



CUK/Tender/2017-18/Housekeeping/11

Date: 21.02.2018

**NOTICE INVITING TENDER FOR HOUSEKEEPING AND GENERAL SERVICES
(THROUGH E-PROCUREMENT MODE)**

Online bids are invited from reputed agencies /firms, for Providing **Housekeeping and General Services** to the Central University of Karnataka, Kalaburagi (as per Annexure-1, II, III, IV & V) as briefly described here under:

1.	Services to be Provided	Housekeeping and General Services as per (Annexure- I, II, III, IV &V)
2.	Bid submission mode	Online through e-procurement mode on Central Public Procurement Portal Two packet system: Packet 1 -Techno-Commercial Bid and Packet 2 –Financial Bid.
3.	i) Earnest Money Deposit Rs. 25,000/-	An account payee EMD in the form of A/c payee Demand Draft or bankers cheque or bankers guarantee or payment online payable at Canara Bank Kadaganchi in favor of “ The Finance Officer, Central University of Karnataka, Karnataka ”, payable at Kalaburagi. The DD should be sent to “The Registrar, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District” in sealed envelope by superscribing as “ EMD for Providing of Housekeeping and General Services at CUK ”. The EMD payment should reach the university before the date and time of opening bid. OR Online payment Account Number: 5109101000001 Bank: Canara Bank IFSC: CNRB0005109 Bank Address: Canara Bank, Central University of Karnataka, Kadaganchi – 585367, The online EMD payment should reach the university before the date and time of opening bid is to be sent to Registrar as above.
4.	Date and time of availability of bid document in the portal.	From 15.30 Hrs. of 21.02.2018 to 15.30 Hrs. of 13.03.2018
5.	Last date and time for submission of bids through portal.	15.30 Hrs. of 13.03.2018
6.	Date and time of opening technical bids.	15.00 Hrs. of 15.03.2018

Tender Notice for Housekeeping & General Services

E- Procurement tenders under two bid system are invited from reputed agencies/contractor registered with Karnataka Govt. or any other Govt of India/ Central Institution authorities competent to issue such certificate for providing Housekeeping & General Services. Interested parties/firms/ agencies having sound financial background may submit their tenders along with a DD of Rs.25,000/ (EMD) as account payee DD or bankers cheque or bankers guarantee or payment online payable at Canara Bank Kadaganchi in favor of “**The Finance Officer Central University of Karnataka**”, Kalaburagi.

ELIGIBILITY CRITERIA

The applying agency should have and submit the following for consideration of their offer:

1. Valid License under Contract Labour Act. 1970
2. Permanent Account Number issued by the Income Tax Department.
3. GST Registration Number with certificate of Registration.
4. Registration under ESI Act & EPF Act
5. Last 3 years of Experience in providing Housekeeping and General Services from the Govt agency, Universities or reputed Pvt. organization.
6. ITRs for the last three years from the Assessment Years 2014-15 to 2016-17.
7. Audited Profit and Loss for last 3 financial years from 2014-15 to 2016-17.

Documentary proof of above must be furnished along with the tender document. Absence of any of the above will render the agency/firm/contractor becomes in eligible for technical evaluation of the bid.

A. NATURE OF SERVICES

Sl. No.	Nature of Services	Buildings	No. of closet / Area of the floor (sqr. meter)	Scope of the work
1.	Sweeping /Scavenging/cleaning	Annexure-III	94,554	Cleaning, sweeping & moping Once in a day
2.	Total no. of wash basin		471	
3.	Total no. Indians /Western toilets		507	
4.	Total no. of Urinals		104	
5.	Total no. of Water tanks and sumps		106 tanks/sumps (From 500 Ltrs to 2 lakhs Ltrs)	Once in a month

Agency to improve/ enhance the level of the service in the event of deficiency in service apart from imposing penalty.

For the sweeping & cleaning, all machinery / equipment / material etc. required for the job is to be provided by selected agency within the quoted amount for sweepers & Supervisor.

