of the contract period including the extended period, if any

#### **PERIOD OF THE CONTRACT.**

The contract shall be valid for a period of **ONE year**. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department for further Two Years ( at a time One Year ).

#### **TERMINATION OF THE CONTRACT**

The contract can be terminated by the Board/Government with one month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Board will be final and binding on the Agency.

In no circumstances, the firm shall appoint any sub-contractor or sub- the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith

without any notice and security deposit will be forfeited. Further, the firm is also liable for blacklisting. In the case of successful bidder, if the bidder fails to: (i) sign the contract (ii) furnish the Performance security within the time specified in the document.

#### **FORFEITURE OF EMDs.**

The EMD shall stand forfeited if a bidder withdraws or amends the bid /tender or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable on this amount.

If a bidder withdraws his bid during the period of bid validity specified in the bid document If The Tenderer, after award of the contract violates any of the terms and conditions, fails to honor its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

#### **FORFEITURE OF PERFORMANCE SECURITY:-**

In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith without any notice and security deposit will be forfeited.

If The Tenderer, after award of the contract violates any of the terms and conditions, fails to honor its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

#### **INSPECTION OF THE PREMISES OF BIDDERS:-**

The officers of the Board or their representative may inspect premises of the firm before award.

#### **SUBMISSION OF THE DOCUMENTS/ELIGIBILITY CONDITIONS**

The photocopy of the document as mentioned below to be submitted with tender:-

- 01 Copy of the registration No., /TAN No. / Service Tax No.
- 02 Self Attested copy of the PAN Number.
- 03 Copy of incorporation Certificate & Constitution of Firm – Partnership, Proprietary.
- 04 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
05. Performance Certificate of last Three Years with complete address and Telephone Nos.
- 06 Minimum Annual Turnover required in any of three preceding financial year shall be Rs. 05,00,000 Laks each year. Proof of Annual Turnover shall be submitted in form off TDS Certificate or Audited Balance Sheet of last three preceding financial years i.e. 2014-15, 2013-14 and 2012-13
- 07 Declaration regarding blacklisting or otherwise.
08. Signed and stamped Terms & Conditions.

**AMEND / WITHDRAWING / ADDENDUM:-**

The DSSSB reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

Further Addendum/Corrigendum if any will be uploaded onto website of DSSSB only. The decision of Board, in this regard, shall be final and binding on all.

The bidder(s) is/ are expected to examine all instructions, forms, terms & conditions, in the bid documents. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders' risk and may result in rejection of the bid.

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

**CLARIFICATION ON BID DOCUMENTS:-**

A prospective bidder requiring any clarification on the Bid Documents may notify in writing should be sent not later than seven days prior to original or extended deadline for submission of the bids. Explanation of the query but without identifying the source of the inquiry will be uploaded on to Board the benefit of all the prospective bidders.

**LEGAL ACTION:-**

The bidders will be bound by the details furnished by him / her to Board, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

**REJECTION OF BIDS:-**

The DSSSB reserves the right to accept or reject any bid OR ANNAL/SCRAP the bidding process and reject all bids, at any time prior to the award of contract without assigning any reasons therefor.

A bid received without Bid security (EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.

EMD for lesser amount / EMD not submitted in the manner prescribed will be rejected and returned to the bidder. Quoting unrealistic rates will be treated as disqualification. The Board, reserves the right to cancel/reject in full or any part of the tender without assigning any reason.

**ACCEPTANCE TERMS AND CONDITIONS:-**

Bidder submitting the bid will be presumed to have considered and accepted all the terms and conditions. No enquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the bid.



**SUBMISSION/QUOTING THE RATE:-**

- 01 The Bid Document should be clearly filled. The Bidder should quote all the rates as per the Financial Bid of the Tender Document.
- 02 Rate should be inclusive all charges and tax if any i.e. VAT or any other type of taxes will be paid extra as applicable.
- 03 The rates should be inclusive of the cost of transportation to and from the Board, handling and delivery of items at every stage in contract etc.
- 04 Bidder should take care that the rates and amount should be written in such a way that interpolation is not possible. No column/ space should be left blank which may otherwise make the bid liable for rejection.

**ACTIVITY OF THE MEN POWER PROVIDED:-**

The staff of the Agency, in case found to be indulging in any undesirable or unfair activities relating to work assigned to the agency in the premises of the board or at any other place, the agency will solely be responsible for all the consequences, apart from liberty to the Board to lodge complaints before appropriate authorities.

The Board, will have full right to counter check over these activities and would have supervision of the same on regular basis.

**EMPLOYMENT TO THE MEN POWER:-**

The Board will be under no legal obligation to provide employment to any of the personnel of the Agency after expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the contractor/ agency. The Department shall not be responsible financially or otherwise for any injury to the staff deployed by the Agency in the course of performing the duty for and on behalf of the Agency.

