



पं० रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ०ग०)

—: विश्वविद्यालय परिसर की साफ-सफाई व्यवस्था से संबंधित निविदा सूचना :-


क्र. X-5/RSU/2018

रायपुर, दिनांक 25/09/2018

पं० रविशंकर शुक्ल विश्वविद्यालय, रायपुर की साफ-सफाई व्यवस्था हेतु पंजीकृत ठेकेदार/फर्म से सीलबंद निविदा स्पीड पोस्ट/रजिस्टर्ड डाक के माध्यम से आमंत्रित की जाती है। निविदा प्रपत्र अद्योहस्ताक्षरकर्ता के कार्यालय में आवेदन प्रस्तुत कर रु. 5000=00 (पांच हजार मात्र) नगद भुगतान कर विश्वविद्यालय के विकास विभाग से कार्यालयीन समय में निविदा प्रपत्र प्राप्त किये जा सकते हैं। अधिक जानकारी विश्वविद्यालय के वेबसाइट www.prsu.ac.in से प्राप्त की जा सकती है।

निविदा बिक्री की अंतिम तिथि	— दिनांक 24/10/2018 समय सायं 5:00 बजे तक
निविदा जमा करने की अंतिम तिथि	— दिनांक 25/10/2018 समय अपरान्ह 3:00 बजे तक
निविदा खोलने की तिथि	— दिनांक 25/10/2018 समय अपरान्ह 4:00 बजे (टेक्निकल बिड केवल, फाईनेंशियल बिड की तिथि तकनीकी बिड के समय घोषित किया जावेगा)

टीप :- विश्वविद्यालय के वेबसाइट www.prsu.ac.in से प्राप्त निविदा प्रपत्र के साथ रु.5000=00 का बैंक ड्राफ्ट कुलसचिव, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर के नाम से संलग्न करने पर ही मान्य होगा।


कुलसचिव



PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA

Raipur (C.G.) – 492010

Email: registrarprsu@gmail.com Website: www.prsu.ac.in Phone: 0771-2262818

TENDER DOCUMENT FOR HOUSE KEEPING SERVICES

Tender Document No.- X-5/RSU/2018 Raipur, Dated- 25/09/2018

Issued By

Registrar

Pt. Ravishankar Shukla Vishwavidyalaya

Raipur, C.G.

PIN-492010

Signature of Authorized Signatory:

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Note: This document contains a total of 30 (thirty) pages. No change in the document by the bidder is permissible.



PT. RAVISHANKAR SHUKLA VISHWAVIDYALAYA

Raipur (C.G.) – 492010

Email: registrarprsu@gmail.com Website: www.prsu.ac.in Phone: 0771-2262818

SECTION-1

Notice Inviting Tender (NIT)

(Tender for HOUSE KEEPING SERVICES)

No.- X-5/RSU/2018

Raipur, Dated- 25.09.2018

Tenders in sealed cover are hereby invited in two parts (Technical and Financial) for **HOUSE KEEPING SERVICES**. The tender document along with the technical details, terms and conditions can be downloaded from the University Website <http://prsu.ac.in>. Tenders shall be received only through speed post / registered post / courier. The undersigned reserves the right to cancel /amend the tender at any stage without assigning any reason thereof.

Last date of Submission of Tender	25.10.2018 (3:00 PM)
Date of Opening of Tender	25.10.2018 (4:00 PM)
Cost of Tender Document	Rs. 5,000=00 Through DD (Rs. Five Thousand Only)
Ernest Money Deposit	Rs. 2,40,000=00 (Rs. Two Lakh Forty Thousand Only) Through DD
Estimated Value of Tender	Rs. 80,00,000=00 (Rs. Eighty Lakh Only) Per Year
Venue of the opening of the Tender	Office of Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur.

