



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)  
**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)**  
**(A Central University)**

Koni, Bilaspur-495009 (C.G.)

Phone: 07752-260036, Fax : 07752-260154

Website : [www.ggu.ac.in](http://www.ggu.ac.in)

**e-Tender for Housekeeping Services**

Reference NIT No.	: No.57/STORE/GGV/HOUSEKEEPING/e-TENDER/2021, BILASPUR, Dated 01/04/2021
Name of Work	: "HOUSEKEEPING SERVICES" AT GURU GHASIDAS VISHWAVIDYALAYA CAMPUS, BILASPUR. (C.G.)
Tender Cost*(Non Refundable)	: Rs. 2500/- (in form of D.D.)
Earnest Money Deposit*	: Rs3,00,000./- (in the form of D.D./FDR)
Period of Contract	: 01-Year (extendable up to 03 years)
Tender Document	: Available online through the websites <a href="http://www.ggu.ac.in">www.ggu.ac.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>

**Note:1)** This is an online Tender, Technical Bid & Financial Bids are to be submitted online only through [www.eprocure.gov.in](http://www.eprocure.gov.in)

2) \*Tender Cost &EMD/EMD Exemption related document in original must be submitted to the university by surfaced mail up to 3.00 PM on or before the last date of submission. However the scanned copy of the tender Cost and EMD/EMD Exemption related document should also be submitted online with the Technical Bid.

Date: Seal & Signature of the Bidder

गुरु घासीदास विश्वविद्यालय  
बिलासपुर (छ.ग.)  
(केंद्रीय विश्वविद्यालय)  
कोनी, बिलासपुर-495009 (छ.ग.)  
दूरभाष : 07752-260036, फ़ैक्स -07752-260154  
वेबसाइट :www.ggu.ac.in



GURU GHASIDAS VISHWAVIDYALAYA  
BILASPUR (C.G.)  
(A Central University)  
Koni, Bilaspur-495009 (C.G.)  
Phone: 07752-260036, Fax : 07752-260154  
Website : www.ggu.ac.in

## e-Tender for Housekeeping Services at GGV Campus, Bilaspur, (C.G.)

Reference No.	:	<b>No.57/STORE/GGV/HOUSEKEEPING/e-TENDER/2021,BILASPUR,Date:01/04/2021</b>
Name of Work	:	<b>"HOUSE KEEPING SERVICES" AT GURU GHASIDAS VISHWAVIDYALAYA CAMPUS, BILASPUR. (C.G.)</b>
Earnest Money Deposit* (EMD)	:	<b>Rs. 3,00,000</b> (In form of D.D./FDR)
Tender Cost* (Non Refundable)	:	<b>Rs. 2500</b> (In form of D.D.)
Period of Contract	:	<b>01-Year (extendable up to 03 years)</b>
Tender Document	:	Available online through the websites <a href="http://www.ggu.ac.in">www.ggu.ac.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
Last date of submission of e-Tender	:	<b>21/04/2021 upto 3.00 PM</b>
Pre Bid meeting	:	<b>09/04/2021 at 12 PM</b>
Technical Bid opening Date	:	<b>22/04/2021 at 3.30 PM</b>
Financial Bid opening Date	:	<b>Will be notified later through websites</b>

**Note:** 1) This is an online Tender, Technical Bid & Financial Bids are to be submitted online only. through [www.eprocure.gov.in](http://www.eprocure.gov.in)

2) \*Tender Cost &EMD/EMD Exemption related document in original must be submitted to the university by surfaced mail up to 3.00 PM on or before the last date of submission. However the scanned copy of the tender Cost and EMD/EMD Exemption related document should also be submitted online with the Technical Bid.

Date: Seal & Signature of the Bidder

## **e-Tender** **For HOUSEKEEPING SERVICES at GGV Campus, Bilaspur, (C.G.)**

Sealed tenders are invited online from the reputed and experienced Housekeeping agencies/ Organization with Sound Technical and Financial capabilities for the Housekeeping services under two Stage (three packets system) for Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.).

Vishwavidyalaya campus is spread over 655 acres (approx.) and campus is having administrative buildings, various educational buildings, library, canteen, residential campus, Vice-Chancellor and Registrar Bungalow, Guest Houses, Girls and Boys Hostels, Health Center, University Auditorium, other buildings to be functional soon, etc. Cleaning of whole University premises is carried out on regular basis. Interested House Keeping Service providers should visit the campus before submitting their proposal/tender. All the Tenderers are advised to contact Assistant Registrar (Administration), GGV, who would coordinate, for visiting the site and inspect the cleaning points and also acquainting themselves with the proposed work to be carried out before submission of their tenders. The details of tender document are available on websites [www.ggu.ac.in](http://www.ggu.ac.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

The Tender Processing fees as Tender Cost(DD) in original must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission.

Also the Earnest Money Deposit (EMD) in form of D.D./FDR in original must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission. If Tenderer is exempted from submission of EMD then the relevant document as per GoI norms must reach to the university by registered/speed post/courier service up to 3.00 PM on or before the last date of submission.

