

Tender Sr. No. **DPSI/Housekeeping/**_____

QUOTATION
INVITATION/QUOTATION
DOCUMENT For
Providing Manpower for (Cleanness & General Duty)
In
**DELHI PUBLIC SCHOOL
INTERNATIONAL, SAKET & RK
PURAM**
New Delhi

This Quotation Document Contains

IMPORTANT INFORMATION RELATED TO QUOTATION

| | | |
|---|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1 | Purpose of RFP | Engagement of Agency for providing Housekeeping/ Sanitation Services. |
| 2 | Date Of issue | 12.01.2024 |
| 4 | Last Date for Submission | 21.01.2024 1500 hrs |
| 5 | Bid Validity will calculate last date of submission of quotation (i.e 21/01/2024) | 08 days |
| 6 | Address for Submission | DPS INETRATIONAL P 37 SECTOR 6 PUSHP VIHAR SAKET NEW DELHI 110017 |
| 7 | Contact for any queries | dpsi111@gmail.com 0112954889 |

DPS International

Pushp Vihar Saket, New
Delhi-110059

Ph No: 2954889,
www.dpsi.ac.in

Quotation/Quotation Documents for Providing Manpower for (Cleanliness & General Duty) in DPSI Campus, New Delhi

A. Eligibility Conditions

1. A registered company firm or agency having experience of at least Ten Years in Housekeeping/ Sanitation Services having minimum annual turnover of Rs 10 Lakhs during the preceding three financial years ending 31st March 2023 and experience of undertaking at least three independent completed projects in Housekeeping services worth of Rs 3 Lakh each.
2. The agency should be registered with the Competent Authority and should have PAN/TAN number, Sale Tax/GST registration.
3. The agency shall have well established office.
4. The agency should have 10 years in housekeeping and sanitation services in Govt. Dept, Semi-Govt., Corporate Sector, Universities, schools, Hospitals/autonomies bodies etc.
5. The agency should not have been blacklisted by any Govt., Semi-Govt, Dept. or any other organization.
6. The agency must submit duly filled Quotation form specified in this document.
7. Certificate of registration, MOU in case of partnership firm, Article of Association, Moa in Case of Company etc shall be attached.
9. The Quotation form shall be accompanied by the documents mentioned in checklist specified in Annexure I of this document.
10. The agency without the qualifications as mentioned i n t h e shall be summarily rejected. Tenders incomplete in any form are liable to be rejected out rightly.
12. Every page of Quotation document shall be signed by the Tenderer.
13. In case any person signs the Quotation/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 Quotation document.

B. SUBMISSION OF QUOTATION

- i) Quotation should be submitted on specified format supplied by DPS International or downloaded from DPSI website
- iii) No Quotation will be accepted after 3.00 pm dated 21.01.2024.
- iv) Both the Technical Bid & Financial Bid should be placed sealed envelopes and both sealed in bigger envelope super-scribing "Quotation for Housekeeping Services".
- vi) The Principal, DPS International will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the Quotation will not be entertained.
- vii) Before submitting the Quotation, the tenderers must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their Quotation.
- viii) The Agency submitting the Quotation would be presumed to have consider and accepted all the terms & conditions of this Quotation. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of Quotation.

- ix) Quotation should be dropped at gate no 1 of the DPS International, P-37, Sector VI, Pushp Vihar, Saket, New Delhi between 08.00 a.m. to 5.00 p.m. No Quotation will be accepted after 03.00 pm on 21/01/2024.
- x) Agency are advised to carry out survey of the campus [Both Branches (DPSI Saket & RK Puram)], before Quoting to fully acquaint themselves of the conditions on ground.

C. SCOPE OF WORK

- i) The Agency shall be responsible for the Housekeeping Services/ Sanitation in the Institute laid down in the Quotation document and the agency shall work under the overall supervision and direction of the Officer, DPSI.
- ii) The manpower (Male + Female) to be deployed for housekeeping/sanitation at DPS International, Saket & RKP shall be as under:

Monday to Saturday:

| Hrs of Work | Supervisor | Office Boy | Housekeeper | Carpenter | Gardener |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 7.00 am to 4.00 pm | Saket-01 RKP-01 | Saket-03 RKP-01 | Saket-14 RKP-15 | Saket-01 RKP-01 | Saket-02 RKP-01 |

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

- iii) The scope of work includes dusting/cleaning of computers, machines, other office equipment, 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 Institute.
- iv) Detail of Male & Female quantity will be decided at the time of finalization of contract.

D. MATERIAL & EQUIPMENT

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

- Two, Three, Four wheeled trolley (for garbage removal)
- Four legged stools industrial or balanced ladders.
- Industrial Vacuum Cleaners
- Heavy duty scrubbing machine
- High Power Jet Machine-(02 No)
- Heavy Duty polishing machine with pads
- Feather brushes
- Upholstering brushes.
- Scrubbing brushes (hand)

| 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 | | |

E. FINANCIAL

- i) The Tenderer should quote the rate and amount tendered on monthly rate basis in Rupees (in lump sum for the whole of housekeeping in DPSI 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 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 as per Annexure VI. It should be given in the letterhead of the company/firm/tenderer.
- V) The financial should have the stamp of the firm or company and signed by the tenderer on every page.
- VI) The financial (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 this tender.