Tenders for providing HOUSE KEEPING SERVICES are invited from Agencies having prior experience by the Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur. The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing **“Technical Bid”** and Sealed Cover-II containing **“Financial Bid”** should be placed in a third sealed cover super scribed **“Tender for HOUSE KEEPING SERVICES for Pt. Ravishankar Shukla Vishwavidyalaya”**. Agencies should submit their bids along with all supporting documents and Earnest Money Deposit (Refundable) from a nationalized bank in favour of “The Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur”, Payable at Raipur till the date notified above. Price Bid i.e. Financial Bid of successful bidders will be opened immediately after evaluation of Technical bid by the Tender Committee.

Registrar
PT. RAVISHANKAR SHUKLA
VISHWAVIDYALAYA, RAIPUR (C.G.)

Signature of Authorized Signatory:

SECTION-2

Bid Information

Though adequate care has been taken while preparing the Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within **seven (07) days from the date of notification of Tender Document**, it shall be considered that the Tender Document is complete in all respects.

Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur reserves the right to modify, amend or supplement this Tender Document.

Bid Information Sheet

Document Description	Tender Document for "HOUSE KEEPING SERVICES" at Pt. Ravishankar Shukla Vishwavidyalaya, Raipur
Tender Document No.& Date	No.- X-5/RSU/2018, Date: 25.09.2018
Last date & Time of Submission of Response to Tender Document	Date : 25.10.2018, Time : 3:00 PM
Bid Opening (Technical and Financial)	Technical -Date : 25/10/2018, Time: 4:00 PM Financial - Time and date will be declared in the technical bid meeting.
Declaration of bidders qualified for opening commercial bid	To be declared after scrutiny of Technical Bid
Cost of Tender Document (non-refundable)	Rs. 5,000.00 (Rs. Five Thousand only) Please attach a DD of Rs.5,000.00 in favour of Registrar, Pt. Ravishankar Shukla Vishwavidyalaya payable at Raipur (C.G.)
EMD	Rs.2,40,000/- (Rs.Two Lakh Forty Thousand Only) in the form of Demand Draft in favour of Registrar, Pt. Ravishankar Shukla Vishwavidyalaya payable at Raipur (C.G.)
Name, Designation, Address and other details (For Submission of Response to Tender Document)	Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur C.G. PIN-492010 Phone-0771-2262818

Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Tender Document through the website www.prsu.ac.in No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.

Signature of Authorized Signatory:

SECTION-3

A-General Terms and Conditions

1- Obtaining Tender Document

The Tender Document can be downloaded from the website of the university, www.prsu.ac.in from the date mentioned in the **Bid Information Sheet**. Duly filled tender document should be accompanied by a Demand Draft of **Rs.5,000=00** in favour of Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur payable at Raipur.

2- Bidding Methodology

The bidding methodology adopted for this tender shall be Single Stage Two envelop system i.e. The Bidders shall submit their proposal (Both Technical and Financial Bid same time in separate sealed envelopes) in line with this Tender Document. The last date for submission of bids is as mentioned in the **Bid Information Sheet**. No bids shall be accepted after the date and time mentioned above. Financial bids shall be opened on the same day as mentioned in the **Bid Information Sheet**.

- 3-** The bidder should be duly registered by the Labour Department, EPF and ESIC Department of the government of CG / government of India.
- 4-** The bid shall be signed by the individual legally authorized to enter into commitments on the behalf of the firm. Only one submission of response to Tender Document by each bidder will be permitted.
- 5-** The documents required under the tender conditions for submission along with the tender are listed below. The bidder/s are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, the bid(s) may be considered non-responsive and are liable to be rejected outright.

Basic documents:

- A.** DD of Rs. 5,000/- towards Cost of Tender Document
- B.** DD of EMD, Rs. 2,40,000=00
- C.** Tender Document duly signed on every page and stamped (as required) (with amendments if any) by the Authorized signatory.

Documents (Self Attested Copies) in Support of Eligibility:

- a) Proof of registration as a company / registered firm with validity for next one year from last date of submission of bid.
- b) Address Proof of having an office in the state
- c) GST Registration certificate
- d) PAN card
- e) Registration No. – ESIC
- f) Registration No. – EPF
- g) IT returns of last three consecutive financial years

- h) Proof of minimum two consecutive years' Experience (in last five calendar years) in house-keeping business preferably in educational sector.

