



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

**Expression of Interest/e-Tender
For Housekeeping Services**

Reference NIT No.	:	No.48/STORE/GGV/HOUSEKEEPING/EOI/2020,BILASPUR, Dated 02/07/2020
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 www.ggu.ac.in and www.eprocure.gov.in

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

2) *Tender Cost &EMD in original must be submitted to the university by specified mode up to 3.00 PM on or before the last date of submission. However the scanned copy of the tender Cost and EMD 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

Expression of Interest/e-Tender for Housekeeping Services at GGV Campus, Bilaspur, (C.G.)

Reference No.	:	No. 48/STORE/GGV/HOUSEKEEPING/2020,BILASPUR,Date 02/07/2020
Name of Work	:	"HOUSE KEEPING SERVICES" AT GURU GHASIDAS VISHWAVIDYALAYA CAMPUS, BILASPUR. (C.G.)
Earnest Money Deposit* (EMD)	:	Rs. 3,00,000 (In form of D.D./FDR)
Tender Cost* (Non Refundable)	:	Rs. 2500 (In form of D.D.)
Period of Contract	:	01-Year (extendable up to 03 years)
Tender Document	:	Available online through the websites www.ggu.ac.in and www.eprocure.gov.in
Last date of submission of e-Tender / Eoi	:	22-07-2020, upto 3.00 PM
Technical Bid opening Date	:	23/07/2020, at 3.30 PM
Financial Bid opening Date	:	Will be notified later through websites

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

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

Date: Seal & Signature of the Bidder

Expression of Interest/e-Tender For HOUSEKEEPING SERVICES at GGV Campus, Bilaspur, (C.G.)

Sealed tenders are invited from the reputed and experienced Housekeeping agencies/ Organization with Sound Technical and Financial capabilities for the Housekeeping services under two bids system (Online Only) 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, Medical Center, University Auditorium etc. Cleaning of whole University premises is carried out on daily basis. Interested House Keeping Service providers should visit the campus before submitting their proposal. 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/offers/proposals.

The details of tender document are available on websites **www.ggu.ac.in** and **www.eprocure.gov.in**

The Tender Processing fees (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.

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

Tenders are liable to be rejected if any of the conditions contained in tender documents is/are not complied with. Amendment/ corrigendum, if any, in the documents shall appear only in the website of the University and eprocure.gov.in.

This is an online Tender, Technical Bid & Financial Bids are to be submitted online only through www.eprocure.gov.in. The Tender Cost & EMD in original must be submitted to the university through Speed post/Registered post/ Courier service only up to 3.00 PM on or before the last date of submission. However the scanned copy of the tender Cost and EMD should also be submitted online with the Technical Bid.

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.

The other details, Tender document, terms & conditions etc, regarding this e-Tender/EOI can be downloaded from the websites: - **www.ggu.ac.in** and **www.eprocure.gov.in**.

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

Date: Seal & Signature of the Bidder

A. SCOPE OF WORK:

UP Keeping Work

- 1 Cleaning of all buildings and toilets (including Educational Institutes, Laboratories, Store rooms, Girls-Boys Hostels, Residential area, Guest Houses, Auditorium building, Administrative building, Hospital) in Vishwavidyalaya premises.
- 2 Cleaning of Furniture, Phone, Window, Doors and sign boards of Vishwavidyalaya.
- 3 Cleaning of wall and spider web as per requirement.
- 4 Removal of dead animals from Vishwavidyalaya campus whenever required.
- 5 Cleaning of roofs of all buildings of Vishwavidyalaya.
- 6 Cleaning of roads and footpaths of Vishwavidyalaya.
- 7 The cleaning works has to be completed before 10.30 A.M.

Sewerage Systems

- 1 Cleaning of all toilets and bathrooms.
- 2 Cleaning of Drainage, Sewerage Pipes, Septic Tank etc.
- 3 Cleaning of toilets and urinals has to done thrice daily 8 am, 12 pm and at 3 pm
- 4 Clearing choked drainage, Sewerage Pipes, Septic Tanks, man holes, Rain water pipe.

