



Uttarakhand Technical University (UTU)

**Government Girls Polytechnic Campus, Suddhowala,
P.O Chandanwari, Premnagar, Chakrata Road, Dehradun,
Uttarakhand-248007**

**Ph. No. 0135-2770126,127,128, Fax No.0135-2770124, 2770130, Website:
www.uktech.ac.in**

INVITATION OF BIDS

For

**PROVIDING SANITATION/HOUSEKEEPING SERVICES IN THE ENTIRE CAMPUS
OF**

UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN

SCHEDULES

SCHEDULE-I:	Tender Information (Important Dates and References)
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SCHEDULE-I

TENDER INFORMATION

IMPORTANT DATES AND REFERENCES

1.	Date of tender document availability on website www.uktech.ac.in	02 nd February 2015
2.	Last date & time for submission of Technical & Financial Bid at Finance Controller, UTU Office Dehradun	23 rd February 2015 11:00 A.M.
3.	Date & Time of Technical Bid Opening at Finance Controller UTU Office Dehradun (Uttarakhand)	23 rd February 2015 11:30 A.M.
4.	Date & Time of Financial Bid Opening at Finance Controller UTU Office Dehradun (Uttarakhand)	Shall be informed to the bidders after finalization of Technical Evaluation

Note:-

1. The Firm can download the tender form from the University website www.uktech.ac.in and should submit demand draft of Rs. 2000/- + VAT of Rs. 2270/- (Two Thousand Two Hundred Seventy Only) drawn in favour of Finance Controller, Uttarakhand Technical University, Dehradun payable at Dehradun.
2. The technical bid should accompany a DEMAND DRAFT/FDR/Bank Security of Rs 1,00,000/-. (Rupees One Lakh Only) as Earnest Money, payable to the Finance Controller, Uttarakhand Technical University, Dehradun which will be refunded, if the offer is not accepted. In case, the offer is accepted, but not honoured by the tenderer, the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the tender to influence the tender cost. **If earnest money is not enclosed with technical bid as indicated above, the bid shall be summarily rejected.**

SCHEDULE-II

CHECK LIST

IMPORTANT:

- The tenderer is hereby instructed to arrange the required tender documents as per check list and must mention the page numbers against each column of the check list.
- All papers submitted must be numbered and signed by tenderer.
- All papers submitted must be strictly in order as per check list.

Tender No. /Tender/2014-15, Date: 2015

**Providing Sanitation/Housekeeping Services In The Entire Campus Of Uttarakhand
Technical University, Dehradun**

Name of the Tenderer (Company/Firm): _____

Address for Correspondence: _____

Telephone No.: Fax No: _____

Email Address: _____

Note:- The technical bid comprises of documents indicated in the below mentioned table. The bidder has to mandatorily enclosed all the documents in a sealed envelope, on top of this sealed envelope “Technical Bid” is to written which needs to be mandatorily be submitted on or before the last date i.e. 23rd February, 2015, 11:00 A.M.

S.No	PART – I, TECHNICAL BID	Page No.	
		From	To
1.	Cost of the tender form in form of DD of Rs 2270/- in favour of Finance Controller, UTU payable at Dehradun.		
2.	Earnest Money (in Form of DD/FDR/Bank Guarantee) of Rs. 1,00,000/- (Rupees One lakh Only) in favour of Finance Controller, Uttarakhand Technical University, payable at Dehradun.		
	Name of Document		
3.	a) Service Tax registration certificate from the concerned taxation authority.		
	b) Valid PAN card of the company/firm (attach attested copy of PAN card).		
	c) Copy of Income Tax return for the last three years to be enclosed.		