- i) **Turnover of last three consecutive financial years should not be less than Rs. 1 crore. In support of this last 3 years' balance sheet audited by CA should be attached.**

- j) Valid License, issued by Regional Labour Commissioner

- k) Undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency).

- l) In addition to the undertaking, the firm shall produce certificate/verification from local police station indicating any convictions in the past against the Company/firm/partner.

- m) Undertaking of "Payment to house-keeping employees will be made through Bank only in their valid Bank accounts and this Bank payment proof will be submitted as the time of production of bills".

- n) Undertaking of "Attendance of the workers to be recorded by biometric machine".

Non submission of one or more of these certificates may result in rejection of the submitted bid.

The University reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria.

- 6-** After bid opening, Technical bids submitted by those Bidders who have furnished the EMD shall be evaluated by the tender committee on the basis of conditions of eligibility as stipulated in the tender document.

7- Earnest Money Deposit (EMD)

- i) The bidder shall be required to submit a sum as specified in the **Bid Information Sheet** as Earnest Money Deposit, for keeping the offer open till such date as might be specified in the tender. Bids not accompanied with earnest money deposit as provided in the **Bid Information Sheet** shall be summarily rejected.
- ii) It shall be understood that after submitting his/her bid, he/she will not withdraw from his offer or modify the terms and conditions thereof in a manner not acceptable to the University.
- iii) If the bidder fails to observe or comply with the said stipulation, the EMD amount shall be liable to be forfeited.
- iv) The EMD of the unsuccessful bidders shall be returned to them within one month of issue of work order to the successful bidder. But no interest will be payable thereon.
- v) In case it is found that, the bidder/s has furnished misleading/wrong or fraudulent information/documents or information furnished by them is not found to be true, the Earnest Money of the bidder/s will be forfeited.
- vi) In case the bidder withdraws the bid before financial bid opening, then the EMD of the respective bidder shall be forfeited.

8- Structuring of Bid Selection Process:

Under the Two envelop system envisaged for this Tender Process for HOUSE KEEPING SERVICES, Bidders have to submit both Technical bid and financial bid together in response to this Tender Document in separate sealed envelopes. Bids not accompanied with EMD and tender document fee will be summarily rejected. In the first stage, Technical bids shall be evaluated as per acceptability of conditions and the Bidders shall be short listed who comply with the requirements. In the second stage, in presence of their representative(s) who choose to attend; financial bids submitted by the short-listed Bidders shall be opened.

9- Technical Bid

- i) The envelop consisting of Technical Offer shall be marked as "**Technical Bid**". The technical bid should be without any conditions.

- ii) The technical bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Section 5 Format A**.
- iii) The details should be mentioned in clearly readable format without any overwriting.
- iv) The technical bid shall be on a fixed basis and, no variation in any conditions shall be considered.
- v) Technical bid written with vague and conditional expression(s) will be treated as being at variance and shall be liable for rejection.
- vi) It is the responsibility of the Bidder to clearly identify all conditions associated with this Tender Document and submit the details in the technical bid.
- vii) The bidder shall ensure that there is no discrepancy in the details mentioned in technical bid.
- viii) The bidder must fill and submit the details as per instructions given above. If the bidder does not fulfil any condition in the technical bid, his tender may be summarily rejected.
- ix) Minimum material cost for house keeping should not be less than 25,000/- (Rs. Twenty Five Thousand only)
(Details page-19)

10- Financial Bid

- i) The envelop consisting of Financial Offer shall be marked as "**Financial Bid**" The rates quoted in the financial bid should be without any conditions.
- ii) The financial bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Section 6 Format B**.
- iii) The rates should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv) Financial Bid accompanied by vague and conditional expression(s) will be treated as being at variance and shall be liable for rejection.