**STATUTORY OBLIGATIONS:-**

All statutory obligations towards his employees like payment or PF etc. would be fulfilled by the Agency.

The Agency shall comply with the statutory provisions as laid down under various Labour Laws/ acts/ Rules like Minimum wages, provident funds, ESI, Bonus, Gratuity, Contract Labour act and other Labour Law/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the company, there will not be any liability on the Board

## **MAINTAINING THE SECRECY:-**

The time and secrecy is essence of the contact between agency and the Board. The Agency shall ensure working confidentiality and information of the Board. The agency shall undertake full responsibility to maintain the confidential during the contract as well as after the contract.

In case of any lapse found/noticed by the Board, Agency/ firm etc. shall be fully responsible for the consequences.

## **CAPABILITY OF THE BIDDER:-**

Notwithstanding anything mentioned above, the Board reserves the right to assess the bidder's capability, capacity, infrastructure, integrity and credibility to perform the said work and the Board's decision shall be final.

## **TERMS & CONDITIONS:**

Terms and Conditions of the tender are as under:-

- 01 The tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
- 02 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
- 03 The successful tenderer shall have to deposit a performance security by way of a Fixed Deposit to the Board on or before of the Award of work in favour of DDO, DSSSB as mentioned in the Tender Schedule. .
- 04 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 05 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 06 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 07 The rate contract shall be valid initially for one year and the Board reserves the right to extend the validity of contract on mutual consent on the same rates and

- terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the Tenderer.
- 08 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India.
- 09 The Tenderer shall not employ any person who has not completed eighteen years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Tenderer, there will not be any liability upon the Board.
- 10 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.
- 11 The prices quoted should be inclusive of all charges and excluding taxes.
- 12 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the period of the contract.
- 13 The interested firms can contact the Care Taking Branch on phone No 22370308 or visit the DSSSB on any working day during the office hours for any clarification of the Tender Document if any .
- 14 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 15 The Chairman,. DSSSB shall have every right to cancel the Contract at any time during the period of the contract without assigning any reason.
- 16 That the tender schedule, instructions to the bidders and terms and conditions, etc shall also form part of the agreement.
- 17 Proof of experience in supplying the **House Keeping and Sainitation Material** as mentioned in the Tender ( supply Orders of the last 3 years- received from Govt. Depts./PSUs should be enclosed)
- 18 Declaration regarding blacklisting or otherwise by the Govt. Departments as given in annexure may be attached.
19. The DSSSB reserves the right to amend or withdraw any of the terms and conditions contained in the tender document.

#### **PENALTIES:**

- 01 For not providing the supply in time a penalty of Rs. 1000/- will be imposed per Order and maximum penalty as decided by the Competent Authority.

- 02 For misbehavior of the worker Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- 03 For causing damage to the public property: Three times the market value of the damaged property or Rs.5000/- whichever is higher will be levied.
- 04 For breach of any of the conditions of the contract: Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs.5000/- per default as the case may be depending upon the grounds of violation.
- 05 For persistent breach or unsatisfactory services- termination of contract along with forfeiture of performance security and blacklisting.
- 06 A penalty of 20% of work order shall be imposed on the supply for any substandard (inferior quality)/incomplete supply along with cancellation of work order. Further, the firm is also liable for blacklisting.

**PAYMENT TERMS:**

- 01 The payment shall be made on submission of the bills (In triplicate) after the satisfactorily completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made in any case.
- 02 The Board will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein.
- 03 Payment will be made through RTGS or A/c payee cheque only. No request for other mode of payment will be entertained.

**DISPUTE:-**

In case of any dispute, DSSSB/any officer authorized by him DSSSB will be the sole arbitrator to settle the dispute and his decision will be binding on both the parties.

**RECOVERY:-**

The Board reserves the right to recover amount paid in excess during the contract from any other work or source after the contract if any if found paid excess

**BID EVALUATION CRITERIA:**

In case it is found that the bidder as per the requirement of the bid has not quoted any specified item his bid on that particular item shall be evaluated on the basis of highest quoted rates by the another bidder. The Tenderer shall, however, be required to meet time bound work and to the standardized satisfaction of the DSSSB.

Among eligible bidders, the Departmental Bid Evaluation Committee shall select the bidder who is charging reasonable rates.

**BLACKLISTING OF THE FIRM:-**

If The Tenderer, after award of the contract violates any of the terms and conditions, fails to honor its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD/performance security shall be forfeited.

**SIGNING OF THE BID ALL PAPERS:-**

All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

The bid shall contain no interlineations, erasers or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

**RIGHT TO ACCEPT ANY BID, TO REJECT ANY OR ALL BIDS: -**

The Board reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract,

The Board does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason.

**AWARD OF CONTRACT:-**

The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and substantially responsive to the bid documents and who has offered the lowest evaluated bid.

Provided further that the bidder has the capability and resources to carry out the contractual obligations effectively.