3.	d) Valid provident fund account No. of the firm (attach attested copy of registration).		
	e) Valid ESI No. of the company/firm (attach attested copy of registration certificate).		
	f) The tenderer should have a minimum annual turnover of Rs. 50.00 lakhs per year during the preceding three financial years ended on 31 st March 2012, 2013 and 2014. Balance sheet certified by the Chartered Accountant should be enclosed as proof of turnover.		
	g) Tenderer should give the documentary proof of minimum three years experience (for the last three financial years) in providing sanitation/house-keeping services. The experience shown should be for providing continuous service for at least one year, for each client (piece meal jobs executed will not be counted).		
	h) Minimum 15(Fifteen) manpower (14 Safaikarmchari + 1 Supervisor) is to be deployed. An affidavit on Rs. 100/- non-judicial stamp paper to this effect is to be mandatorily enclosed that the firm shall deploy minimum manpower as indicated above and also shall adhere the minimum wage norms, necessary deductions etc. of the manpower to be deployed as per state labour act.		
	i) An undertaking on firms letter head is to be enclosed that the firm is possessing the following machines and the same shall be deployed at the site if the contract is awarded to the firm. (1) Single Desk Scrubbing Machine -01 No. (2) Wet and Dry Vacuum Cleaner – 01 No. (3) Glass Cleaning Pole-01 No. (4) Road Manual Sweeper Machine – 01 No.		
j) Affidavit on non-judicial stamp paper of Rs. 100/- that the firm is not blacklisted by Central Govt., State Govt. or any other institute(s)/organization.			
4	PART –II, FINANCIAL BID		
	The Financial Bid is to be enclosed in a separate sealed envelope. Both sealed envelopes i.e. Technical Bid sealed envelope and Financial Bid sealed envelope should then be placed in another envelope which should also be sealed.		

Contact Person's Details:

Name: _____

Designation: _____

Phone No. & Mobile No: _____

SCHEDULE III
QUALIFICATION CRITERIA

1. Cost of the tender form in form of DD of Rs. 2270/- in favour of Finance Controller, UTU payable at Dehradun.
2. Earnest Money (in Form of DD/FDR/Bank Guarantee) of Rs. 1,00,000/- (Rupees One lakh Only) in favour of Finance Controller, Uttarakhand Technical University, payable at Dehradun.
3. Service Tax registration certificate from the concerned taxation authority.
4. Valid PAN card of the company/firm (attach attested copy of PAN card).
5. Copy of Income Tax return for the last three years to be enclosed.
6. Valid provident fund account No. of the firm (attach attested copy of registration).
7. Valid ESI No. of the company/firm (attach attested copy of registration certificate).
8. The tenderer should have a minimum annual turnover of Rs. 50.00 lakhs per year during the preceding three financial years ended on 31st March 2012, 2013 and 2014. Balance sheet certified by the Chartered Accountant should be enclosed as proof of turnover.
9. Tenderer should give the documentary proof of minimum three years experience (for the last three financial years) in providing sanitation/house-keeping services. The experience shown should be for providing continuous service for at least one year, for each client (piece meal jobs executed will not be counted).
10. Minimum 15(Fifteen) manpower (14 Safaikarmchari + 1 Supervisor) is to be deployed. An affidavit on Rs. 100/- non-judicial stamp paper to this effect is to be mandatorily enclosed that the firm shall deploy minimum manpower as indicated above and also shall adhere the minimum wage norms, necessary deductions etc. of the manpower to be deployed as per state labour act.
11. An undertaking on firms letter head is to be enclosed that the firm is possessing the following machines and the same shall be deployed at the site if the contract is awarded to the firm.
 - 1) Single Desk Scrubbing machine -01 No.
 - 2) Wet and Dry Vacuum Cleaner – 01 No.
 - 3) Glass Cleaning Pole- 01 No.
 - 4) Road Manual Sweeper Machine – 01 No
12. Affidavit on non-judicial stamp paper that the firm is not blacklisted by Central Govt., State Govt. or any other institute(s)/organization.
13. The bidder not found qualified in Technical Bid, their financial bid will not be opened.