The agency selected shall have to provide/ keep sufficient stock of cleaning items like Dusters, Mops, Brushes, Pans, Detergents, Washing Powder, Brooms, Sponges, Buckets, Garbage Sacks, Polish, Phenyl, Acid, Toilet Disinfectants, good quality Liquid Soap or Small Soap Cakes, Odonil, Fresheners, toilet rolls, hand towels, tissue paper etc. for use in the University for proper up-keeping the service to the standard level prescribed by the Govt of India/ authorities.

The selected agency/ firm must provide the services to the satisfaction of the University authorities.

1. Toilets cleaning once in a day.
2. Moping is required to be done once in a day before office hours in the morning.

B. TERMS & CONDITIONS

1. As per two packet system, the applying agency is required to submit their bids separately in two packets (Packet-I: & Packet-II:). The firms not adhering to this will not be considered for further processing of their bids.
2. The bidders are required to provide copies of license under labour Act, PAN card, GST/Registration, ESI and EPF registration, experience and performance certificates issued by the Govt. Semi Govt. autonomous bodies such as Universities etc.,
The EMD in the form of account payee DD or bankers cheque or bankers guarantee or payment online payable at Canara Bank Kadaganchi in favor of “**The Finance Officer Central University of Karnataka**”, Kalaburagi.
3. The tenders without EMD shall be rejected unless exemption by the Govt. as per GFR. EMD will be returned without any interest to all the participating firms after finalization of the tender process. All the tenders enclosed with EMD except micro and small enterprises as define in MSME issued by Department of micro, small and medium enterprises
4. The bidders should quote the charges as per the price bid which shall be firm throughout the period of contract. The tenderer should quote the charges per month duly taking in to account the minimum wages to be payable as per the Minimum Wages Act and the manpower required for maintenance of the work prescribed.
5. In case of revision in the wages by Government of India the differences arising due to this revision during the course of execution of contract period, has to be borne by the contractor and CUK is not going to compensate the difference amount even though the contractor is bound by the minimum wages act of the Government.
6. The financial bid of only those tenderers shall be opened whose technical bid is qualified.
7. The successful tenderer/contractor shall have to provide services as per the agreement made with the University which shall be monitored by the University and deficiency in quality of services, will attract penalty to the extent of 10% the monthly charges as decided by the Hon’ble Vice-Chancellor.
8. The University reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at any time.
9. The uploaded tender document shall be submitted by the tenderer/bidder with seal and signature on every page expressing their acceptance of terms and conditions.
10. All other liabilities as per the existing laws will be borne by the concerned agency/firm/contractor without any liabilities on the University. The tenderer/contractor shall provide the wages to its employees at a rate not less than the prevalent rates of minimum wages as notified from time to time.
11. The bidder is responsible to pay EPF & ESI as per the prevalent rates as prescribed by the Govt. of India.
12. Bids with incomplete marking or with overwriting/corrections/unattested tender the document are liable to be rejected.
13. The bid must be valid for a period of 90 days from the last date of **prescribed** submission of the tenders. Beyond this period, the validity of bid may be extended by the mutual agreement of the bidder & the University.
14. The selected agency will be required to enter into an Agreement with the University on a non-judicial stamp paper of Rs.100/- to be borne by Tenderer.
15. **Performance Guarantee/ Security:** As a performance security, the successful bidder to whom the work is awarded, shall be required to furnish performance Bank Guarantee to the extent of 10% contract value from a Public Sector Bank /Scheduled Commercial Bank (Indian Banks) to ensure performance of the contractor/agency for providing housekeeping and general services awarded to the bidder. No interest shall be payable by CUK on Performance Guarantee under any circumstances.