However the scanned copy of Tender Cost & EMD or relevant document for exemption from submission of EMD are to be submitted mandatorily online also with technical bid.

Tenders are liable to be rejected if any of the conditions contained in tender documents is/are not complied with, including Amendment/ corrigendum (if any), as detailed in the tender documents and uploaded in the eprocure.gov.in. This is an online Tender, Technical Bid & Financial Bids are to be submitted online only through [www.eprocure.gov.in](http://www.eprocure.gov.in).

Incomplete or conditional tender or tenders submitted after the due date would be summarily rejected. University reserves the right to cancel any or all tenders without assigning any reason thereof, in favor of GGV.

The other details, Tender document, terms & conditions etc, regarding this e-Tender may be downloaded from the websites: - [www.ggu.ac.in](http://www.ggu.ac.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

कुलसचि / REGISTRAR  
Guru Ghasidas Vishwavidyalaya,  
Bilaspur (C.G.)

Date:                      Seal & Signature of the Bidder

## **A. SCOPE OF WORK:**

### **Daily Schedule**

1. To maintain cleanliness of all rooms/Halls/ laboratories, library, bathrooms, toilets, wash basins, corridors, ramps with machine, etc. of GGV (including Educational buildings, Laboratories, Store rooms, Girls-Boys Hostels, Residential area, Guest Houses, Auditorium building, Administrative building, Hospital etc. available in the campus).
2. Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers office cubicles etc. in all academic and administrative buildings.
3. Daily cleaning of window panes and doors.
4. Cleaning of tables/chairs of canteen area.
5. Emptying of dustbins from labs, offices, classrooms etc.
6. The cleaning works has to be completed before 10.30 A.M. daily.
7. Cleaning of toilets and urinals has to done thrice daily 8 am, 12 noon and 3 pm.

### **Weekly Schedule**

1. Cleaning of ceilings to remove cobwebs etc.
2. Cleaning of electric fans and light fittings of building.
3. Cleaning of wall and spider web as per requirement.
4. Cleaning of Outside are like internal roads, sports grounds etc.
5. Removing of stains from walls of offices/labs etc.
6. Cleaning of terrace tops of all buildings of Vishwavidyalaya.

### **Other scope of work**

1. For shifting (within the building) of tables, chairs, almirahs, display boards, etc. as and when required, the agency has to provide manpower or provide assistance for such shifting.
2. Disposal of dead animals from Vishwavidyalaya campus whenever required as per norms of Municipal corporation Bilaspur.
3. Cleaning of drains and sanitary supply lines around the building (residential & educational etc.)
4. Water tanks and water coolers as and when instructed by the GGV authority.
5. Cleaning of parking/canteen area gazebos, as and when instructed by the authorities.
6. Clearing of choked drainage & Sewerage Pipes, man holes, Rain water pipe etc.

Date:

Seal & Signature of the Bidder

8. Fogging for mosquitoes & insects etc. with the proper equipment in GGV campus as and when instructed by the authorities.

9. Sanitization work with proper equipment in campus and buildings as and when instructed by the GGV authorities.

10. **Garden Maintenance work.** Cleaning/dressing of all grasses, weeds and Jungle shrubs on roads, gardens, inside & in vicinity of Administrative buildings, Educational departments, Hostels, Canteen, Hospital and Residential areas, VC & Registrar bungalow, auditorium etc.

11. **Garbage disposal work.** After Cleaning the collection and disposal of waste materials including leaves and other solid waste are to be carried out by firm with proper technique. The waste materials have to be put in the dustbins provided by Municipal corporations/University/Vendor. For this purpose the vendor has to provide vehicles like tractor etc. at his/her own expense so that the collected waste materials gets properly disposed of.

## **B. ELIGIBILITY CRITERIA**

1. The agency should have satisfactorily executed in the field of Housekeeping services in atleast one Higher level educational Institutions/ University (State / Central Govt. or State/Central govt. Funded ) for the period not less than 3(Three) years without any break with minimum 75 enrolled number of cleaning manpower. Supporting documents in this regards must be attached.
2. The agency must be in a position to provide atleast 75 housekeeping and gardening manpower in view of the work covered in scope of work (clause A of this e-Tender document). Documents and details of man power in support of this have to be attached.
3. The agency must have
  - a. ISO 9001:2015 certification
  - b. OHSAS 18001:2007 certification.
4. Average annual financial turnover of the bidder during the last three years ending 31st March 2020 should be at least **Rs.60.00 lakh** (Rupees Sixty lakhs only). Agency must not have been in to loss in last three financial year. A CA certificate of annual turnover with Net Profit for last three years has to be submitted in support of this.
5. **The bidder must have an office in Chhattisgarh for housekeeping services. Lease or agreement document copy must be provided for this.**
6. The income tax return for last three years and audited balance sheets for last three consecutive years certified by CA.