14. Bidders who meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, or financial failure, etc.

SCHEDULE-IV

SCOPE OF WORK TO BE EXECUTED BY THE CONTRACTOR

1. The contractor shall be fully responsible for the Sanitation/Housekeeping services in the entire University including the outer periphery, ground, mezzanine and floors as laid down in the tender. The agency shall work under overall supervision and directions of authorized officers of the University.
 2. The manpower (Male + Female) to be deployed shall be 14 Safaikaramcharis +1 Supervisor. Total 15.
 3. Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 8.30 AM on all working days. Some activities such as garbage removal, etc. shall be completed in the evening after office hours (i.e. 6:00 PM onwards), on day-to-day basis. No spillover of the above work for the next day shall be permitted under any circumstances. There shall be only one weekly off and Gazetted Holidays.
 4. However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) lobby, corridors and other areas shall be done continuously during office hours (at the regular interval as per requirement, usage and instruction given by the administration department from 9.00 AM to 5.30 PM i.e. during office hours and beyond).
 5. The contracting agency shall make arrangements of providing consumable like air fresheners for rooms, toilets and wardrobes, cleaning chemicals, toilet roll, tissue box and liquid soap for hand wash (in all the attached toilets of officers, in all toilets and the cost of consumables and cleaning materials will be borne by the contracting agency).
 6. Agency shall arrange to spray air fresheners in officer's rooms, committee room on daily basis and whenever required. The cost of the spray will be borne by the Agency.
 7. All materials to be used for cleaning and other consumables (**as per list enclosed**), shall be in conformity with the standard specifications/brand.
 8. The work to be carried out under this tender shall also include arranging of vacuum- cleaners, scrubbing and polishing machines and equipments which are required to be used during execution of the work. All the machineries used should be appropriate for the surfaces existing on the Site and in no way damage the surface/fixtures/fittings/furniture beyond normal wear and tear.
- 4. THE DETAILS OF THE AREA COVERED UNDER THIS SCOPE OF WORK ARE AS UNDER:-**

(i) Area details:

S. No.	Categories of Areas	Areas in Sq. Mt.
1.	Covered Area includes Corridors, Toilets/Bathrooms etc.	Approx. 7500 Sq. Mt.

- (ii) The periodicity with which the job is to be carried out at the site is broadly divided into four categories namely (A) Daily, (B) Weekly (C) Fortnightly and (D) Monthly.

5 (A) DETAILS OF JOBS TO BE CARRIED OUT TWICE IN A DAY ARE AS UNDER: -

1. General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference rooms (Halls), auditorium, library, reception, corridors, stairs, space for water coolers & toilets, parking areas, service area, all roads inside the University and all unspecified areas/location within the University.
2. Removal of garbage from dustbins in plastic bags. Replacing old plastic bags with new plastics bags. Carrying of garbage in trolley with high quality rubber wheels. No garbage will be left in the site overnight. The plastic bag for the dustbins and for carrying the garbage will have to be provided by the agency.
3. Removal of waste papers, packing material, plant leaves (waste) and any other garbage from the entire premises including the offices, staircases, lift areas, open area etc. No garbage shall be dumped within the premises.
4. Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material.
5. Stain removal treatment of entire premises including stairs, area of office cabins, conference halls, Auditorium, reception, toilets etc. and stain removing of the furniture and equipment.
6. Air-freshener spray in conference room (if required), air handling unit, officer's rooms once in a day and also on requirement basis as directed by the department.
7. Cleaning and dusting of lab equipment, machines, computers, keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, electric fans and any other equipment and machine lying on the site.
8. Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet with approved material, re-filling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), re-filling of toilet rolls / tissue papers etc.
9. Cleaning and dusting of paintings, posters, notice-boards etc.
10. Removal of bird droppings and other dirt's on the inner walls or on the foot of doors, ventilators, balconies etc. as and when required.
11. Mosquito /flies control treatment will be done to get rid of day-to-day nuisance of mosquitoes/flyes. Spraying at all the entry and exist points and reception area to be done on daily basis.

12. The biodegradable and non-biodegradable waste shall be segregated and disposed off by the contracting agency on day-to-day basis and required numbers of dustbins will have to be provided by the agency. The agency should follow the government guidelines/act in this regard.
13. Insect control complaints should be attended on all days. Necessary, qualified, manpower for the purpose should be available on site for immediate attention.
14. The above mentioned work from (1) to (13) are to be carried out on all days and also on requirement basis as directed by department. However, two sanitation workers to be kept on standby at administrative block on public holidays for the upkeep of administrative block and to attend any emergency requirement.