- v) The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
- 11-** Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract.
- 12-** The bid duly filled must be received by the University at the address specified not later than the date and time mentioned in the "Bid Information Sheet". Bid received later than the deadline prescribed for submission of tender will be rejected.
- 13-** Bids will be opened at the address mentioned in "Bid Information Sheet" in presence of bidders or authorized representatives of bidders who wish to attend the opening of tenders. University reserves the right to open the bid/s even if only one bid is received. Bidders or their authorized representatives who are present shall sign register in evidence of their attendance.
- 14-** University shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditions or reservations. If a bid is not substantially responsive, it shall be rejected by the University. In case of tenders containing any conditions or deviations or reservations about contents of tender document, University may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive. University's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

- 15- The University reserves the right to accept, split, divide, negotiate, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, the University shall deem such bid as invalid.
- 16- The University shall issue Work Order in duplicate to the successful bidder in writing by a Registered Letter or Speed Post. Duly signed and stamped duplicate copy of the work order has to be returned by the selected bidder within a week of receipt as token of acknowledgement. Issuance of work order against an offer made shall constitute a legal and binding contract between the University and the selected bidder.
- 17- The University may solicit the bidders' consent to an extension of the validity period of the bid. The request and the response shall be made in writing.
- 18- The response to Tender Document is to be in the following manner: -
- i) **"Technical Bid Envelope"** - Super scribed as **"Technical Bid in response to Tender Document X-5/RSU/2018"** at the top of the Envelope; and "Name & Address of the Bidder" on the left hand side bottom;
This envelope shall be sealed and shall contain fully signed Tender Document along with the required documents as mentioned in the Tender Document. It must contain properly filled Technical bid as per the format mentioned in **Section 5 – Format A** and
 - ii) **"Financial Bid Envelope"** - Super scribed as **"Financial Bid in response to Tender Document X-5/RSU/2018"** at the top of the Envelope; and "Name & Address of the Bidder" on the left hand side bottom;
It shall be sealed and shall contain the Financial Proposal as per the format mentioned in **Section 6 - Format B**
The Sealed Technical Bid envelope and the Financial Envelope shall be placed in a bigger Covering envelope.

iii) **Covering Envelope** – Super scribed as “Tender Document for HOUSE KEEPING SERVICES” at the top of the Envelope; and “Name & Address of the Bidder” on the left hand side bottom; It should be addressed to

The Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur (CG) Pin no. 492010 and shall also contain:

- A. Covering Letter as per **Format - 1**.
- B. DD of Rs. 5,000/- towards Cost of Tender Document.
- C. EMD of Rs. 2,40,000/- (DD)

- 19-** Clarifications if any, on Tender Document may be sought at the address mentioned in the Bid Information Sheet not later than one week after publication of TENDER DOCUMENT.
- 20-** Clarification/Amendment/s if any will be uploaded in the website of the University i.e. www.prsu.ac.in for information of all concerned. All are requested to remain updated with the website. No separate reply/intimation will be given for the above, elsewhere.
- 21-** The University reserves the right to reject any or all of the responses to Tender Document or cancel the Tender Document without assigning any reasons whatsoever and without any liability.
- 22-** All pages of the response to Tender Document submitted must be signed and stamped by the authorized person on behalf of the Bidder.
- 23-** Only Raipur Court(s) shall have exclusive jurisdiction in all matters pertaining to this Tender.
- 24-** The University reserves the right to delete, change or alter conditions specified in the tender.
- 25-** The University shall be under no obligation to accept the lowest or any other offer, including those received late or incomplete offers, without assigning any reason whatsoever.
- 26-** The University will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.

SECTION-3

B- Special Terms and Conditions

APPROXIMATE REQUIREMENT OF HOUSE KEEPING PERSONNEL

Requirement	Hours of Duty
55 persons (Including Female workers)	8 hours (7.30 to 11.30 am and 12.00 to 4.00 pm)