Date:                      Seal & Signature of the Bidder

7. The agency should have a valid
  - a. labor license
  - b. trade license
  - c. PAN Card
  - d. GST Registration
  - e. Valid Registration under ESI.
  - f. Valid Registration under EPF.
  
8. The agency should have solvency certificate of minimum amount **Rs. 30** (Thirty only) lacs.

<b>Eligibility Criteria for Bidders as per Clause B</b>					
<b>Bidder has to fill up this table and submit online with technical bid mandatorily</b>					
Sub clause	Criteria satisfied by The bidder Yes/no	Document / certificate Attached in support Yes/no	Give the relevant page no In the bid document Submitted by the bidder		Remarks
			From	To	
<b>B1</b>					
<b>B2</b>					
<b>B3 a.</b>					
<b>B3 b.</b>					
<b>B4</b>					
<b>B5</b>					
<b>B6</b>					
<b>B7 a.</b>					
<b>B7 b.</b>					
<b>B7 c.</b>					
<b>B7 d.</b>					
<b>B7 e.</b>					
<b>B7 f.</b>					
<b>B8</b>					

Date:                      Seal & Signature of the Bidder

**C. Disqualification:** The University has all the rights reserved to disqualify the bid on account of any of the following reasons:

- i. If bid is received after scheduled last date and time.
- ii. If the bidder does not upload all the desired documents along with duly signed e-Tender document as stipulated in the e-Tender.
- iii. If any of the conditions prescribed in the e-Tender is not fulfilled or found incomplete or not compiled in any respect.
- iv. If the bidder attempts to influence any member of the committee.
- v. If the bid is conditional.
- vi. If the bidder provides any misleading information or conceals any desired information.
- vii. If the Bid is received without the original hard copies of Tender Cost and EMD or relevant document if exempted from submission of EMD.
- viii. If the bidders make any correction, addition, alteration in the downloaded bid document.
- ix. If bidder is under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of India (GoI), Central / State Government, or any other of their agencies.
- x. If any of the eligibility criteria is not fulfilled in clause B1 to B8.
- xi. If the Bid is submitted without the Declaration.

The decision of the University in the matter of disqualification shall be final & binding and no further correspondence shall be entertained from any of the disqualified bidder, thereafter.

**D. RIGHTS OF THE UNIVERSITY (GGV):**

The University reserves (without assigning any reason, whatsoever) the right to:

- i. Accept or reject any or all bids for this E-Tender at any stage.
- ii. Amend the selection process at any stage, if situation so warrants.
- iii. Interpret any clause, modify/alter and amend the provisions of this E-Tender or any other document issued at any stage of selection.
- iv. Amend the scope of work.

Date:                      Seal & Signature of the Bidder

- v. Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information or material misrepresentation or concealment of information sought by the University.
- vi. Close the process/cancel the invitation/ tender notice at any stage.

### **E. Downloading of the E-Tender cum E-Tender:**

The bid document consisting of scope of work and the set of terms and conditions of the contract to be complied with and other necessary documents may be seen and downloaded from websites [www.ggu.ac.in](http://www.ggu.ac.in) or [www.e-procure.gov.in](http://www.e-procure.gov.in).

### **F. SUBMISSION OF THE BIDS:**

**PART-A:TECHNICAL BID:** Following duly signed documents are to be submitted by the bidders:

#### **Soft copies to be uploaded in the CPP Portal e-procure.gov.in:**

- i. All relevant certificates, formats, undertakings, documentary evidence in support of the information furnished by the bidder.
- ii. Signed and scanned copies of Tender Cost and EMD or relevant document as per GoI norms (if exempted from EMD).
- iii. All duly filled and signed annexures provided with E-Tender.
- iv. Signed copy of the tender / E-Tender document without any alteration.

#### **Steps for Online (soft copy) Technical Bid Submission:**

- i. Bidder must be registered on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) for uploading the soft copy of the bid.
- ii. The interested tenderer(s) must read the terms and conditions of this E-TENDER carefully. Firm should only submit the bid if eligible, and should possess all the documents required.
- iii. The intending tenderer(s) must have valid digital signature to submit the bid.
- iv. Bidder should upload documents in the format available on the website [www.eprocure.gov.in](http://www.eprocure.gov.in).
- v. Bidder must upload the Tender documents on the e-Tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in). The scanned copy of demand draft for Tender Cost (Non-refundable) and demand draft of Earnest Money Deposit (EMD) in pdf format need

Date:                      Seal & Signature of the Bidder



to be submitted. The two files should be uploaded in one file named **“Tender Cost\_EMD\_E-Tender Fee\_ Name of Bidder.pdf”** within the period of bid submission. If exempted from submission of EMD then relevant document must be uploaded as per GoI norms.