(B) DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER:

- 1) Machine and hand scrubbing and thorough cleaning/washing of the entire floor area by using approved cleaning material and dry/wet mopping.
- 2) Dusting of walls, roofs etc. from top downward and removal of cobweb.
- 3) Polishing of brass/copper fixtures.
- 4) Cleaning of windowpanes and partition door.
- 5) Cleaning of drinking water coolers area, dust bins, buckets etc. with detergents.
- 6) Weekly cleaning and dusting of ventilator blinds and brushing of upholstered chairs and sofas.
- 7) Removal of poster, banners and hoardings inside and outside University covered in the tender.

(C) DETAILS OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:

- 1) Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
- 2) Cleaning of nameplates and paintings with glass top.

(D) DETAILS OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:

- 1) Cleaning of floors by shifting and moving furniture such as sofa, almirahs, tables, etc.
- 2) General cleaning/dusting of panels, posters, paintings, etc.
- 3) Polishing of covered floor area, cleaning of sanitary/water supply fixtures, wall tiles, etc.
- 4) Removal of cobwebs in back/hidden areas in places like electrical substations, U.P.S. room, telephone exchange etc.
- 5) Removal of weeds from edges of paths/roads, paved-laid area, corners, crevices in terraces, etc.

6. THE INDICATIVE LIST OF MATERIAL TO BE USED BY THE AGENCY IS AS UNDER: -

1. Cleansing agents of standard company for WC's, urinal pots, etc.
2. Detergents of standard company for cleaning wash basin, sinks & other items. Liquid soap of standard company for scrubbing of floors & wall.
3. Anti-bacterial disinfectants of standard company for cleaning toilets, lobby / floors. glass cleaning liquid of standard company.
4. Deodorizer of a standard company.
5. Air-fresheners/aerosols (eco-friendly) of standard company. Urinal cubes (standard company)

7. WORKING HOURS

- (1) The cleaning of toilets (including fixture such as WC's, urinals, wash basin, etc.) lobby, corridors and other area shall be done continuously and regularly during office hours as per required usage and instructions given by the University. (from 9.00 A.M. to 5.30 P.M. i.e. during office hours).

8. PERFORMANCE EVALUATION:

1. The performance evaluation of the sanitation/ housekeeping services shall be carried out by the department regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the department). The agency shall submit daily action plans/reports to the department (for each floor including open areas).
2. The department shall rate the quality/performance of sanitation/housekeeping agency/tenderer and the tenderer/agency is obliged to perform to the entire satisfaction of the department.
3. The floor wise (including open area) rating for the following activities/work (indicative list only) will be evaluated.
 - (a) General cleanliness of walls and ceilings.
 - (b) General cleanliness of toilets
 - (c) General cleanliness of window glasses
 - (d) General cleanliness of furniture/ sofa/curtains
 - (e) General cleanliness of WC/ Urinals
 - (f) General cleanliness of doors/windows
 - (g) General cleaning of workstations, tabletops, and office equipments.
 - (h) General cleaning of almirahs and racks.
 - (i) General cleaning of partition doors, paneling etc.
 - (j) Maintenance of corridors.
 - (k) Maintenance of open spaces.
 - (l) Any other activity/work identified specified by the department from time to time as per-requirement.

SCHEDULE-V

GENERAL TERMS & CONDITIONS

1) FINANCIAL BID:-

1. **The tenderer should quote the rate and amount tendered on monthly rate basis in rupees in lump sum for the charges of housekeeping person and supervisor, per person per month as defined in this tender document, in figures as well as in words for the entire University Campus.** The rate and amount of the tender should be inclusive of cost of consumables and mechanized equipment/machinery and in accordance with the provisions of minimum wages act, contract labour act, Uttarakhand works contracts Act and other statutory provisions like provident fund act, EPF, ESI and administrative charges etc., but exclusive of service tax i.e. service tax to be quoted extra.
- 2) The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the financial bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.
- 3) The rates quoted should be in lump sum/consolidated per month and shall be valid for the period of tender/contract/agreement including the extended period (if any).
- 4) The tenderer should quote the amount tendered/financial bid as per performa enclosed. . It should be given in the letterhead of the company/firm/tenderer.
- 5) The financial bid should have the stamp of the firm or company and signed by the tenderer on every page.
- 6) **The financial bid shall be sealed in a separate envelope, shall be enclosed in a bigger envelope along with technical bid and other documents mentioned above, however, financial bid of only those tenderers will be opened who fulfill all the requirements mentioned in this tender, i. e. after the qualification of technical bid.**