- 1- The University requires female workers to be deployed at Girls' Hostel, the approximate requirement shown above is inclusive of the same.
- 2- The bidders shall mandatorily abide by these terms and conditions.
- 3- The initial validity of the contract shall be for one year from date of agreement. The contract shall be renewable for the period of further two years, based on the performance of the firm and satisfaction of the university.
- 4- The successful bidder shall be bound to execute an agreement. In case the successful bidder fails to start the job awarded within 07 days of from date of work order, University will have right to forfeit the earnest money in full.
- 5- **The minimum wages applicable to un-skilled workers shall be payable to the house keeping workers, as amended periodically by Govt. of C.G.**
- 6- The service charges shall remain constant throughout the period of contract.
- 7- **It is important and necessary that the wages should be credited directly in the bank accounts of the employees and the proof of the same needs to be submitted every month in the university office.**
- 8- **The firm needs to submit proof of depositing EPF and ESIC for house keeping workers deployed in the university campus every month.**
- 9- The firm shall be responsible for any medical expenses incurred on house keeping workers deployed during the period of contract, the university shall not pay any charges / allowances in this regard.

Signature of Authorized Signatory:

- 10-** The URN number of all the persons deployed in the university shall have to be intimated in writing by the firm after the agreement.
- 11-** If two or more tenderers quote the same rate, then the firm having length and type of experience in working with universities shall be given preference.
- 12-** A senior level representative of the Agency shall visit the university premises at least once a week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Competent Authority, dealing with service under the contract for mutual feedback regarding the work performed by the personnel and removal of deficiencies, if any, observed in their working.
- 13-** The Agency shall provide reasonably good uniform with name badges to its personnel deployed at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps etc. shall be borne/supplied by the Agency at its cost.
- 14-** In the event of any housekeeping personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities, the agency shall make provision for leave reserve.
- 15-** As and when the university requires additional housekeeping strength on temporary or emergent basis, the Agency will depute such housekeeping personnel under the same terms and conditions.
- 16-** Similarly, if the house keeping personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, the University shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
- 17-** The Agency shall arrange to maintain the daily shift-wise attendance record of the house keeping personnel deployed by it showing their arrival and departure time. The Agency shall submit to the University an attested photocopy of the attendance record and enclose the same with the monthly bill.
- 18-** University shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.

- 19-** There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the Statutory Wages revised by the Government.
- 20-** The Income-tax as applicable shall be deducted from the bill.
- 21-** The House keeping personnel deployed by the Agency shall have at least minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the house keeping desk/booth whenever required and also to write their names in the Attendance Register and mark their arrival and departure by signing in the register.
- 22-** In case of non-compliance/non-performance of the services according the terms of the contract, the University shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the Contract.
- 23-** The Agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The Agency shall fully indemnify University against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in University campus.
- 24-** The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at the University for any accident caused to them and the university shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the University for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The House keeping Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications: -
- (a) The Payment of Wages Act 1936
 - (b) The Employees Provident Fund Act, 1952
 - (c) The Factory Act, 1948
 - (d) The Contract Labour (Regulation) Act, 1970
 - (e) The Payment of Bonus Act, 1965
 - (f) The Payment of Gratuity Act, 1972
 - (g) The Employees State Insurance Act, 1948
 - (h) The Employment of Children Act, 1938
 - (i) The Motor Vehicle Act, 1988
 - (j) Minimum Wages Act, 1948

25- The decision of University regarding interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

26- Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

27-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, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction 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 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Institute as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the University shall be at liberty to take over from the House keeping Agency, the house keeping personnel, vehicles & equipment deployed in the campus until a new house keeping agency is appointed and commences the operation.

28- Attendance of the workers to be recorded by biometric machine.

29- Bidder has to follow the labour law of government of Chhattisgarh strictly while deploying the workers in respect of wages and days of duty. In this regard it is to be noted that the rates sought by the university in format B of financial bid on page no. 23 of this tender is for unskilled workers.

SECTION-3

C- JOB DESCRIPTION

The tenderer should visit the university premises to understand the requirements of the university and to understand the magnitude of the house keeping work to be carried out as per details below:

- 1- Administrative Building
- 2- Arts block (Kala Bhavan)
- 3- Library Building
- 4- Science Block
- 5- Management Block
- 6- Girls Hostel (Ladies Staff must be provided)
- 7- Academic Staff College
- 8- Computer Science Block
- 9- Pharmacy Block
- 10-Guest House
- 11-Gandhi Hostel
- 12-Azad Hostel
- 13-Bioscience, Biotech and Anthropology Block
- 14-Power Grid Hostel
- 15-Auditorium
- 16-University Press
- 17-Open Spaces / Parking Spaces / Grounds.