Garden Maintenance work.

- 1 Cleaning/dressing of all grasses, weeds and Jungle shrubs on roads, gardens, Administrative buildings, Educational departments , Hostels , Canteen, Hospital and Residential areas, VC & Registrar bungalow, auditorium etc.

Garbage disposal work.

- 1 After Cleaning the collection and disposal of waste materials has to be done. The waste materials have to be placed to nearby dustbins provided by Municipal corporations/University. For this purpose the vendor has to provide tractor at his/her own expense.

B. ELIGIBILITY CRITERIA

1. The agency should have satisfactorily executed in the field of Housekeeping services in government organizations/ recognized institutions / Public Sector for the period not less than 3(Three) years. Supporting documents in this regards must be attached.

Date: Seal & Signature of the Bidder

2. The agency must be in a position to provide sufficient manpower to complete the work mentioned in scope of work. Documents on support of this have to be attached.
3. The Bidder should have a valid labour license for house keeping work.
4. The agency should have ISO certification and agencies having OHSAS certification will be preferred.
5. Agencies registered with MSME/SME will be given preferences per the laid down procedures of MSME Act.
6. 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).
7. **The bidder must have successfully executed/completed at least one similar jobs for the housekeeping services, amounting of Rs. 30 Lac (preferably Govt. Education Institute/University).**
8. **The bidder must have an office in Chhattisgarh.**
9. The income tax return for last three years and turnover certificate and balance sheets for last three consecutive years certified by CA has to be provided in support of this.
10. The agency should have a valid labour license, trade license, PAN Card, GST, registration under ESI, PF.
11. The agency should have solvency certificate of amount **Rs. 30** (Thirty only) lacs.

Eligibility Criteria for Bidders as per Clause B					
Bidder has to fill up this table and submit online with technical bid					
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	
B1					
B2					
B3					
B4					
B5					
B6					

- 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 as stipulated in the EoI.

Date: Seal & Signature of the Bidder

- iii. If any of the conditions prescribed in the EoI 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 Bid Cost and 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
- xi. If the Bid is submitted without the Declaration
The decision of the University in the matter of disqualification shall be final and 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 EoI 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 EoI or any other document issued at any stage of selection.
- iv. Amend the scope of work.
- 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.

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

E. Downloading of the EoI 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 or 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.
- iii. Signed copy of the tender / EoI document without any alteration.

Steps for Online (soft copy) Technical Bid Submission:

- i. Bidder must be registered on the website 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 EOI 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.
- v. Bidder must upload the Tender documents on the e-Tendering website www.eprocure.gov.in. The scanned copy of demand draft for Bid Cost (Non-refundable) and demand draft of Earnest Money Deposit (EMD) in pdf format need to be submitted. The two files should be uploaded in one file named “**Bid Cost_EMD_E-Tender Fee_ Name of Bidder.pdf**” within the period of bid submission.
- vi. Bidders must upload their tender on the e-Tendering website 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) within the period of bid submission.

Date: Seal & Signature of the Bidder

- 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) entitled **“Financial Bid Name of Bidder”** must have the Financial Bid.
- ix. The Technical bid file must contain the scanned copies of duly signed EOI, 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 Bid cost and 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.
- xv. Online technical bid documents submitted by intending tenderers shall be opened only of those tenderers, whose Earnest Money Deposit, Cost of Bid Document 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.

Date: Seal & Signature of the Bidder

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 is 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 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 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 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 and evaluated (by the Technical Committee of GGV) as per the eligibility criteria and other conditions of EoI. The eligibility criteria for bidders will be as per clause-B
- iv. The Financial Bids of technically qualified bidders shall be opened on-line as per the date decided and uploaded in the www.e-procure.gov.in and www.ggu.ac.in.

H. RATES & OTHER FINANCIAL QUOTES:

- 1 Wages and Rates are to be given to the workers of agency in accordance with the latest applicable rates as per GoI.
- 2 Other components like ESI, EPF, EDLI allowances etc. should be as per GoI norms.
- 3 The rates quoted by the tendering agency should be exclusive of statutory/taxation liabilities.