- vi. Bidders must upload their tender on the e-Tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in). The scanned copy of the bid documents Technical (in pdf format) and Financial Bids (as per format available on the website [www.eprocure.gov.in](http://www.eprocure.gov.in)) within the period of bid submission.
- vii. First pdf file titled **“Technical Bid \_Name of Bidder”** must have all required documents related to Technical Bid.
- viii. Second file (as per the format available on the website [www.eprocure.gov.in](http://www.eprocure.gov.in)) entitled **“Financial Bid Name of Bidder”** must have the Financial Bid.
- ix. The Technical bid file must contain the scanned copies of duly signed E-TENDER, certified copies of documents related to Eligibility Criteria, all relevant information and documents of turnover, net profit (after tax), experience, ongoing work, documents relevant for evaluating the bidder technically, Corrigendum / Addendum / Other documents, if any, etc. as per the attached annexure (except Annexure –II). Only those technical bids whose tender cost & EMD or EMD exemption Certificate are found valid will be opened.
- x. The bidders are required to upload and submit page of (Audited) summarized Balance Sheet /summarized Profit & Loss Account for last 03 years.
- xi. Bidder must ensure to quote rates in the Financial Bid as per Annexure-II. The rate shall be quoted up to 2 Decimals.
- xii. If any cell is left blank and no rate is quoted by the tenderer, rate of such item shall be treated as “0” (ZERO).
- xiii. Information and Instructions for tenderer uploaded on websites shall form part of bid document.
- xiv. The bidders are advised to submit complete details with their bids. The Technical Bid Evaluation will be done on the basis of documents submitted/uploaded on e-tendering website(s) by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete/Ambiguous information will be rejected.

Date:                      Seal & Signature of the Bidder

- xv. Online technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Tender Cost and other documents placed in the envelope are found in order. GGV reserves all the rights to reject the bid, if three envelopes do not contain relevant information with regard to the content of the envelope.
- xvi. Before the scheduled last date and time of submission of bid as notified, the tenderer may submit their revised bid any number of times indicating the relevant details on the concerned envelope.
- xvii. On opening date and time, the bidder may login to see the bid opening process.

**Hard copy of Technical Bid:**

Hard copy of Original Tender Cost & EMD , copy of all relevant documents and duly signed E-Tender (same as uploaded on [www.eprocure.gov.in](http://www.eprocure.gov.in)) has to be submitted in a sealed envelope to the “Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.),495009 by registered/speed post/courier service.

**PART-B-FINANCIAL BID:**

Financial bid is to be submitted online only on [www.eprocure.gov.in](http://www.eprocure.gov.in) in the BoQ format as per Annexure II. After opening of technical bid the capability and suitability of the bidders shall be evaluated and the Financial Bid of technically qualified bidder as per E-Tender shall be opened later, the date for which will be disclosed through e-procure portal.

**G. OPENING AND EVALUATION OF THE BID:**

- i. The bids shall be opened on-line for only those bidders who successfully submit the desired tender cost & EMD or relevant document as per GoI norms for claiming exemption in original in a sealed envelope on or before the scheduled last date & time to the store section of the University by prescribed mode only.
- ii. The bid is invited under two Stage (three packets system), accordingly the stage-wise bids shall be opened on line.
- iii. On scheduled date, the Technical bids shall be downloaded for eligible bidders whose Tender Cost and EMD or EMD exemption certificate is submitted though

Date:                      Seal & Signature of the Bidder

surfaced mail and reached on or before scheduled date & time and evaluated (by the Technical Committee of GGV) as per the eligibility criteria and other conditions of E-Tender. The Technical eligibility criteria for bidders will be as per clause-B.

- iv.** After technical evaluation the eligible bidders as per clause-B will have to visit to GGV for finalizing the rates for the item as per annexure III of this E-Tender. The rates will be finalized as per least quoted rate amongst all eligible bidders for each item and the market rate of that particular item of standard quality/make/brand. All technically eligible bidders or their authorized representative will have to mandatorily attend the meeting as scheduled by GGV. Rates of items as per annexure III of this E-Tender, once negotiated and finalized in the meeting are to be acceptable to all technically eligible bidders. Any Bidder whosoever will not accept the finalized negotiated rates will not be considered for further evaluation process and the financial bid of the concerned bidder will not be opened. Any Bidders if abstains from the meeting for any reason and not giving consent regarding acceptance of negotiated finalized rates will be considered as agreeing to the rates finalized in meeting. Decision of technical committee and authorized persons of GGV in the meeting regarding negotiation in rates of items as per annexure III will be final & binding to the bidders
- v.** The Financial Bids of those technically qualified bidders agreeing to rates of items negotiated & finalized as per Clause G(iv) shall be opened on-line as per the date decided and uploaded in the [www.e-procure.gov.in](http://www.e-procure.gov.in) and [www.ggu.ac.in](http://www.ggu.ac.in).

## **H. RATES & OTHER FINANACIAL QUOTES:**

- 1 Wages and Rates are to be given to the workers of agency in accordance with the latest applicable rates notified by GoI Ministry of labour & Employment vive **File No. 1/20/(1) 2020-LS-II to File No. 1 /20/(7)2020-LS-II dated 12/10/2020** . Agencies must ensure the compliance of this notification, failure to this will subject to cancellation of bid submitted by agency.
- 2 The agency has to quote basic wages + VDA only on daily basis in BOQ along with percentage of service charge.

