



International Student's House for Women

(University of Delhi)

Ref. No. ISHW/2025/AMC-20(HK)/....

Dated: 03-01-2025

TENDER NOTICE

Sealed Quotations are invited from experienced parties for Annual Contract for cleaning / sanitation Service / Housekeeping services in International Student's House for Women (ISHW) with effect from 01-02-2025 to 31-01-2026.

International Student's House for Women is a Hostel of the University of Delhi where students from different countries from various faculties reside. This Hostel is located in Dhaka University Hostel Complex, Banda Bahadur Marg, Indra Vihar, Mukherjee Nagar Delhi - 110009.

Hostel has approximately 100 Residents and puts high emphasis on hygiene and cleanliness. The contractor will have to deposit a security amount of ₹ 50,000/-.

Rules and Regulations for Annual Contract for cleaning / sanitation Service / Housekeeping services enclosed.

Interested agencies may apply on the prescribed form containing Terms & Conditions available in the Office along with the material between 10:00 am to 1:00 pm. The same can also be downloaded from the University website: www.du.ac.in. The desirous persons / firms shall be required to submit a copy of work experience and a copy of PAN Number. The Offer in sealed envelope addressed to the Provost, International Student's House for Women, B.B. Marg, Mukherjee Nagar, Delhi-110009, must reach the Hostel Office latest by 23-01-2025, Thursday at 1.00 p.m.

If required, short-listed contractors for this prestigious Hostel of University of Delhi will be intimated for an interactive session with the House Administration.


Provost


Resident Tutor



International Student's House for Women

(University of Delhi)

Ref. No. ISHW/2025/AMC-20(HK)/....

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Rules and Regulations for Annual Contract for cleaning / sanitation service / housekeeping services

1. The Housekeeping / sanitation services to the premises of the ISHW i.e. Rooms for Residents, Offices, Common Rooms and Officer's Residences etc. and their adjoining areas to be cleaned once in a day. Toilets, washrooms and corridor are to be cleaned twice a day and also additional cleaning as and when required. For all washing of floor and roof top should be done from time to time.
2. Unclogging of the sewer and other pipes will be done from time to time. Unclogging of the pipes leading to nerves and other pipes will be done from time to time. Cobwebs and window glass panes, fans, tube lights etc. will be cleaned regularly.
3. The scope of work for ISHW shall normally include general sweeping, mopping, washing, dusting including dusting of furniture, fixtures and fillings, cleaning of toilet blocks, water coolers, desert coolers, elevators, washbasins, stairway, common lobby and lifting of garbage. The work shall also include filling of water in desert coolers during summer seasons, watering of indoor plants, all incidental activities for cleaning, sanitation and housekeeping.
4. The Contractor shall provide all materials equipments and consumables of standard quality required for the work as per requirement.
5. Security money Rs. 50,000/- (refundable).
6. ISHW shall be allowed for inside the premises six (06) female Voluntary social workers and for outside the premises of the ISHW one (01) male Voluntary social worker. Voluntary social worker deployed by the Contractor at the premises of the ISHW can be replaced after consultation with the ISHW.
7. The police verification of the Voluntary social worker deployed in the premises of the ISHW shall be obtained by the Contractor and made available to the ISHW. Duly verified personal details of all the staff members should be given to the ISHW.
8. The Contractor shall maintain attendance Register of voluntary social workers. Cleaning services will be provided from 7:30 am to 4:30 pm daily.
9. In the event of any of the voluntary social worker not being available for any reason, the Contractor shall immediately provide a substitute without any additional charge and shall ensure standard cleanliness to the entire satisfaction of the authorized representative of ISHW.
10. The Contractor shall provide uniforms to all their voluntary social workers deployed in the premises of the ISHW. The Contractor shall ensure that the voluntary social workers are in proper uniform and are punctual.
11. The Contractor shall be solely responsible for cleaning of the areas assigned to its voluntary social workers.
12. The Resident Tutor with the help of House Keeper & Housekeeping Committee member of the Hostel will inspect & check the cleaning work at any time, if required.
13. All the workers are required to be paid as per Minimum Wages Act (labour law) through account payee cheque or through NEFT payment.
14. Contractor may terminate the contract by giving one month's notice.
15. The House authorities reserve the right to terminate the services at any time without assigning any reason.
16. Provost shall be the final authority on all matters.

Date:2025

Provost



Resident Tutor

Signature of the Tenderer
(with seal)



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Cost Sheet Break up for the Annual Contract for Sanitation/Housekeeping Service

Particulars		Amount per month (Rs.)
Designation		House Boy-1 / Lady-6
Duty Hours		08 Hrs 6 Days
Minimum Wages as per notification	-	
Gross Salary (A) (08 Hrs 06 Days)	(A)	
Other Statutory Compliances		
PF	-	
ESI	-	
Total - Other Statutory Compliance (B)	(B)	
Per Person CTC (A+B) (08 Hrs 06 Days)	(C)	
Our Management Fee NIL (C)	(D)	
Total Manpower Cost per unit (C+D) (08 Hrs 06 Days)	(E)	
No of Manpower Reqd (08 Hrs 06 Days)		
Grand Manpower Cost (08 Hrs 06 Days)		
Material Cost etc. (included)		
Total Cost		
GST @ 18%		
Total Cost with GST		

Date:-.....2025

Signature of the Tenderer
(with seal)



International Student's House for Women

(University of Delhi)

The Provost
International Students' House for Women
University of Delhi
B.B. Marg, Mukherjee Nagar
Delhi-110009

Tender for Annual Contract for cleaning / sanitation Service / housekeeping services

(To be deposited in the same format together with necessary supporting documents latest by 23-01-2025 at 1:00 p.m.)

1. Name of the Firm	
2. Registration No.	
3. Complete Address & Telephone/ Fax No. / Mobile no./ E-mail	
4. Name of the Contractor:- (in bold letters)	
5. Father's Name	
6. Mother's Name	
7. Residential Address (with phone No. Mobile no./ E-mail)	
8. Housekeeping / Sanitation Service Experience (attach additional papers as proof)	
9. Whether rendering service to any hostel of the University of Delhi, or other reputed institution (attach full details with address)	
10. Rates with GST should be quoted per month with material (attach Cost Sheet Break up)	
11 How many workers will be provided	
12. Terms and Condition, if any	
13 Attach self attested copies of the following documents:- i) GST No ii) PAN No. & TAN No. iii) EPF Registration No. iv) ESI Registration No.	
14 Facilities to be provided to the voluntary social workers / cleaners a) Complete set of uniforms b) Weekly off c) Rickshaw Trolley for garbage lifting	Summer 02 sets Winter 01 set
15 Details of documents attached	
For your kind information we have been making payment as per Minimum Wages Act of NCR. We assure you that we will pass on all the facilities to all the voluntary social workers / cleaners as per the Labour Law.	

Date:-.....2025

Signature of the Tenderer
(with seal)