A: JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least twice daily (first half and second half) with phenol and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, W Care to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.

Signature of Authorized Signatory:

- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
- v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vii) Cleaning of carpets by soft brush.
- viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- ix) Cleaning of choking in sewer and pumping lines within premises as and when required.
- x) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xiv) Cleaning of carpets in rooms by vacuum cleaners.
- xv) Room fresheners in all office area to be used daily in the morning. Room freshener should be of standard Make.
- xvi) Maintenance of lawns & surroundings and removal of garbage from the office building and its premises.

B: JOBS TO BE CARRIED OUT WEEKLY

- a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals.
- b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.

C: JOBS TO BE CARRIED OUT FOR TIGHTY BASIS

1. Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
2. Dusting of false ceiling etc. with soft broom and cloth.
3. Washing and cleaning of driveways, parking areas and roads within the office premises.
4. Lobby and all toilets floors and other areas, as may be directed by Officer-In-charge shall be cleaned with floor scrubbing machine.

D: JOBS TO BE CARRIED OUT ON MONTHLY BASIS

All floors in common area floors including staircases shall be cleaned thoroughly with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.

E: WASTE DISPOSAL MANAGEMENT

The bidder will ensure collection and screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non-biodegradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Municipal Corporation.

F: SUPPLY OF MATERIAL AND CONSUMABLES

All materials/consumables other related item is to be provided by the Agency have to be of reputed brands or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at the university office on fortnightly basis.

Signature of Authorized Signatory:

SECTION-3

D-List of House keeping Materials

S. No.	Particulars	Quantity/per month
1.	DETTOL HAND WASHPacks
2.	HARPICbottle
3.	ACIDIts
4.	COLINbottles
5.	GARBAGE BAGSpcs
6.	PRESSURE PUMPNos
7.	TOILET BRUSHNos
8.	URINAL CUBESBoxes
9.	NEPHTLIN BOLLSKgs
10.	SOFT BROOM Nos
11.	WIPER (BIG & LONG SIZE)Nos
12.	ODONIL (ORIGINAL)Packets
13.	WET MOPS Nos
14.	WHITE DUSTER Nos
15.	ROOM FRESHNER Nos
16.	SCOTCH BRITE Nos
17.	HIT (RED)Pcs
18.	HIT (BLACK)Pcs
19.	VIM/RIN/SURF Kg
20.	DUST PAN (Supali) Nos
21.	DRY MOPS Nos
22.	BATHROOM WIPERPcs
23.	GLASS DUSTER Nos
24.	TOILET BRUSH Nos
25.	HARD BROOM Nos
26.	SMALL PRESSURE PUMP Nos
27.	HARD BROOM WITH BAMBOO (Kharata) Nos
28.	CHUNAKg
29.	FLOOR CLEANER LIQUIDIts
30.	HAND GLOVESPairs
31.	MASK Nos
32.	Any other item Please attach List	As per actual.

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

Signature of Authorized Signatory:

SECTION-4

Annexure Details

(Documents related to Eligibility Criteria)
(In separate sealed Cover-I super scribed as "Technical Bid")

Sr. No.	Details	Annexure No.
1.	Name Address of the Bidder with Address proof of having an office in the state Mobile / phone number Email address	
2.	EPF No:	
3.	ESIC Code:	
4.	PAN No. (Please attach copy)	
5.	GST Registration No.	
6.	Experience in the work of providing HOUSE KEEPING SERVICES. (Attach certificates, testimonials). You are requested to attach all certificates for length and type of experience	
7.	Income Tax Returns of Last 3 financial years	
8.	Balance sheets of Last three consecutive financial year audited by CA (The turn over should be more than Rs.1 crore for three consecutive years.)	
9.	Details of the set-up of the Agency, clearly indicating numbers and details of managerial, supervisory and other staff.	
10.	Please provide details and attach a copy of License / Registration particulars with Central/State Labour Authorities.	
11.	DD Details of Cost of Tender Document (Rs. 5,000=00)	
12.	DD Details of EMD (Rs. 2,40,000=00)	