Date:                      Seal & Signature of the Bidder

- 3 The housekeeping Inspector will be in skilled category, Housekeeping supervisor will be in semi-skilled category and Housekeeper/Gardner will be in unskilled category. So rates of all these categories in BoQ are to be submitted accordingly by agencies.
- 4 Service charges are to be quoted as per notification of Ministry of finance regarding conservancy Services notified vide letter no: ifa/wc/25/conservancy dated 30.08.2017.
- 5 Agency must enter the service percentage only and not the calculated amount of service charges. The value entered for this column by bidder will be considered as percentage only. (for eg if basic wage+ VDA = Rs 500 and agency is bidding for 5% as service charges then agency must enter 5 and not Rs 25 which is 5% of Rs500 in Service charge column)
- 6 Other components like ESI, EPF, EDLI allowances etc. should be as per GoI norms.
- 7 The rates quoted by the tendering agency should be exclusive of statutory/taxation liabilities.
- 8 Taxes and statutory liabilities as per GoI norms will be admissible.
- 9 The benefit of tax exemption as per GoI will be availed by the University.
- 10 In case if more than one bidder quote the same rates, then the contract will be awarded as per Criteria O of this E-Tender. The decision of the University in this regard shall be final and binding upon the bidders.
11. Bonus should be as per the GoI Payment of Bonus Act.
12. In case any term/condition mentioned in this EOI contradicts then the same may be clarified by the bidder on the pre bid meeting date. If not so then all the rights are reserved with the university to interpret any adopts the condition in favour of the university and the same will be binding upon the bidder.

#### **I. TENDER COST & EARNEST MONEY:**

The Original DD of Tender Cost of Rs. 2500/- and the Original DD/FDR of Earnest Money Deposit (EMD) of Rs. 3,00,000 issued by any nationalized bank in favour of Registrar, Guru Ghasidas Vishwavidyalaya payable at Bilaspur (C.G.) must reach to the University on or before the scheduled date and time. Earnest money of the unsuccessful bidders will be refunded without any interest with the terms and conditions of the E-Tender. EMD shall be exempted for MSME registered organizations/Agency only in relevant category and agency has to send the hard copies of relevant document to the University on or before the scheduled date and time of bid submission.

Date:                      Seal & Signature of the Bidder

**K. PERFORMANCE SECURITY DEPOSIT:**

1. The successful bidder will be required to deposit security money equivalent to 5% of the annual value of the contract in the form of Demand Draft/Term Deposit /Bank Guarantee within 21 days from the date of award of contract.
2. The security money so deposited by the successful bidder will be retained by the University till completion of the contract and will be released (without any interest) thereafter on claim subject to adjustment if any, by the University arising out of terms and conditions pertaining to the tender.

**L. VALIDITY OF THE CONTRACT:**

1. The contract shall be valid for a period of one year initially and on satisfactory performance during the contract period, on mutual consent the contract period may be extended up to three years (in stretch of 06 months each) with the same rate, terms & conditions of the agreement.

**M. OTHER TERMS AND CONDITIONS:**

1. The Housekeeping Agency has to clean complete Vishwavidyalaya campus and all its buildings and offices on regular basis at specified time.
2. The Agency shall be fully responsible for the sanitation/ housekeeping services in the University.
3. The cleaning area in the residential building limited to staircase landing area, corridors, roof top.
4. The above also includes computers, machines, other office equipment, internal vertical surface (marble, glass panels and printed surface etc.) ceiling & fixtures, electric fans etc., whose cleaning is very much within the scope of housekeeping.
5. The agency will provide the dress and identity card for its employees working in campus for housekeeping job at its own cost.
6. The successful agency will provide a shift wise attendance register at its own cost which can be checked by Vishwavidyalaya or its representative whenever required.
7. Any theft, loss and damages of the property of University on account of negligence of agency's personnel shall be borne by the agency.

Date:                      Seal & Signature of the Bidder





- inspection by audit officer or labour inspector agency has to produce such records in front of them.
30. For the proper management of housekeeping work the agency has to appoint sufficient number of workers as directed by Vishwavidyalaya management.
  31. Agency must get license under contract labour regulation and abolition act and must follow strictly the rules of minimum wages and other facilities under labour act, PF act, minimum wages act, bonus act etc. All documents must be provided by agency whenever required at the time of inspection by PF inspector/ Factory Inspector/ labour inspector. An affidavit for timely submission of all statutory liabilities as per GoI norms has to be submitted by firm at the time of agreement.
  32. Agency must ensure the proper and prompt work in housekeeping services. Any negligence found by employees of agency may lead to disciplinary action on agency by Vishwavidyalaya and any decision on this issue taken by Hon Vive-Chancellor will be final.
  33. Agency is bound to change those employees whose behaviors and work is not proper.
  34. Agency must ensure that no employee of there is involved in drinking and smoking as it is strictly prohibited.
  35. Agency must ensure that the Non vegetarian foods are not allowed in campus and their employees must follow this rule strictly.
  36. Agency has to ensure that any complaints regarding damage pipe, kitchen sync pipes, sewer lines etc. are immediately attended & dissolved at full expenses of agency.
  37. Agency must avail bio-data of all employees it is appointing in Vishwavidyalaya premises for housekeeping job.
  38. Not more than 5% employees may remain absent on any particular day. If found so 100 Rs./day fine may be imposed on those employees. In case of emergency the agency has to provide extra workers for housekeeping job.
  39. It is responsibility of agency to ensure that any workers appointed must produce medical fitness certificate.