16. The Contractor should attend to the problems encountered in the portion of the work carried out by him at any time during the period of contract and the Contractor alone shall arrange to see that the work has been carried out at his own cost and at no liability on the part of the CUK.
17. The contractor is laible and responsible for workman compensation Act, payment of wages Act, minimum wages Act child Labour prohibition Act and other statutory provisions of Govt. of India and Karnataka State.
18. No direct or indirect liability on the University except the charges quoted for the services in the financial bid as per Annexure-IV of the tender document.
19. Initially the contract is for a period of **One Year** extendable which may be on the mutual agreement of the University and the agency with such modifications as necessary. During the period of agreement, the terms and conditions of the contract will not be subject to any change.
20. In addition to its rights under any other provision of the Agreement, the University may terminate the contract at any time by giving the Agency one months' written notice without explaining the reason of termination. Upon the expiration of the notice, the contract shall terminate without prejudice to the rights of the parties accrued on the date of termination.
21. The service provider is required to provide the nameplates/ID cards which they are required to wear while on duty.
22. The agency/contractor shall provide sufficient sets of neat & clean uniforms to its manpower wherever required who shall wear the same during duty/working hours.
23. The contractor will issue identity cards to its manpower clearly indicating the place of deployment, failing which no entry will be allowed inside the office. This will be provided by the contractor at his/her own cost.
24. The agency /contractor shall be responsible for the conduct and behavior of its Labour.
25. In the event of any loss suffered by the University due to negligence of agency/contractor's Labour, the agency/contractor shall make good the loss sustained by the University either by replacement, or by payment of adequate compensation as decided by the University.
26. The University shall have the right to ask for replacement of any person without assigning any reason whatsoever and the substitute shall have to be provided by the contractor immediately.
27. The Labour deployed by the agency/contractor shall be of good character, sound health free diseases and shall be in the age of 18 years to 55 years. No criminal case should be pending/registered against any of its manpower.
28. The supervisor of the contractor shall report to the Registrar /the Officer authorized by the University for the execution of day-to-day work.
29. The instructions/orders issued by the University from time to time shall also be followed by the contractor and his manpower.
30. The University shall not be responsible for the payment of the wages or any other allowances individually to the manpower engaged by the contractor. The agency shall follow all rules, regulations and directions issued by the Govt. of India from time to time in connection with the welfare of Labour.
31. Leaves/Weekly Offs to the manpower engaged shall be as per the prevalent norms. However, against such Leaves/ Weekly Offs, the agency shall provide alternative staff without any extra costs.
32. The University shall not be responsible for any compensation which may be required to be paid to the worker(s) of the agency consequent upon any injury/mishap.
33. The Agency must attach a list of universities/institutions to which they have provided similar services in the last three years along with valid proof.
34. The selected agency shall have to provide the services at different locations in campus as decided by the University from time to time.
35. In case the successful bidder decline to accept the award or to provide the services, the EMD submitted by him shall be forfeited and may also be black listed.
36. The quoted rate is firm during the entire period of the contract and University is not liable to pay any extra during the period of the contract.
37. Once the bidder submits the tender, he would be presumed to have understood and accepted all the terms and conditions given in NIT. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
38. The Contractor shall not engage any sub-contractor or transfer or assigns or sublet the contract

to any other person or agency in any manner.

39. The University is not required to provide any medical facility and residential accommodation to the Labour of the Contractor.
40. The closet/units/area mentioned for housekeeping may increase or decrease by 20%.
41. The Labour deployed by the successful tenderer for services shall have no claim whatsoever to any employment or preference in employment, regularization, absorption, selection to appointment, continuity in services etc. with the University.
42. In case of any dispute arising out of this agreement, the same shall be resolved initially by mutual discussion between the parties within a period of 60 days failing which as per arbitration Act and conciliation Act 1996 with amendment in 2015. The solo arbitration shall be appointed by the Hon'ble Vice-Chancellor CUK.
43. The Income Tax if applicable from time to time shall be deducted from the monthly payment of Agency/contractor.
44. The service providers shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters of the University.
45. The University may at any time vary or add to the service specification in accordance with this condition and no such variation or addition shall affect the continuation of the contract.