2) **PERIOD OF TENDERED WORK**

The tender will be awarded for a period of **Three years** from the day the selected agency starts providing the sanitation/housekeeping services in University Campus. The contract amount shall be fixed for three years and there shall be no increase in contract value.

3) **PAYMENT OF BILLS**

- 1) Bill payment will be made by University within five working days from the date of submission of the bill in respect of undisputed bills. The agency while presenting the bill for payment will have to certify that the wages (as per minimum wages act and other statutory liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. PAN No. should be quoted on the body of the bill. Proof of payment made for PF & ESI etc. for the staff deployed in the University is endorsed with the bill.

- 2) University reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc.
- 3) Performance Security money shall be submitted to the tune of 5% of ordered value (equivalent to one year) within 15 days of release of work order. Security money should be given in shape of FDR of one year duration in favour of the Finance Controller, Uttarakhand Technical University, Dehradun and payable at Dehradun.
- 4) If as a result of such audit and examination/evaluation, if it comes to the knowledge of the University that the firm/agency is not paying minimum wages/adhering to the State Govt. norms w.r.t. deductions such as PF, ESI etc. then in that case the University has the right to direct the firm/agency to adhere to the norms. If the firm/agency does not comply with the same, the university can cancel the contract and forfeit the performance security.

4) NOTICE OF THE UNIVERSITY

Subject to as otherwise provided in this tender, all notices to be given on behalf of the University and all other actions to be taken on its behalf may be given or taken by the Registrar, or any other authorized official by the University.

5) NO LIABILITY OF THE UNIVERSITY

- 1) The University shall not provide any residential accommodation to the sanitation/housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the University building for the staff engaged by the contracting agency.
- 2) The University will be under no obligation to provide employment to any of the employees of the housekeeping agency during or after expiry of tender/agreement/contract period and the University recognizes no Employer-employee relationship between University and the sanitation/housekeeping employees deployed by the contracting agency.
- 3) The University shall not be responsible financially or otherwise for any injury to the housekeeping personnel in the course of performing the sanitation/housekeeping functions as per this tender. This liability shall solely be of the tenderer/contracting company.

6) TERMINATION OF TENDER

- 1) If the agency at any time makes default in executing housekeeping job with due diligence and care and continues to do so, and/or the sanitation/housekeeping agency commits default in complying with any of the terms and conditions of tender and does not remedy it or take effective steps to remedy it, or fails to complete the work as per the terms and conditions and does not complete them within the period specified in the notice given to him in writing, the University may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the contracting agency, shall cancel the contract/agreement after one month notice and security deposit will also liable to be forfeited by the University. University, on such cancellation, shall

have powers to carry out/execute the work through other agencies by any means at the risk and cost of the contracting agency.

- 2) The University reserves the right to terminate the contract, without assigning any reason, by giving to the tenderer one month notice of its intention to do so and on the expiry of the said period of notice; the contract/agreement shall come to an end. On such termination of contract, the tenderer shall remove all the machinery, equipment and housekeeping personal within two days of issue of such a notice by the University.
- 3) If any information furnished by tenderer is found to be incorrect or false at any time, the tender/contract/agreement is liable to be terminated, after one month's notice and the security deposit will also liable to be forfeited by the University.
- 4) In case the agency wants to terminate the tender/contract/agreement, it shall have to give three months' notice in advance to this effect to the University.

7) **ARBITRATION**

In the event of any dispute arising out of this tender/contract/agreement or in connection with the interpretation of any clause in the terms and conditions of the tender/agreement/contract or otherwise, the matter shall be referred to the arbitrator appointed by the University.