**Date:**                      **Seal & Signature of the Bidder**



40. Cleaning and plumbing equipment like Phenyl, washing powder, broom etc. will be provided by agency and details regarding payment for these items must be submitted separately by the agency.
41. Bidder must have at least five professional and experienced cleaning supervisors among those at least 3 must have good knowledge of sanitary and plumbing work.
42. Vishwavidyalaya can abandon the entry of any employee of agency who is not following the instructions and conditions of agreement and agency is bound to follow these orders.
43. Vishwavidyalaya management is not responsible of any accidents/ mass wealth losses/ natural disasters etc. and agency has to bear responsibility at its own or these conditions.
44. Bidder has to provide list of all cleaning equipment to be used for housekeeping work by them.
45. Work distribution chart on daily basis must be provided by the agency.
46. Arbitration and Laws: In case of any dispute or difference arising out of or in connection with the E-TENDER conditions / order and Contract, the GGV and the bidder will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by GGV. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bilaspur only. The resolution of the Arbitrator shall be final and binding on both the parties.
47. Jurisdiction: The courts at Bilaspur (C.G.) alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this E-TENDER. It is specifically agreed that no court outside and other than Bilaspur (C.G.) court shall have jurisdiction in the matter.
48. Please feel free to contact Assistant Registrar (Store), Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) for any clarification or any other information, with regard to this E-Tender.

**Date:**                      **Seal & Signature of the Bidder**

## **N. SUBMISSION & OPENING OF TENDER:**

1. The tender application form is to be downloaded from the university [www.ggu.ac.in](http://www.ggu.ac.in).
2. The tender have been invited under two Bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to follow the procedure of e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit online only the required Technical Bid and the Financial Bid for Security Services.
3. The Tender Cost& EMD in original is to be submitted in a sealed cover super-scribed "TENDER FOR HOUSEKEEPING" and addressed to  
**The Assistant Registrar (Stores)**  
**Guru Ghasidas Vishwavidyalaya,**  
**Koni Bilaspur (C.G.) 495009**  
The Tender Cost and EMD/EMD exemption certificate in an envelope must be submitted only through Speed post/Registered post/ Courier service and must reach on or before the last date of submission up to 3.00 P.M to the University.
4. The tender (Technical Bid) will be opened online as per the schedule given above. The date and time of opening of the Financial Bid online will be informed later on the online websites given above. The tender or his authorized representative may remain present at the time of opening of the tender.

## **O. EVALUATION OF THE FINANCIAL BID**

- 1) The bidders will quote the rate as per BoQ under the four different categories as under
  - a) House Keeper
  - b) Housekeeping Supervisor
  - c) Housekeeping Inspector
  - d) Gardner
- 2) The bidder who so ever quotes the lowest service charges for all the above categories except (e) will be eligible for awarding the contract.
- 3) In case a single bidder has not quoted the lowest service charges for all the above 04 (a to d) categories then the following process will be adopted for resolving the issue.

Date:                      Seal & Signature of the Bidder

**i) The following tentative breakup of the manpower will be used as a tool for calculating the total amount as per the unit rate quoted by the individual bidder in the BoQ. I.e. the total quoted amount in the BOQ will be multiplied with the manpower as detailed under (for total 106 manpower). The bidder who so ever total amount after above calculation comes to be the least shall be selected as L1 bidder.**

Category	Tentative breakup for Bid Evaluation in case if no single bidder quote the least rate for all the four categories.
Housekeeping Supervisor	05
Housekeeping Inspector	01
Housekeeper	50
Gardner	50

**ii) If there is a tie between more than one bidders then agency with maximum experience in Government (Central/State/Funded) Higher educational institution with minimum 75 manpower will be given preference.**

**iii) The L1 bidder may be negotiated by the committee of the University if the committee finds the rates on the higher side.**

**Date:**                      **Seal & Signature of the Bidder**

## **ANNEXURE - I**

### **TENDER APPLICATION FORM FOR ENGAGEMENT OF HOUSE KEEPING SERVICES**

1. Name of the Agency : \_\_\_\_\_
2. Full Address : \_\_\_\_\_
3. Telephone no. (N) : \_\_\_\_\_
4. E-mail : \_\_\_\_\_
5. Whether a registered Firm/Company incorporated, if so, the details thereof:  
\_\_\_\_\_
6. Name of the Owner/ Partners/ Director/ Managing Director:  
\_\_\_\_\_
7. Name of bank with full address & A/c No., IFSC etc. \_\_\_\_\_
8. ESI Code : \_\_\_\_\_
9. EPF code : \_\_\_\_\_
10. PAN . : \_\_\_\_\_
11. GST Regn. No. : \_\_\_\_\_