F. PERIOD OF TENDERED WORK

The tender will be availed for a period of one year from the day selected agency starts providing the housekeeping/sanitation services in DPS International, Saket & RKP Campus.

PAYMENT OF BILLS

- I) Bill payment will be made by DPSI within 25 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 & GST No should be quoted on the body of the bill. Proof of payment made for Salary, PF &ESI etc. for the staff deployed in the School be endorsed with the bill.
- II) Whenever any over payment comes to the notice of DPSI the same shall be deducted by DPSI 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 DPSI or from the performance security deposit of the tenderer.
- III) DPSI reserves the right to carry out post payment audit and or technical examination of the final bill including all supporting vouchers, abstract etc. DPSI 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 DPSI 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.

G. NOTICE BY THE INSTITUTE

Subject to as otherwise provided in this tender, all notices to be given on behalf of the Institute and all other actions to be taken on its behalf may be given or taken by the Principal, In charge of General Administration Department or any authorised official of the Institute.

- **No Liability of the Institute**

- i) DPS International 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) DPSI 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 DPSI recognizes no employer-employee relationship between DPSI and the housekeeping/sanitation employees deployed by the contracting agency.
- iii) DPSI 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.

- **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 Institute 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. For violation of any of the calculation of the contract Rs 5000/- per default.
6. 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.

- **TERMINATION OF TENDER**

- I) 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 DPSI 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 be liable to be forfeited by the Institute. Institute 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) DPSI 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 Institute.
- 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 Institute.

- **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 Institute. DPS Society/ Courts at Delhi/New Delhi shall have jurisdiction in connection with any dispute/litigation arising between the parties concerned to the

given Contract/Agreement.

• **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/shareholding of the successful tenderer will be allowed under any circumstances without the prior approval of the DPSI in writing. v) DPSI 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 DPSI against all other damages/changes and expenses for which DPSI 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 DPSI 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, DPSI 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 DPSI 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 Institute 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 DPSI whichever is earlier.
- xv) That the agency shall have to provide any additional personnel for allocating any additional housekeeping/ Sanitation duty as directed by DPSI or any authorised officer of DPSI 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 Institute. If the Institute 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 12th 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 Institute. 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) should be deployed round the clock by the agency shall also receive instructions from the DPSI and /or any authorised officer of the DPSI from time to time for carrying out the housekeeping services at DPSI.
- 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, no cost will be deducted from deployed housekeeping staff, police verification of each housekeeping staff cost of the same will bear by the agency.
- xxii) DPSI shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the agency, who in opinion of DPSI 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 institute.
- xxiii) 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 institute.
- xxiv) Once the competent authority accepts/signed 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.
- 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 DPSI Saket & RKP campuses with prior appointment from Mr. _____ 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 institute 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 DPSI Campus shall be given to General Administration Department or deputed officer of DPSI every day.
 - 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 DPSI 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 DPSI 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 DPSI Campus and disposal outside at sites designated by SDMC for this purpose. The material so collected will be screened /checked by the security personnel.
 - xxxv) The deduction at the rate of Rs 200.00 per day for the workers and Rs 300.00 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 officer, 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 equipment's/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 institute. He/ She shall also declare that none of his/her relatives is an employee of the Institute.
 - xl) **The contractor will have to deposit a sum of Rs. 50,000/- (interest free) as a security deposit for compliance of the terms and conditions.**

• 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 Principal, DPSI reserves the right to reject any or all tender(s) without assigning any reason thereof.

Check List: -

1. Duly completed tender form.
2. Notice Inviting tender.
3. Terms and conditions of the Tender duly signed on each page.
4. 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 2020-21, 2021-22 and 2022-23 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 perform 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" Financial Bid for sanitation/Housekeeping services at DPSI.

Signature of the Tenderer
With Seal of the firm/Company

TENDER NOTICE No.ILI/Housekeeping/02/2024**Part – A (TECHNICAL 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 the 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 | |
| 8 | Any other information the agency may like to provide | Attach additional sheets |

Signature and seal

TENDER NOTICE No.ILI/Housekeeping/01/2018**Part – B (FINANCIAL 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**

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|------------------------------|-----------|-------------------------------------|
| TOTAL MAN POWER REQUIRED | | | | 32 | (MAY BE INCREASED/DECREASED) |
| Amount to be quoted (in figures) & (in Words) | | | | | |
| NOTE: Rates to be quoted on Minimum wages on Monthly Basis, inclusive of all charges. | | | | | |
| Head | Supervisor | Peon | Housekeeper/Carpenter | | |
| Minimum wages | | | | | |
| E.S.I. | | | | | |
| P.F. | | | | | |
| Any other charges (if any) Please specify | | | | | |
| | | | | | |
| TOTAL | | | | | |
| The Tenderer is required to quote rates item wise entered in the schedule in words as well as in figures. In the case of conflict between these two, lower of them shall prevail. When the rate quoted by the Contractor in figures and in words tallies but the amount is not worked out correctly, the rates quoted by the contractor shall be taken as correct and not the amount. | | | | | |

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

Annexure-III

SELF DECLARATION – NO BLACKLISTING

The Principal DPS
International, Saket
P 37, Sector VI,
Pushp Vihar,
New Delhi –110059

Ref.: Tender for Providing Housekeeping/ Sanitation Services in DPSI, New Delhi

Dear Sir,

Apropos to the Tender for Selection of Providing Housekeeping/ Sanitation Services to the Institute, 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 _____