Date: Seal & Signature of the Bidder

- 4 Taxes and statutory liabilities as per GoI norms will be admissible.
- 5 The benefit of tax exemption as per GoI will be availed by the University.
- 6 In case if more than one bidder quote the same rates, then the contract will be awarded to the agency having more experiences & better past performance. The decision of the University in this regard shall be final and binding upon the bidders.
7. Bonus should be as per the GoI Payment of Bonus Act.
8. 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 EoI. **EMD shall be exempted for MSME registered organizations/Agency only.**

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.

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

M. OTHER TERMS AND CONDITIONS:

1. The Housekeeping Agency has to clean complete Vishwavidyalaya campus and all its buildings and offices on daily 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.
8. The agency will produce the attendance record and wages by following all statutory rules of labour law of GoI duly forwarded by representative appointed by Vishwavidyalaya on 7th of every month.
9. If any complaints received by Vishwavidyalaya administration regarding worker are not given wages as per GoI norms or not been given salary by the agency then Vishwavidyalaya may directly give salary to those workers of agency and same may be collected from agency by the Vishwavidyalaya.
10. Both Vishwavidyalaya and agency can end the contract by giving one month notice in normal conditions. But if Vishwavidyalaya finds that agency is not following the terms and conditions of agreement than Vishwavidyalaya has all rights to cancel the contract agreement after complete enquiry and in such condition EMD submitted by agency may be seized.
11. The Agency will not allow his employees to participate in any trade union activity or agitation in the premises of University.

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

12. The Agency will not engage partially or fully any Vishwavidyalaya employee for housekeeping job.
13. Agency has to take permission before appointing any worker for housekeeping job in Vishwavidyalaya premises.
14. Agency will ensure that the payments of workers are as per minimum wages prescribed and revised by GoI.
15. The Agency shall not sublet, transfer or assign the contract in whole or part without the written permission from the University.
16. It is responsibility of agency to provide ESI, PF and other facilities as per GoI norm for its workers.
17. Any type of intoxication is strictly prohibited in Vishwavidyalaya premises. All workers engaged in housekeeping job must follow this rule. In case of any violation fine may be imposed on agency.
18. Agency must maintain clean and hygienic environment as per atmospheric conditions.
19. The Agency has to provide housekeeping services round the clock and agency must be responsible for safety of Vishwavidyalaya properties.
20. If any damage occurs due to negligence of agency then fine may be imposed on agency for that conduct.
21. Agency has to strictly follow the directions given time to time regarding timetable and cleaning locations given by Vishwavidyalaya.
22. Agency has to maintain record and other registers at its own cost. For this no clerk or extra payment will be provided by Vishwavidyalaya.
23. Number of workers for housekeeping job will be decided by Vishwavidyalaya which can be increased or decreased as per requirement:

Level of Housekeeping Worker	Number
Housekeeping Officer	01
Housekeeping Inspector	05
House keeper/ Cleaner / Gardner	As per requirement of work

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

24. University reserves the right of accepting in full of part/ not accepting the tenders without assigning any reason.
25. The bidder must put their seal and signature on each and every page of this tender document and make sure that no addition/deletion /alteration have been made in the document. The signed documents should be uploaded along with the technical bid.
26. Any addition/deletion/modification if any made in this tender will be notified before the due date of the tender will be displayed in university website and CPPP only.
27. The agency has to apply the license under statue 1970 of labour wages act from labour department and after getting issuance of license agency has to submit it in Vishwavidyalaya.
28. If agency dishonors any clause of agreement then Vishwavidyalaya administration has all rights to cancel the agreement from agency.
29. Agency has to provide attendance card and leave card to its employees and it will be duty of agency to complete and manage these records. Agency has to submit the copy of payments to be made in the Vishwavidyalaya office. At the time of 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.
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.

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

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 EOI / contract. 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 EoI.

N. SUBMISSION & OPENING OF TENDER:

1. The tender application form is to be downloaded from the university 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 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.