**Date:** \_\_\_\_\_ **Seal & Signature of the Bidder** \_\_\_\_\_

12. Previous experience details with documentary proof: (Attach separate sheets if required)

Sl. No	Name of the client	Period of Contract	Client's Contract details (including name, e-mail, Phone and FAX number and address) Work-Order & Experience Certificate from the Client to be attached	Value of the contract (as per WO) in Rs Lakh	Number of workers deployed	Remarks
1						
2						
3						
4						
5						

Date:                      Seal & Signature of the Bidder

13. Annual Turnover of last three financial years : (Please attach certificate issued CA)

SN	Financial Year	Annual turnover (CA certified copies and IT return are to be enclosed) (in Rs Lakh)
1	2017-18	
2	2018-19	
3	2019-20	

14. Details of Earnest Money : \_\_\_\_\_  
Deposit (EMD) in form  
of DD or FDR

15. Details of Tender Cost in : \_\_\_\_\_  
form of DD

**UNDERTAKING:**

I/We hereby agree to the terms and conditions of the e-tender and have perused and understood them. I/We will abide by all the terms & conditions of this e-tender and the entire statutory obligation as required by the law. The rates are being quoted online in the desired BoQ. The rates quoted are inclusive of all the expenses as desired and detailed at various places of this e-Tender.

Signature of the Proprietor/Partner/Managing Director with Stamp.

Date:                      Seal & Signature of the Bidder

## DECLARATION

**(on non-judicial stamp paper of Rs.100/-).**

1. I/we, ----- Son /Daughter of Shri -----  
-----Proprietor/ Partner/ Director/ Authorized Signatory of the bidding agency M/s. ----- and I/we am competent to sign this declaration and participate & execute this E-TENDER.
2. I/we have carefully read and understood all the terms and conditions of the E-TENDER and I/we hereby convey my unconditional acceptance and compliance of the same.
3. The information/ documents furnished along with this E-Tender/ are true and authentic to the best of my/our knowledge and belief.
4. I/ we am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid/ cancellation of agreement at any stage besides liabilities towards prosecution under appropriate law, and my EMD etc. may also be forfeited.
5. My/Our firm is neither blacklisted by any Government Department/PSUs/PSEs nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
6. I/We have read and understood all the terms and conditions and are acceptable to the firm.
7. I/we will obey/comply/abide by all the terms and conditions of this e-Tender, if the contract is awarded to my firm.
8. Total number of pages ..... (including credentials, documents in support of the information furnished & copy of this E-Tender documents with all pages duly signed) are being submitted online with this E-Tender.
9. The rates are being quoted online in the BoQ (financial bid Annexure-II) with all the terms o& conditions of this E-Tender.

**Dated:** .....

**Signature of Bidder**.....

**Name**.....

**Designation**.....

**Firm's seal**.....

**Note :**On non-judicial stamp paper of Rs.100/-.( to be submitted online with technical bid)

**Date:**

**Seal & Signature of the Bidder**

## CHECK – LIST

Sr. No.	Detail	Complied/ Attached Yes/No	Page Number	Complied/ Not-compiled
1	Documents to be submitted offline: 1. Original DD of the Tender cost/fee of Rs 2,500/- has been kept in the Envelope 2. DD/FDR of EMD Rs 300000/- and duly sealed and sent to GGV or relevant document if agency is exempted from submission of EMD. Also submit the scanned copy of above two with technical bid.			
<b>Technical BID (scanned &amp; duly signed copy is to be uploaded in e-procure.gov.in)</b>				
2	Whether bidder has scanned the original DD of the Tender cost/fee of Rs 2,500/- and DD/FDR of EMD Rs 300000/- or relevant document for exemption from EMD submission and have uploaded in the e-procure.gov.in			
3	Whether bidder has read and signed each page of the E-Tender and uploaded the scanned copy of the same in the e-procure.gov.in			
4	Whether bidder has read the details in the Annexure-I and filled up and duly signed it and have uploaded in the e-procure.gov.in			
5	Whether the bidder has fill up the details sought in the eligibility criteria in the desired format and submitted with the technical bid on line.			
6	Whether the bidder has submitted the Bank A/C details, Work Orders, Experience certificates, CA certified copies of Annual Turnover and IT Return, Certified copy of Solvency certificate etc. as desired in E-Tender.			
7	Whether the bidder has submitted the certified documents in support of all the information furnished in the E-Tender viz. ESI, EPF, Service Tax License, Registration Under Contract Labour (R&A Act), Income Tax PAN documents etc.			
8	Whether bidder has read and filled up the Declaration and duly signed it and have uploaded in the e-procure.gov.in			
9	Whether the Bidder has duly filled Annexure III containing list of materials and submitted the scanned copy with technical bid.			
<b>Financial BID (BoQ) (To be uploaded in e-procure.gov.in)</b>				
9	Whether bidder has read and filled up (online in the e-procure.gov.in), the Financial Bid(BoQ) as per Annexure-II			