**SIGNING OF AGREEMENT:-**

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall submit e-stamp paper costing of Rs. 100 to the Board within a week of the date of receipt of notification of award for execution of the Agreement as per the Terms and Conditions of the Tender Documents.

The Board shall return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

**JURISDICTION OF COURT:**

The courts of Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

## **ARBITRATION CLAUSE**

"In the event of any dispute of whatever nature howsoever arising under or out of or in relation to the contract, the same shall be settled by way of arbitration proceedings by a sole arbitrator to be appointed by the Chairperson, DSSSB. It will be no objection that the Arbitrator is a Government Servant and that he has to deal with matters to which the contract relates or that in the course of his / her duties as such Government Servant he /she has expressed views on all or any of the matters in dispute . The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be Delhi. The language of the arbitration and the award shall be English. The arbitration proceedings shall be governed by the provisions of the Arbitration & Conciliation Act. 1996 or any subsequent enactment or amendment thereto. Subject to the foregoing, the parties agree to subject themselves to the jurisdiction of competent courts at Delhi to try and adjudicate upon any matter concerning the contract. However, any award passed in pursuance of arbitration proceedings may be executed by any court of competent jurisdiction anywhere".

## **FORCE MAJEURE :-**

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non- performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

**ANNEXURE-I****TECHNICAL BID (DETAILS OF THE AGENCY)**

SRN	PARTICULARS OF DOCUMENTS	REMARKS(MENTIONED PAGE Number)
1	EMD /Bid Security as mentioned in the Tender Document	
2	Name of the Firms/Agency	
3	Address of the Firm	
4	Mobile No./Phone No.	
5	Name of Tenderer. Mobile No.	
6	Registration No. of the firm	
7	Name, Designation and Mobile No. the Person authorised to deal with the Board	
8	Constitution of the Firm (Attach Proof)	
9	Permanent Account Number under Income tax Act (Attach Proof)	
10	VAT Registration Number	
11	Service Tax Registration No. (Attach Proof)	
12	EPF No. Account No. (Attach Proof)	
13	ESI No. (Attach Proof)	
14	Labour Contract No. (Attach Proof)	
15	List of offices where the firm had supplied Ink Cartridges	
16	Performance Certificate of Supply of Ink Cartridges in the last three years.	
17	Whether Agency has been blacklisted by any of the Department/organisations (Attach undertaking on the letter head of Company)	
18	Whether Terms and conditions of Tender duly accepted (Attached undertaking on the letter head of the firm duly)	

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date: \_\_\_/\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

**ANNEXIRE-II****FINANCIAL BID FOR SUPPLY OF INK CARTRIDGES TO THE DSSSB****FINANCIAL BID**

SRN	NAME OF ITMES	Qty	AMOUNT
01	Airfreshner	10 Nos.	
02	Broom Hard	10 Nos.	
03	Broom Soft	10 Nos.	
04	Bucket 10 Ltrs	10 Nos.	
05	Cleaning Power	10 Kg	
06	Detergent Power	10 Kg	
07	Dettol Hand Wash	05 Ltrs	
08	Duster White	10 Nos.	
09	Duster Yellow	10 Nos.	
10	Class Cleaner	10 Nos.	
11	Liquid Soap Hand Wash	05 Lts	
12	Phynol ( White ) concentrate	10 Lts	
13	Phynol Black	10 Ltrs	
14	Pocha	10 Nos.	
15	Room Freshner	10 Nos.	
16	Teepol	10 Ltrs	
17	Toilet Brush	10 Nos.	
18	Toilet Cleaner	05 Ltrs.	
19	Wiper	10 Nos.	
20	Pocah with Handle	10 Nos.	
21	Dustbin 20 Ltrs	05 Nos.	

Note-



- 01 The firm/bidder will maintain utmost decorum and secrecy of the Board.
- 02 The firm/bidder will quote the rate along with all charges except taxes if any.
- 03 The price charged for the said service, under the reference, by the supplier shall in no event exceed the lowest price at which the supplier provide the services of same identical items to any other person/organization/Institution during the currency of the contract.
- 04 Each tenderer shall ascertain prior to submitting his bid that he has read all the Addenda issued by the Board.

Place:  
Date: \_\_\_/\_\_\_/2015

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**ANNEXURE-III**

**UNDERTAKING**

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on date.

Place: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/2015  
Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**ANNEXURE-IV**

**UNDERTAKING**

It is certified that my firm/agency/company having sufficient Experience for Supply of **House Keeping and Sainitation Material** as mentioned in the Tender Document.

Place: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/2015  
Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

**ANNEXURE-V**

**UNDERTAKING**

It is certified that I personally read the Tender Document and accept all the Terms and Conditions mentioned therein.

Place: \_\_\_\_\_  
Date: \_\_\_/\_\_\_/2015  
Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/Agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