C. DUTIES & RESPONSIBILITIES OF THE AGENCY

1. The selected agency/contractor shall provide the services in line with the prescribed qualifications as mentioned in the Tender at Annexure-I.
2. In case the services to be provided by the contractor/ agency does not seem to be of the required quality of the service agency shall immediately enhance the quality.
3. As and when required for any other relevant works related to the University, the contractor has to supply the required services on day to day basis for the additional jobs/ works for which the University shall make payments on submission of the bills on successful completion of the jobs/ works by the contractor.
4. The contractor /agency shall have to provide sweeping & cleaning services in all parts of the Campus which includes various building blocks, their rooms, bathrooms, staircases, corridors, roofs and the surrounding areas like lawns, roads and gates.
5. The sweeping services shall include:
 - General Cleaning Services to be provided on daily basis:
 - Cleaning / Dusting of furniture etc., of the entire office before 9.30 AM
 - Removal of waste paper and any other garbage from the entire premises.
 - Dusting of cupboards, telephone equipment etc. first with dry cloth and then if required with detergent spray, such as Colin.
 - Mopping of common areas.
 - Cleaning of Planters.
 - Transport other trash and waste to disposal areas.
 - Keep storage areas well-stocked, clean and tidy.
 - Air freshener spray in all cabins, toilets and corridors, at least twice in a day.
 - Re-stock toiletries in toilets after daily check-ups in the mornings, afternoons and on call basis during day time.
 - Cleaning / mopping of sitting area and reception area and passages on a continuous basis.
 - Cleaning and refilling of water jugs in all Sections / Officers' Rooms.
 - Shifting / adjustments of furniture and other items etc., within the premises.
 - Acid cleaning and scrubbing of toilets, washbasins, sanitary fittings, glasses and toilet floor
 - Cleaning of window glasses, frames and grills with Colin or any other good quality detergent;
 - Vacuum cleaning of carpeted floor, brushing of carpets and the office equipment on every Saturday, as and when required;
 - Cleaning of panels, posters and paintings, wooden cupboards including adjustments where

- needed;
- Removal of cobwebs;
- Window sponging and cleaning;
- Cleaning of dustbins and buckets with detergent;
- Brass polishing of name-plates;
- Disinfectant spray in rooms/ cabins on requirement basis;
- Cleaning of roof-tops;
- Vacuuming of curtains / up holdings etc.
- Cleaning of drains in the Campus.
- Request repair services and wait for repair workers to arrive.
- Assign duties to other staff and give instructions regarding work methods and routines.
- Move and arrange furniture, and turn mattresses.

6. The Agency shall, wherever applicable, comply with the provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund and Miscellaneous Provisions Act 1952, ESI Act 1948, Workmen's Compensation Act 1923, Maternity Benefit Act 1961, and Contract Labour (Regulations and Abolition Act) 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
7. The agency shall not deploy its manpower for more than the prescribed duty hours.
8. Payment of wages and arrears etc. to the manpower hired by the agency to perform the duties at the University shall be made by the agency through remittance in their bank account only and provide acquittance roll to the University giving details of contribution and deduction regarding ESI, EPF, etc and proof of payment as per Govt. India acts is required to be submitted to the University.
9. The awarded contractor /agency shall have to provide the proof of deposit of ESIC and EPF to the individual account of the manpower deployed each month along with the bill and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
10. The contractor /agency shall provide the services of bench mark quality works fix Govt. India and engaged trained manpower who shall observe discipline, decency, decorum and the code of conduct and mannerism befitting of such personnel.
11. The contractor /agency shall be responsible to provide immediate replacement in place of any manpower member who is not available for duty, for any reason whatsoever.
12. The contractor /agency may require to provide extra services in certain places as may be required by the University for which prior information shall be provided.
13. The contractor /agency shall carry out such other services as may be entrusted to them from time to time by the University.

D . Each Bidder shall upload the following digitally signed Documents

Packet I

1. Annexures I, II and firm registration certificate,
2. Self-declaration of possessing required documents and eligibility.
3. GST Registration Certificate and PAN Card.
4. NSIC certificate to claim exemption of EMD.
5. ITRs for the last three years from the Assessment Years 2014-15 to 2016-17.
6. Audited Profit and Loss for last 3 financial years from 2014-15 to 2016-17.
7. Work orders/purchase orders to meet the eligibility requirements.

Packet II

8. Annexure IV – Financial Bid

**Sd/
(REGISTRAR)**

BIDDER'S PROFILE

(Annexure –I)

1. Name of the bidder/firm/agency
2. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrs.....
.....
3. Permanent address of the agency.....
.....

Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
4. Registration & incorporation particulars of the firm.
6.1 Proprietorship
6.2 Partnership
6.3 Private Limited
6.4 Public Limited
(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
5. Name proprietor/partners/directors
6. Bidders bank, its address and his current account number.....
.....
7. Permanent Account Number, Income Tax Circle (Please enclose details if IT Returns of last three years separately with documentary proof)
.....
8. GST Registration No,
9. License under contract labour Act 1970.
10. ESI No..... 11. EPF No.....

NOTE: Documentary proof to be attached for the entries at Serial No. 6,7,8, 9, 10, & 11.

I/We hereby declare that the information furnished above is true and correct and all the terms/conditions are acceptable to me/us in to. At any stage if the above information is found incorrect, University may cancel my empanelment.

Place:
Date:

**Name and Sign. of the Authorized Person
of the Firm along with Seal**

CHECK LIST (Annexure-II)**CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID**

1.	Copy of PAN Card	Yes / No
2.	Copy of the Employee Provident Fund Registration Number issued by the competent authority	Yes / No
3.	Copy of the ESI Registration issued by the Competent Authority	Yes / No
4.	Contract license issued by the Labour Commissioner Under Contract Labour Act.	Yes / No
5.	Copy of the Bank Draft (EMD)	Yes / No
6.	Copy of the GST No Registration Certificate.	Yes / No
7.	Proof of Experience	Yes / No
8.	Audited Profit & Loss A/c of last 3 years or Income Tax Return for last 3 years from 2014-15, 2015-16 & 2016-17.	Yes / No

Signature of Tenderer

Annexure-III
(List of Buildings and Area for Housekeeping)

Sl.No.	Name of Building	No. of floors	Ground Area in Sqr. Mtr
1.	Administrative Building	G+2	5928.00
2.	Central Library	G+1	3800.00
3.	Guest house	G+1	3623.00
4.	Boys hostel	G+2	4763.00
5.	Girls hostel	G+2	4763.00
6.	Health Centre	G-only	511.00
7.	Vice-Chancellor Quarters	G+1	786.00
8.	Pro Vice-Chancellor Quarters	G+1	373.00
9.	Academic buildings - 23 x 2217	G+1	50991.00
10.	Auditorium - 300 capacity - 02 x 1166	G+1	2332.00
11.	Connecting corridor (1 to 10)	G+1	830.00
12.	Connecting corridor (11 to 10)	G+1	830.00
13.	Dean Room - 05 x 314	G-only	1570.00
14.	Lecture Room - 02 x 221	G-only	442.00
15.	Temp Pre-Fabricated school Block -02x2200	2.nos	4400.00
16.	Temp Pre-Fabricated Boys Hostel - 03x1200	G-only	3600.00
17.	Temp Pre-Fabricated Girls Hostel - 03x1200	G-only	3600.00
18.	Pre-Fabricated Kitchen & Dining for Boys	1.no	712.00
19.	Pre-Fabricated Kitchen & Dining for Girls	1.no	700.00

FINANCIAL BID (Annexure-IV)

Name of the Agency

Tel. No.....

Consolidated rate of per sq. mtr. / unit / per day for Housekeeping & General Services.

Sl. No.	Nature of Services	Total area in sq. mtr./Units	Rate per Sq. Mtr./ Unit per day		Total amount per month	
			In figure	In words	In figure	In words
1.	Sweeping/Scavenging/cleaning	94,554				
2.	Total no. of wash basin	471				
3.	Total no. Indians /Western toilets	507				
4.	Total no. of Urinals	104				
5.	Total no. of Water tanks and sumps	106 tanks/ sumps from 500 to 2.00 lakhs ltrs.	-	-		
Total						

Place:.....

Date:.....

Name:.....

Signature:.....

Designation:.....

(Annexure V)

Minimum Qualification for the Staff

S. No.	Staff Category	Minimum Qualification
1	Supervisor	Graduate with 2 years' experience in concerned field
2	Sweeper	Nil

Signature

With seal