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

Date:                      Seal & Signature of the Bidder



## **Annexure-II**

### **BOQ to be submitted online**

Date:                      Seal & Signature of the Bidder

## Annexure-III

### SUPPLY OF MATERIAL FOR HOUSEKEEPING & MAINTAINANCE WORK **AT GGV.**

#### List of Material required

S.No	Name of Item	Unit	Desired make	Make provided by firm	Rate
1	Latrin Acid (pkd & sealed in 01 Ltr. Bottle)	Per Ltrs.	White Cat/ Equivalent		
2	Scented Phenyl (Pkd & Sealed in Container)	Per Ltrs.	May Flower /Equivalent		
3	Naphthalene Ball	Per Kg.	Standard quality		
4	Phool Jhadoo	1 Nos.	Kushan/ Equivalent		
5	Kharata (Full Size)	1 Nos.	Standard quality		
6	Detergent	Per Kg.	Nirma/equivalent		
7	Harpic Tab. Cistern Block	1 Nos.			
8	Tissue Paper Roll 8.5 mtr X 2 ply	1Packet	Standard quality		
9	Room Freshner	1 Nos.	(Sandal Wood/equivalent)		
10	Toilet Freshner	1 Pkt.	Odonil/equivalent (75 gm.)		
11	Glass surface cleaner (500 ml bottle)	Per Bottle	Colin/Equivalent		
12	Toilet Cleaner(500 ml)	Per Bottle	Harpic/Sanifresh/equivalent		
13	Liquid Soap	1 Nos.	Lifebouy/Standard		
14	Easy – Off Bang/equivalent (400 ml)	Per Bottle			
15	Insecticide (>=425 ml)	1 Nos.	Hit/equivalent		
17	Turpentine	Per Ltrs.			
22	Floor cleaner	Per Ltrs.	Lyzol/equivalent		
23	Wiper Small Size	1 Nos.	Standard quality		
24	Wiper Big Size	1 Nos.	Standard quality		
25	Washing powder (clothes)	Per Kg.	Surf Excel/ Equivalent		
26	Steel Jory Liquid	Per Ltrs.	Standard quality		
27	Toilet hand brush	1 Nos.	Standard quality		
28	Hand Gloves	1 Nos.	Standard quality		
29	Plastic Brush for sofa cleaning	1 Nos.	Standard quality		
30	(Floor Cleaner)	Cane(5lit)	Taski R-7/equivalent		
31	(Hard Surface Cleaner)	Cane(5lit)	Taski R-2/equivalent		
32	(Glass Cleaner Concentrate)	Cane(5lit)	Taski R-3/equivalent		
33	Cooler Perfume Liquid	1 Nos	Standard quality		
34	Sanitizer	Per Litre	Standard quality		
35	Fogging Machine chemical (synthetic pyrethroid of standard quality)	Per Liter	Standard quality		

**Date:**                      **Seal & Signature of the Bidder**

**List of accessories used for Housekeeping & Gardening**

<b>S.No</b>	<b>Name of Item</b>	<b>Unit</b>	<b>Desired Make</b>	<b>Make</b>	<b>Rate</b>
1	Kaichi-Big	1 Nos.	Hedge Shear/Falcon/ Equivalent		
2	Seacator	1 Nos.	Falcon super/ Equivalent		
3	Aari blade	1 Nos.	Tenansaw/ Equivalent		
4	Kuladi	1 Nos.	Kissan/Tata/ Equivalent		
5	Hassiya	1 Nos.	Kissan/Tata/ Equivalent		
6	Grass Cutting Blade	1 Nos.	Standard quality		
7	Spray Machine	1 Nos.	Standard quality		
8	Kanas (File)	1 Nos.	Standard quality		
9	Dattar Big	1 Nos.	Standard quality		
10	Khurpa Big	1 Nos.	Falcon/ Equivalent		
11	Khurpa Small	1 Nos.	Falcon/ Equivalent		
12	Gandhak	1 Nos.	Standard quality		
13	Garden water pipe	1 Nos	modi made/ Equivalent		
14	Phawda – Big	1 Nos	Kissan/Tata/equivalent		
15	Sabal	1 Nos	Kissan/Tata/equivalent		
16	Ghamela	1 Nos	Standard quality		
17	Garder Water Pipe	Per Fits	Standard quality		
18	Insecticide Fogger device (Min Capacity 15 litres)	1 Nos	Standard quality		
19	Sanitizer Fogger device (Min Capacity 10 litres)	1 Nos	Standard quality		
20	Automatic Drain cleaning accessories (Steel)	1 Nos.	Standard quality		
21	Manual Drain cleaning accessories (Steel)	1 Nos	Standard quality		
22	Wiper Hand device	1 Nos	Standard quality		
23	Wiper vehicle device	1 Nos	Standard quality		

**Date:**                      **Seal & Signature of the Bidder**