8) **OTHER CONDITIONS OF THE TENDER**

- 1) The tender form should be clearly filled in ink legibly or typed and no column should be blank. No interpolation is permissible.
- 2) Change in the name of the tenderer during the tender process shall not be allowed under any circumstances.
- 3) Every paper of the tender should be signed by the tenderer with seal of agency/firm/company.
- 4) No change in constitution/shareholding of the successful tenderer will be allowed under any circumstances.
- 5) **The agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.**
- 6) The contracting agency shall indemnify the University against all other damages/changes and expenses for which the University is held liable or pays on account of the negligence of the Agency or his servants or any person under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- 7) In case of any person signing the tender/contract/agreement on behalf of limited Company or firm, letter of authority/resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm shall be enclosed with the tender.

- 8) If any damage/theft is caused to the assets/property/office equipment by sanitation/housekeeping personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair or replacement or damages as the case may be.
- 9) Any person who is in government service or an employee of the university should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.
- 10) The contracting agency shall not transfer the tender to any other person in any manner. The agency shall not be permitted to sub-contract the work to any other person/firm/agency.
- 11) Any other appropriate provisions as advised by the University shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.
- 12) The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the University as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the University whichever is earlier.
- 13) The contracting agency will have to ensure cleanliness of the site by using the requisite quantity and quality of materials to the entire satisfaction of the University. If the University indicates that the cleanliness or housekeeping services are not adequately satisfactory on account of insufficient tools, material and/or manpower, then additional materials, Tools and/or manpower, as the case may be, will have to be brought in by the agency without charging any extra cost.
- 14) The tools and material to be deployed must be such that it does not cause any damage to the fittings, fixtures, walls, floor finish and/or other articles lying at the site. The contracting agency shall not employ any person who has not completed Eighteen years of age.
- 15) The contracting agency before execution of the work shall specify the actual number of workers to be engaged for housekeeping job. The agency shall also employ supervisor(s) having minimum qualification of 12th pass to supervise the job and the supervisor(s) shall have minimum three years' experience in the housekeeping services in star category hotel/educational institutions or other similar establishments so as to maintain the building to the required standard and quality to ensure workmanship of the requisite specified degree to the entire satisfaction of the University. He/ She must be able to watch and supervise the work and to test and examine materials to be used. He/ She must ensure the maintenance of performance standards and periodicity of cleaning. The supervisor(s) who should be deployed round the clock by the agency shall also receive instructions from the University and/or any authorized officer of the University from time to time for carrying out the house-keeping services at the University. The entire housekeeping work in and around the campus shall be inspected by the executive/manager of the agency on a daily basis compulsorily.

- 16) A complete list of the housekeeping staff, engaged by the agency for deployment in the site, shall be furnished by the contracting agency to the department along-with the complete address and other antecedents of the staff. The agency shall deploy only those staff whose antecedents have been verified and for whom police verification has been done and submitted by the agency. The agency should give a certificate to that effect to the department. The agency shall also submit medical fitness certificate for all the housekeeping personal.
- 17) Each housekeeping services staff engaged by the contracting agency shall wear the prescribed uniform meant for Housekeeping according to season (i.e. summer uniform in summer and winter uniform in winter season) and a badge bearing his name and designation, while on duty. The said uniform and badge shall be provided and maintained by the contracting agency at its own cost. The uniforms and attire should be neat, clean and ironed daily. Housekeeping staff found in dirty and unclean uniform shall be sending back and no payment shall be pay for that day.
- 18) University shall be at liberty to direct and to require the contracting agency to remove from the work, any person employed by the Agency (including insect control agency engaged by it), who in the opinion of University misconducts himself or is incompetent or negligent in the proper performance of his/her duties or infirm and invalid/or indulges in unlawful activities or the like and such person shall not be again employed on the work without written permission of the University.
- 19) Water supply for carrying out the work as per this tender shall be given in the toilets only. The contractor shall be required to make his own arrangements to carry the water wherever required by means of base pipes, buckets as per requirement.
- 20) All the terms and conditions contained in these tender documents will be a part and parcel of the agreement/contract to be executed by the contracting agency with the University.
- 21) Once the competent authority accepts the tender, the contracting agency shall be responsible to provide the sanitation/housekeeping services within 15 days from the date of issue of award letter for the housekeeping contract.
- 22) Canvassing in connection with the tender is strictly prohibited which may disqualify the tender. Tender must be unconditional.
- 23) **Tender not conforming to the requirements as per the terms and conditions will be rejected and no correspondence shall be entertained in this regard whatsoever.**
- 24) **All the intending tenderers are further advised to visit the University Campus to understand the nature and volume of work before participating in the tender and then quote the rate/amount per month for the work, because no subsequent request of the tenderer for additional payment/claim on any account will be entertained by the University under any circumstances.**
- 25) No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common areas in the building.