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

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
 - e) Items mentioned in Annexure II
- 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.
 - a)** In case no single bidder Quote the least rate for all the four categories (a to d) then 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.
Supervisor	01
Inspector	05
Keeper	50
Gardner	50

- b)** 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

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	2016-17	
2	2017-18	
3	2018-19	

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 EoI/e-tender and have perused and understood them. I/We will abide by all the terms & conditions 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 EoI/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 EOI cum e-bid..
2. I/we have carefully read and understood all the terms and conditions of the EOI and
I/we hereby convey my unconditional acceptance and compliance of the same.
3. The information/ documents furnished along with this EoI/Bid application 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 EoI cum 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 EoI documents with all pages duly signed) are
being submitted online with this EoI cum e-Bid
9. The rates are being quoted online in the BoQ (financial bid Annexure-II) with all
the terms o& conditions of this EoI cum e-Bid.

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	Original DD of the Bid cost/fee of Rs 2,500/- has been kept in the Envelope along with the DD/FDR of EMD Rs 300000/- and duly sealed and sent to GGV. Also the scanned copy of the above DD&FDR has been uploaded in the e-procure site along with the e-tender documents. MSME/ Udyog Adhar Copy for exemption of EMD			
Technical BID (scanned & duly signed copy is to be uploaded in e-procure.gov.in)				
2	Whether bidder has scanned the original DD of the Bid cost/fee of Rs 2,500/- and DD/FDR of EMD Rs 300000/- or MSME/Udyog Adhar Copy and have uploaded in the e-procure.gov.in			
3	Whether bidder has read and signed each page of the EoI cum tender documents 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,. Latest copy of Wage Structure, copy of the latest circular issued by Ministry of labour and Employment for Minimum Wages, CA certified copies of Annual Turnover and IT Return, Certified copy of Solvency certificate as desired in EoI.			
7	Whether the bidder has submitted the certified documents in support of all the information furnished in the EoI/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			
Financial BID (BoQ) (To be uploaded in e-procure.gov.in)				
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

Sno	Name of Item	Quality	Quantity
1	Flower Broom(fool Jhadu)	Standard	Per Unit
2	Web sweep(Jaala Jhadu)	Standard	Per Unit
3	Coconut Broom(Khareta Jhadu)	Standard	Per Unit
4	Phenyl	Standard	Per Liter
5	Acid	Standard	Per Liter
6	Wiper – Big	Standard	Per Unit
7	Toilet Brush	Standard	Per Unit
8	Washing Brush	Standard	Per Unit
9	Wipe Cloth(10 meter)	Standard	Per Unit
10	Wipe (Small)	Standard	Per Unit
11	Naphthalene	Standard	Per KG
12	Washing Powder	Standard	Per KG
13	Plastic Bucket – 12 liter	Cello/Pooja/Equivalent	Per Unit
14	Plastic Mug – 1 liter	Cello/Pooja/Equivalent	Per Unit
15	Plastic Dustbin – 60 liter	Cello/Pooja/Equivalent	Per Unit
16	Plastic Dustbin – 5 liter	Cello/Pooja/Equivalent	Per Unit
17	Plastic Dustbin – 40 liter	Cello/Pooja/Equivalent	Per Unit
18	Spade(Fawda)	Standard	Per Unit
19	Axe	Standard	Per Unit
20	Spud	Standard	Per Unit
21	Wire (To clear chock)	Standard	Per Feet
22	Bamboo	Standard	Per Unit
23	Toilet Cleaner Liquid	Harpic/ Equivalent	Per Liter
24	Glass Cleaner Liquid	Colin/Equivalent	Per Unit
25	Mosquito Spray	Hit/ Equivalent	Per Unit
26	Soap – 100 gm	Lifebuoy/Equivalent	Per Unit
27	Bleaching Powder	Standard	Per KG
28	Ant and Insect Spray	Baygon/Equivalent	Per Unit
29	Room Freshener	Standard	Per Unit
30	Recyclable Dustbin Polythene	Standard	Per Packet

Signature of Bidder.....

Name.....

Designation.....

Firm's seal.....

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