Signature of Authorized Signatory:

SECTION-5

Format A- Technical Details for Submission of Bid

1. Tender Ref. No:
2. Name of Tenderer:
3. Complete office address of Tenderer
4. Contact details of authorized person of tenderer who has signed the tender.
 - a. Name-
 - b. Designation-
 - c. Phone (Office)-
 - d. Phone (Mobile)-
 - e. E mail-
5. Due date & Time of submission of bid:
6. EMD (Rs. 2,40,000=00) payment details (DD number & bank detail)-
7. DD Details of Cost of Tender Document (Rs. 5,000=00)

Signature of Authorized Signatory:

Name:

Designation:

Name of the Firm/ Company:

Address:

Seal of the Firm / Company:

Note: The right to reject / accept any deviation, minor or major in terms and conditions is reserved with the Registrar, Pt. Ravishankar Shukla Vishwavidyalaya, Raipur.

Signature of Authorized Signatory:

SECTION-6

Format B- Financial Details for Submission of Bid

FINANCIAL PROPOSAL

Covering Letter
(On Bidder's letter head)

[Date and Reference]

To,

The Registrar
Pt. Ravishankar Shukla Vishwavidyalaya,
Raipur (C.G.)
492010

Sub: Response to Tender Document for HOUSE KEEPING SERVICES vide
Tender X-5/RSU/2018 Raipur, Date : 25.09.2018

Sir,

I/ We, _____ (Applicant's name) enclose herewith the
Financial Proposal for selection of my / our company for HOUSE KEEPING
SERVICES as a Bidder.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)

Seal of the Firm / Company

Note: The Financial Proposal is to be submitted strictly as per form given in the
Tender Document.

Please sign each page of terms and conditions as token of acceptance of
terms & conditions and submitted as part of tender document.

Signature of Authorized Signatory:

FORMAT- B
FINANCIAL BID

Subject: - Response to Tender Document No-X-5 /RSU/2018 Raipur, Dated- 25.09.2018 for HOUSE KEEPING SERVICES.

Sr. No.	Description	Proposed Rates Per Person Per day (As on today**)in Rupees	In words
1	Minimum Wages	Rs.....	
2	EPF (As on today**)	Rs.	
3	ESIC (As on today**)	Rs.	
4	Service Charges ***	Rs.	
Sub Total			
Cost of Monthly requirement of House Keeping Materials		Rs.	
Grand Total			

GST @ 18% would be applicable as per Government rule.

Signature of Authorized Signatory:

Name:

Designation:

Name of the Firm/ Company:

Address:

Seal of the Firm / Company:

* As per Dept of Labour Govt of CG un-skilled wages applicable for house keeping workers; (As per notification no. F 10-4/2016/16 Naya Raipur Dated 29-03-2017) and amendments thereafter, if any.

** Changes would be applicable as per CG Government orders.

*** Service Charges cannot be zero, cannot be in percentage, or cannot be quoted in more than two numbers after decimal point; if so the values shall be rounded to two decimal places.

In case of same rates, the decision may be taken on the basis of work experience, turn-over or volume of the company etc. by the Committee constituted for this tender by university.

Signature of Authorized Signatory:

SECTION-7

FORMAT C-COVERING LETTER

(The covering letter should be on the Letter Head of the Bidding Company / Firm)

Date:

Reference No:

To

**The Registrar
Pt. Ravishankar Shukla Vishwavidyalaya,
Raipur (C.G.)
492010**

**Sub: Response to Tender Document for HOUSE KEEPING SERVICES vide
Tender No.- X-5 /RSU/2018 Raipur, Date : 25.09.2018.**

Sir,

We, the undersigned [*insert name of the 'Bidder'*] having read, examined and understood in detail the Tender Document hereby submit our response to Tender Document. We confirm that in response to the aforesaid Tender Document, we have not submitted more than one response to Tender Document. We are submitting application for HOUSE KEEPING SERVICES.