- 26) All requirements under various statutory laws including relevant labour act must be complied with by the Agency. Any default will be the liability of the agency and the agency shall be liable to reimburse any amount paid by the University by way of default, interest and penalty. The agency shall undertake to furnish all the details as and when asked for by the University. The agency will also maintain the relevant records of all payments received by the Agency and will produce to the satisfaction of the University immediately whenever asked for.
- 27) The agency shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act of omission or commission on their part.
- 28) **The agency will be responsible for supply of the garbage bags, for collecting garbage from core and common areas of the University Campus and disposal outside at sites designated by Nagar Nigam for this purpose. The material so collected will be screened/ checked by the security personnel.**
- 29) Weekly performance of the service provider will be observed by the administration department officials entrusted with supervision.
- 30) Bill shall be submitted at the end of each month (in triplicate) along with certificates for satisfactory performance from the officer in charge in support of having performed the job of cleaning and sweeping in this office premises.
- 31) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under labour act, minimum wages and (contract labour (regulation & abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the department and the labour department.
- 32) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as labour act, minimum wages Act, contract labour (regulation and abolition) Act, EPF, ESI and various other acts as applicable from time to time with regard to the personnel engaged by the contractor for the department.
- 33) The designated manpower on a given day can also be deployed for other services like shifting equipments / furniture etc. apart from sanitation & housekeeping services.

9) **REJECTION OF TENDER**

- 1) The entire columns and rows in the Tender format (including tender form and financial bid) should be filled up. Tender incomplete by any manner is liable to be rejected without assigning any reason. No interpolation is permissible.
- 2) The University, reserves the right to reject any or all tender(s) without assigning any reason thereof.

SCHEDULE -VI

LIST OF CLEANING AGENTS & CONSUMABLES

S.No.	Work
1.	Cleaning agents of standard company for WC's, urinals pots etc.
2.	Detergents of standard company for cleaning, wash basin, sinks, refrigerator and other items.
3.	Hand wash liquid soap (Standard Quality)
4.	Anti-bacterial disinfectants of standard company for cleaning toilets, bathroom, kitchen and pantries.
5.	Glass cleaning liquid of standard company
6.	Deodorizer of a standard company
7.	Air-fresheners / Aerosols (Eco-friendly) of standard Company
8.	Urinal cubes (Standard Company)
9.	Polythene Bag (only government approved gauge and quality)
10.	Standard Cleaning / disinfectant for floors

SCHEDULE - VII

**FINANCIAL BID FOR SANITATION/HOUSEKEEPING SERVICES FOR
UTTARAKHAND TECHNICAL UNIVERSITY, DEHRADUN**

Sl. No.	Area/ Scope of Work	Amount (Rs.) per month per person (inclusive of all mandatory charges, EPF, ESI, uniform etc., administrative charges, cost of consumables and mechanized equipment/machinery, excluding service tax) for a period of three years.
1.	Entire Uttarakhand Technical University, Dehradun (All the areas as per the scope of work, clause 4(i))	(Rs.)

inclusive of all consumables and mechanized equipment/machinery service tax extra as applicable from time to time. This rate/amount will be valid for a period of three years from the date of actual start of work as per the terms and conditions of the tender. The rate quoted above is inclusive of all (excluding service tax) in accordance with all the statutory liability/provision/rules/regulations like minimum wages act, contract labour (R&A) Act 1970, Uttarakhand work contracts Act, etc. and provide for provident fund, ESI, uniform, administration charges, etc.

Signature of the tenderer
with seal of the firm