

ARAVALI VIEW RAIL VIHAR ALLOTTEES' WELFARE ASSOCIATION  
(REGD. NO. 217 OF 01 FEBRUARY 2013) PLOT NO - 43 -44, SECTOR 56  
GURUGRAM - 122011 (HARYANA)  
TELEPHONE NO. 0124-2385961 /4207880 E-MAIL: avrvawa56@gmail.com

AVRVAWA/Housekeeping/2025

Dated: 18.06.2025

**INVITATION OF TENDERS FOR SERVICES FORHOUSEKEEPING,  
GARBAGECOLLECTION AND ITS DISPOSAL**

President, Aravali View Rail Vihar Allottees' Welfare Association (AVRVAWA) invites Tenders from experienced, reputed & professional Agency for housekeeping & garbage collection and its disposal as per latest directives of Government of Haryana.

1. Tender should reach in the office of AVRVAWA, Sector-56, Gurgaon on or before 29.06.2025 up to 03:00 PM in the BOX kept in AVRVAWA office. The tender shall be opened on the same day at 3:30 PM in presence of representative of the Agency who wish to attend the opening. The Envelope shall be marked as "Tender for Housekeeping, Garbage Collection and its Disposal".
2. The Agencies shall quote rates for total scope of works specified in Annexure - A and for General terms and conditions specified in Annexure-B.
3. The validity of the Tender shall be 60 days from the last day of submission of Tender.

  
Secretary  
AVRVAWA  
Secretary

**Note: This tender document can also be downloaded from our website [www.railvihar56.com](http://www.railvihar56.com) This document shall not be modified by the Agency, any modification in our uploaded document will call for rejection of the tender. If it is noticed on a later date, wording of the original document shall remain final.**

**Annexure -A****BILL OF QUANTITIES**

S. No.	Description	Unit	No.	Amount/month (Rs.)
1	Collection of Garbage, its segregation and disposal as per Scope of Work (I)	LS	----	
2	Staff to be deployed for scope of Work (II) and (III)	No.	7*	
	TOTAL/month		Rs.	

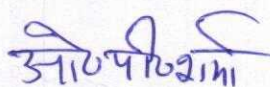
Amount/month in Words: Rs. \_\_\_\_\_

The above amount is excluding GST, which will be paid separately as per actual.

(\*) Seven Staff shall be deployed on all 365 days of the year in Rail Vihar. It will be the responsibility of the Agency to provide suitable rest giver / leave reserve as per prevailing laws. Cost of provision of leave reserve and weekly rest giver shall be borne by the Agency.

**SCOPE OF WORK****SCHEDULE OF ITEMS OF HOUSEKEEPING, GARBAGE COLLECTION AND DISPOAL****(I) Garbage:**

1. Collection of garbage and its segregation as per prevailing MCG laws from individual apartment between 8 AM-11 AM every day including holidays and weekends. Society has 38 Blocks consisting of 444 flats and one community centre.
2. Collection and segregation of garbage from the dust bins kept within society campus and other locations within society as directed.
3. Disposal of garbage at the approved site of MCG before 12.00 PM and will submit the receipt in the office of AVRVAWA. No garbage shall be kept stacked in the complex.



Secretary

Aravali View Rail Vihar

Allottees' Welfare Association

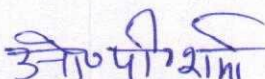
Sector -56 Gurgaon Haryana

(II) **Daily Sweeping (all 365 days)**

1. Sweeping of areas around the Main Gate along with the adjoining footpath area in front (north side).
  2. Sweeping of road in front of Society office, top of water tank.
  3. Sweeping of all roads within campus and stilt parkings.
  4. Sweeping & wet mopping of stairs, staircases, lobbies & galleries.
  5. Removal of cobwebs from common areas & stilt.
  6. Picking up of trash from center and from other locations.
  7. Cleaning of Community Centre/ office including 1<sup>st</sup> floor, common toilets & all lifts.
  8. Daily disposal of all sweepings at an approved site outside the Society compound.
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(III) **Cleaning Needed Twice/Thrice a Week**

1. Cleaning of Diesel Generator Rooms (Tuesday & Thursday) in the presence of electrician.
2. Sweeping & cleaning of rain water traps on Monday & Friday only.
3. Cleaning and sweeping of all the 39 Terraces once in a month including of community center and removal of unwanted trees including of Peepal from roof top and other locations.
4. Cleaning of Drains – Wednesday & Sunday and as and when required to ensure that there is no blockage.
5. Dusting of Electric meter panels & letter boxes-every Sunday & Thursday.
6. Cleaning of all the lifts from outside and inside. Removal of dirt from the gap. Every lift is to be attended twice a week- Monday & Friday.

  
Secretary

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Allottees' Welfare Association  
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## Annexure -B

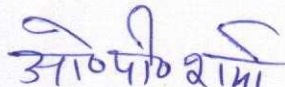
### GENERAL TERMS AND CONDITIONS

1. The Agency should have a minimum annual turnover of Rupees 20 Lakh (Rs. Twenty Lakh only) per annum during each of last 3 years. A certificate issued by the registered CA shall be submitted along with Tender.
2. The successful Agency is required to deposit **refundable interest free Security Deposit** equal to one month's cost, after adjusting EMD amount, which would be refunded after 15 days of completion of contract period.
3. The contract shall be for a period of one year from 01.07.2025 to 30.06.2026. The same may be extended further for a maximum period of one year on mutually agreed terms and conditions.
4. The Agency should be a **licensee and registered with Labor Commissioner, Haryana**. The Agency should observe and conform to all rules, regulations and bye-laws of the local authorities of Gurgaon and comply with all statutory regulations as applicable, specially relating to Minimum wages, Employees Provident Fund, ESI etc., registered with GST department and other laws in any way relating to Agency, as applicable. Agency's affidavit in this regard shall be submitted with Tender.
5. The Agency shall **keep indemnified** AVRVAWA against any loss, damages, fines, premium, levies, costs, charges and expenses that AVRVAWA may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or of these present. The indemnity bond shall be on Rs. 100/- (Rs. One Hundred Only) stamp duty paper.
6. The Agency should be Income Tax payee for last 3 years and should submit a CA's certificate to this effect along with a copy of **PAN, Aadhar card and voter id of Director/Owner, after getting letter of Award and before signing of agreement.**
7. The Agency should pay all local and other taxes, rates and other levies in respect of their business to the Government or any other local authority.
8. Agency and its staff will not involve in activities at AVRVAWA premises which are considered as outside the scope of the offered arrangements of this agreement. If found guilty of the same, the contract is liable to be terminated.
9. There shall be no change of staff without the prior approval of AVRVAWA. However, AVRVAWA shall have the right to recommend, with proper reasons, for the change of any person within 24 hours. Short term relief arrangement not exceeding three days in a month shall however be allowed at the discretion of the Agency.
10. The Agency should pay all existing and future taxes, rates, Cess, charges, assessments, outgoings and impositions of every description for the time being payable in respect of Service provider.

  
Secretary

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11. If any theft/damage is found to have taken place due to negligence of staff on duty, in such case the amount of damage/theft shall be recovered from the Agency.
12. The Agency shall ensure compliance to all applicable laws, rules and procedures as prescribed from time to time by appropriate authorities. Agency shall also ensure "safe working" by its staff at all times.
13. The Agency will raise the monthly bill of previous month on AVRVAWA within 1<sup>st</sup> week of next month along with proof of depositing statutory charges, as applicable, such as PF etc. for the previous month. AVRVAWA will make the payment within 15 days from the presentation of bill by cheque or other bank instruments after deducting charges as per penalty clause and taxes. However, the Agency will ensure to make the monthly salary to the work force as per prevailing laws & rules, to protect the principal employer's interest.
14. The staff deployed by the Agency should be in the age group of 20 to 50 years, physically and medically fit. The Agency will ensure the character and antecedents of its staff.
15. **Exclusively Indian and only Indian Nationals should be employed and deployed.**
16. All the staff to be issued identity card by the Agency and counter signed by official of AVRVAWA. A list of such staff is to be submitted in the office.
17. During working hours, the housekeeping staff shall wear uniform with identity card.
18. The Agency shall produce police verification of staff, to be deployed in Rail Vihar, to AVRVAWA office, failing which they will not be allowed to enter Rail Vihar.
19. A non-refundable processing fee of Rs. 500/- (Rs. Five Hundred only) and Administrative charges of Rs. 500/- (Rs. Five Hundred only) in the form of Demand Draft/Online shall be deposited with the Manager/AVRVAWA.
20. An Earnest Money of Rs. 10,000/- (Rs. Ten Thousand only) to be deposited along with the Tender by Demand Draft/Online favoring AVRVAWA. For successful Agency it will be adjusted against the Security Deposit. For unsuccessful Agencies, the Earnest Money will be returned within one week after award of work.
21. There should be no condition from the side of the Agency while submitting the tender. Conditional Tenders shall be summarily rejected.
22. The Agency should have its office/establishment in Gurugram or Delhi.
23. **The Agency shall give the list of consumable items for one month to the Manager who will arrange the same.**
24. AVRVAWA reserves rights to terminate the contract prematurely by serving a Notice, if the work of the Agency is not found satisfactory.
25. Either party may terminate contract by giving one month notice. If the Agency terminates the contract/stop the work without giving required notice, the Security Deposit shall be forfeited and the Agency will also be blacklisted for any future work with AVRVAWA.

  
Secretary

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26. The Agency shall be responsible to the Management of Society for all the matters relating to cleaning, Collection and Disposal of garbage and discipline of the staff so deployed.
27. In case, services are not satisfactory and improved even after issue of **NOTICE**, action will be taken by AVRVAWA by getting the work done from another Agency at the risk and cost of the Agency.
28. The Agency will dump the garbage on a proper notified site and will submit the Receipt in the office of Association. Nothing extra will be paid for this activity.
29. For not performing any activity as specified in scope of works as mentioned in the Annexure -A, a reasonable penalty as deemed fit shall be imposed on the Agency.
30. It will be the responsibility of the Agency to provide rest giver / leave reserve as per prevailing laws. Cost of provision of leave reserve and weekly rest giver shall be borne by the Agency.
31. (a) The Agencies may note that AVRVAWA reserves the right to award the contract to any of the bidders without assigning any reason and the unsuccessful bidder will have no claim whatsoever irrespective of the cost quoted by them.  
(b) Any Agency who has a close relative and / or is directly or indirectly associated in business with any of the member of Executive Committee is not permitted to bid.
32. Any dispute will be settled mutually and the decision of AVRVAWA or its appointed representative shall be final.
33. The Agency shall ensure that the workers observe due safety measures while working and it will be the sole responsibilities of the Agency for any injury/fatal accident to any of the workers due to any reason whatsoever and AVRVAWA shall be indemnified against any responsibility or on any other account whatsoever.
34. The following Self-attested documents shall be submitted along with the Tender by each Agency:
  - a. Administration & processing charges paid by DD/online.
  - b. Earnest Money Deposit in the form of DD/online.
  - c. Proof of Turnover duly certified by CA.

  
**Secretary/AVRVAWA**  
Secretary

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