1. We give our unconditional acceptance to the Tender Document No. X-5/RSU/2018, Raipur, Dated – 25.09.2018 issued by Pt. Ravishankar Shukla Vishwavidyalaya, Raipur. In token of our acceptance to the Tender Document, the same have been initialled by us and enclosed with the response to Tender Document.
2. We have enclosed EMD of Rs. 2,40,000=00 in the form of DD/ Pay Order no..... dated
3. We have submitted our response to Tender Document strictly as per Formats, Terms and Conditions of this Tender Document, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.
4. We hereby unconditionally and irrevocably agree and accept that the decision made by the University in respect of any matter regarding or arising out of the Tender Document shall be binding on us.

Signature of Authorized Signatory:

5. We are enclosing herewith our response to the Tender Document with formats duly signed as desired by you in the Tender Document for your consideration.
6. It is confirmed that our response to the Tender Document is consistent with all the requirements of submission as stated in the Tender Document and subsequent communications from the University.
7. The information submitted in our response to the Tender Document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the Tender Document.
8. We have carefully gone through the various terms and conditions listed in the above for provision of Contract for Housekeeping Services at University on monthly basis. We agree to all these conditions and offer to provide Housekeeping Services at campus, various blocks & hostels. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.
8. We hereby declare that our company has not been debarred / black listed by any Central/State Govt. Ministry or Department/Public Sector company/Government autonomous body.
9. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as a Bidder's event of default.

Date:

Yours faithfully,

Signature of Authorized Signatory:

Name:

Designation:

Name of the Firm/Company:

Address:

Seal of the Firm / Company:

Signature of Authorized Signatory:

SECTION-8

PROVISIONS REGARDING FRAUDULENT PRACTICES AND INTEGRITY PACT

Pt. Ravishankar Shukla Vishwavidyalaya requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the University

- a. Defines for the purposes of this provision, in the terms set forth as follows:
 - *Corrupt practice* means the offering, giving, receiving or soliciting of anything of value to influence the action of any Pt. Ravishankar Shukla Vishwavidyalaya official in the procurement process or in contract execution; and
 - *Fraudulent practice* means a misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of Pt. Ravishankar Shukla Vishwavidyalaya and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the University of the benefits of free and open competition.
- b. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
- d. The past performance of the Bidder will be crosschecked if necessary. If the facts prove the same to be dubious, the Bidders tender will be ineligible for further processing.

For the purpose of this tender the provisions of Integrity Pact as described in the order dated 6th July 2013 of Dept. of Finance, Govt. of CG shall be abided by all the parties.

Signature of Authorized Signatory:

Name:

Designation:

Name of the Firm/ Company:

Address:

Seal of the Firm / Company:

Signature of Authorized Signatory:

SECTION-9

A: TESTIMONY REGARDING BLACKLISTING

It is certified that the agency/tenderer/our firm has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India 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 -----

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

Signature of Authorized Signatory:

SECTION-9

B: AFFIRMATION FOR PAYMENT THROUGH BANK

It is assured that I/We shall make the payments to the house keeping workers deployed at your university through the bank only and proof thereof will be submitted to the university at the time of production of bill.

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

Signature of Authorized Signatory:

SECTION-9

C: ASSURANCE REGARDING ATTENDANCE VERIFICATION

It is assured that I/We shall submit the attendance record of house keeping workers cross checked by their ID and verified by university authority either marked at attendance register and / or biometric machine.

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

Signature of Authorized Signatory:

SECTION-9

D : UNDERTAKING REGARDING COMPLIANCE OF EPF AND ESIC

It is affirmed that I/We shall submit the EPF and ESIC record of housekeeping workers every month at the time of production of bills cross checked by their ID and verified by us.

Signature of the Tenderer

Place:

Name of the Signatory

Date:

Name of the Firm/agency

Seal of the Firm/Agency

Signature of Authorized Signatory: