

Office of the Principal Government College, Baund Kalan

Tender of providing housekeeping services for cleanliness only in Government College Baund Kalan.

Cost of tender and schedule of submission tender documents.

- 1). Procedure for submitting the bids: Two bid system
- 2). cost of tender: Rs 500 (non refundable)
- 3). Earnest money deposit (EMD) with tender documents: Rupees 10000 (refundable)
- 4). Performance security will be deposit by the successful tenderer at the time of signing of contract 10% of the amount of contract.
- 5). Time and last date of submission of tender document: 12 December 2024
- 6). Time and date of opening of qualifying oblique technical bids and financial bids: 13 December 2024

Note: all tenderers are requested to read all the tender documents including its terms and conditions and procedures carefully before applying for the tender.

Principal
Govt. College, Baund Kalan

Office of the Principal Government College, Baund Kalan

Eligibility criteria for the tenderer

1. The tenderer must have an experience of providing cleaning of premises and housekeeping services in reputed organisations including Government and PSUs for at least 3 years including mechanised moves and using suspended gondolas for facade cleaning supported by documentary evidence and must have among list of big clients government/ semi government PSUs certificate of satisfactory performance from these three clients are also to be submitted along with tender.
2. The tenderer should at least have
 - a. one similar work contract of 5 lakh or more
OR
 - b. Two similar works contract of 3 lakh or more
OR
 - c. Three similar work contracts of 2 lakh or more executed during the last three years.

Copies of the TDS certificate/ form 16A in respect of these contracts are required to be submitted along with the tender.

3. The total turnover of the tenderer/agency should not be less than rupees 20 lacs for **“housekeeping services for cleanliness only ”** during requisite years of experience as mentioned at serial number 1 above
4. The tenderer/Agency must be registered with the following statutory authorities and must also furnish attested copies of supporting documents
 - a. ESIC EPF income tax and service tax
 - b. Registration under applicable labour laws.
 - c. Any other registration/licence which is mandatory for such agencies stipulated by concerned authorities from time to time including storage of hazardous chemicals acids etc.
5. The following documents must be submitted along with the tender:-
 - a. Audited balance sheets of preceding 3 years with income and expenditure statement/profit and loss account, trail balance and audit report of last 3 years.
 - b. Income tax returns of last 3 years.
6. The tenderer should have sufficient employees on its roles specifically trained for housekeeping work, full list of the employees viz name, age,

employee code, designation, experience in the field of housekeeping, PF,ESI details etc. should be attached with the technical bid.

7. The tenderer should have at least 50 numbers of captive manpower on his payroll on the day of filing the tender. The tenderer having captive manpower less than this will be rejected.

8. Principal Government College, Baund Kalan reserve the right to withdraw, relax any eligibility criteria and in such a situation the tenderers will be given sufficient time to take such changes into account however no relaxation will be given as per statutory requirements are concerned explicit/implicit.

Office of the Principal Government College, Baund Kalan

Principal, Government College, Baund Kalan invites tenders from the service providers/ agencies for providing following services in Government College, Baund Kalan

Name of work: **Housekeeping services for Cleanliness only**

Scope of work:

Details of premises are mentioned below

Teaching, non-teaching block total floor: 01

Classrooms-22, Eduset hall-01, library-01, labs -04 ,Toilets-04, College Campus (Open Area)

Sweeping and cleaning:-

Sweeping and cleaning is a routine affair of housekeeping. The whole area including space inside wall campus needs to be sweep the sweeping and cleaning of following building elements will be done at least once a day corridors, staircase, railing, rooms, toilet blocks, etc.

Moping:_

Moping will be carried out only after the cleaning sweeping is over moping will be done by sprinkling water with appropriate disinfectant solution/scented phenyl/lizol. Rubber brooms only will be used for the job after mopping floor rubbing will be done with dry cloth broom to avoid sleeps of anyone the areas e.g. corners edges and pockets where rubber broom could not be used mop cloth will be used for manual moping and swabbing. The elements under moping are as under

Corridors, railings, rooms, toilets, blocks, mirrors, ceramics/marble glazed and mosaic tiles in skirting and aside walls, window glass, panels, picture, idol and photo frame.

Window glass panel cleaning:-

Window frame will be cleaned with detergent dust from window platform outside and inside will be removed. Glass will be cleaned with suitable chemicals without any scratch. Use of newspaper and old clothes for cleaning glass will be permitted. Glass panel will you cleaned very frequently and there should not be dust or stain in glass panels at any stage.

De-dusting furniture and fixtures

De-dusting and fixture will be carried out with clean dhoti cloth everyday morning before office hours glass top will be cleaned with weight clothes to remove stain each rooms will have furniture like lecture stand, benches, chairs, tools, cupboards, display boards, computers, office equipment, showcase, conditional and electrical fitting, lighting and fans etc. will be cleaned periodically in face manner with the convention requirement of concerned office in that room.

Stains removal:-

Stains accumulate on various water connection fitting near water cooler, sanitary fitting, in toilet block, marble and ceramic tiles, glass, paints, mirrors, etc. periodic stain removing will be carried out with appropriate anti-stain materials.

Removing spider webs and cobwebs:-

Removing spider and cobwebs will be carried out periodically with Broom this work will be done before sweeping.

Toilet related specific work:-

Each toilet will be provided with liquid or solid soaps at wash basin, naphthalene ball at water outlets, bucket and terminal for toilet papers and availability of water. The service provider shall insure that all the consumables items available inside toilet. In case of failure of water supply concerned office will be kept informed. Maintenance of ladies and girls toilets will be done before office hours only. Any theft or loss of sanitary fitting tapes light bulbs will be brought to the notice of the concerned officer.

Garbage disposal:-

The contractor shall collect garbage in specified colour coded bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area as directed by the office administration. The contractor's quoted rates should be inclusive of this item. No extra payment whatsoever will be made on this account.

Washing flashing:-

Washing of all flooring will be carried out at least once a month to remove accumulated dust or mud in deep corners and tiles joints. During monsoon corridors and floors get soiled with mud etc. washing will be carried out with water pipe and rubber broom/ mop cloth.

Overhead water tank cleaning

The contractor shall clean and disinfect the overhead tank periodically after emptying the water from the tanks as per instruction of ESIC engineer in-charge. The contractor's quoted rates should be inclusive of the items. No extra payment whatsoever will be made on this account.

Terrace cleaning:-

The contractor shall clean the terrace periodically as per instruction of the Principal Government College, Baund Kalan. The contractor's quoted rates should be inclusive no extra payment whatsoever will be made on the account.

Note:-

1. The tenderer/service agency will be liable to comply with any instructions orders given in written or verbal, time to time for better and effective services.
2. Every care has been taken to cover all important scopes, aspects areas requiring cleaning operations and housekeeping etc. services. These are how are not exhaustive and if deemed fit Principal Government College, Baund Kalan may add additional scope of work.

Cleaning of premises and housekeeping schedule

Sr. no.	Activity	Frequency
1	Garbage removal	Twice a day/ when garbage bags are 3/4 full.
2	Moping	Every 2 hours
3	Sweeping of path ground	Once in a day
4	Washroom cleaning	Every hour
5	Dusting	Every morning

Resources requirement

A. To be provided by office

All dustbins will be provided by the college.

B. The contractor has to provide the following

1. All the cleaning material, soap, solutions, room fresheners, naphthalene balls, disinfectants, deodorants, at Star will be provided by the tenderer.
2. All the manpower equipments, tools and tackles their accessories refills pertaining to housekeeping services will have to be provided by the contractor.
3. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the housekeeping force deployed at the offices. Directions and training to the cleaning and housekeeping staff has to be given by the contractor. The man and all materials needed for the cleaning of premises and housekeeping services will be responsibility of the contractor. The offices will only pay the management fee or service charges.
4. Following equipments tools and tackles are minimum and mandatory to be provided by the housekeeping staff by the contractor. This numbers however can be increased as per requirement but payment will only read and as per financial bid. Minimum number of equipments, tools, tackles etc. have to be maintained in the offices at all times. A record of all these items

should be kept by the contractor. All these equipments may be inspected by designated ESIC official engineer in-charge at any time.

List of equipments tools and tackles

Sr. no.	Description	Number required
1	Wet /dry vacuum cleaner	2
2	Glass cleaning kit	1
3	Wet mops	4 minimum
4	Sweeping brushes/ dry dust control mops	4 minimum
5	Heart blooms for ground sweeping	As per requirement
6	Nylon scrubbers dusters hard and socks brooms buckets squeezers	As per requirement

List of cleaning materials and AIDS required per month.

Sr. no.	Items	
1	Detergent game multi cleaner	As per requirement
2	Room spray odonil	As per requirement
3	Phenyl Colin	As per requirement
4	Toilet cleaner glass cleaner furniture cleaner	As per requirement
5	Naphthalene balls	As per requirement

Note:-

The above mentioned items quantities are not exhaustive and may vary depending on requirement. All the above mentioned items are to be supplied by contractor on monthly basis to ensure proper cleaning of premises and housekeeping services. If the above articles are not able to ensure and effective efficient and timely housekeeping service management in the offices. The tender service agency will have to provide

additional items as per requirement. No extra payment what so ever will be made for these additional items.

Terms and conditions:-

General instructions to tenderer

1. Sealed tenders are invited from eligible and reputed cleaning and housekeeping agencies only for a period of 1 year from the date of initiation of contract for providing cleaning of premises and housekeeping etc. services at Government College, Baund Kalan agencies shall have relevant 3 year experience of having provided similar services to any institutions and rupees 20 lakh only turnover annually.

2. Tender/service agency can collect tender from the college office on any working day from 9:00 a.m. to 4:00 p.m. by paying rupees 500 (Rupees five hundred) only.

3. A pre-bid meeting will be held at Government College, Baund Kalan to clarify any queries of the tender on dated 13 December 2024 at 4:00 p.m.

4. The bids are invited into two parts that is qualifying/ technical bid and financial Bid the qualifying/technical bid consist of all technical details along with commercial terms and conditions.

(A) The technical bid should contain the papers to fulfil all the eligibility criteria, certificate of experience, satisfactory performance certificate, undertaking as per instructions and list of the equipment, tools and tackles required for the job.

(B) Financial Bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

5. The qualifying technical bid should be submitted by the tenderer/service agency in sealed cover duly mentioned “tender for providing cleaning of premises and housekeeping extra services” at Government College, Baund Kalan

6. The financial bid duly mentioned financial bids should also be submitted in the shield cover separately. Both the shield technical and financial bid should be put in a bigger cover which should also be sealed and duly mentioned tender for providing “ **Housekeeping Services for Cleanliness Only**” at Government College, Baund Kalan.
7. The tender received without tender cost and EMD, incomplete tender or tenders without the supporting documents, not agree in to term and conditions, will be summarily rejected.
8. The tender must be opened in the presence of authorised representative of the tenderer who wish to be present the time of opening of bid on 13 December 2024 in the office of the Principal Government College, Baund Kalan.
9. If the tender service agency qualifies in the technical then only its financial bid will be opened. The financial bids shall be opened in presence of such tenderer/service agency who qualified the technical bid.
10. Principal of the concerned college reserve the right to accept to reject any and all tenders without assigning any reason thereof. No tenderer/ service agency will have any cause of action or claim against the college for rejection of his/her tender.
11. Successful tenderer/service agency has to submit performance security of 10% of the amount of tender at the time of signing of contract.
12. The performance security will be retained during the contact period and refunded only after 30 days from the date of successfully completion of the contract obligation.
13. If the successful tender/ service agency fails to furnish the performance guarantee on the terms and conditions laid down by the college the tender will be rejected and the EMD shall be forfeited by the college.
14. Technical bids will be scrutinized by an evaluation committee constituted by the Principal Government College, Baund Kalan to check all requisite and relevant documents and their authenticity. Financial bids of the tenderers whose technical bids are accepted will be opened on 13 December 2024 at 4:00 p.m. in Government College, Baund Kalan Haryana in the presence of the authorised representatives of the qualifying tenderers who wish to be present at the time.

General conditions of the contract:-

1. College will have no bearing liability what over concerning the person deployed by the tenderer/ service agency for any purpose. The successful tenderer/ service agency shell keep the college in a minified against all losses or damages or liability arising out of or caused imposed in the course of employment of person by him or for any violation of such rules and regulations etc. by him or her, his/her agent or his/her staff.

5. The successful tenderer/ service agency shell be solely responsible for setting resolving any dispute claim office her personal during the pendency of the contract. No liability shall at crew to college under any circumstances even after expiry of the contract no claim for continuity of service under contract or otherwise will be entertained by college.

6. The tenderer/service agency shall be responsible for payment of any compensation of any liability arising out of any death or injury caused to the person employed by him for rendering the jobs on contract under the agreement under the work man compensation act or any act in force at the time.

7. The tenderer shall comply with the provisions of all local laws Viz employee State insurance act,, workmen's compensation act, contract labour regulations and evolution act and the employees provident fund and miscellaneous provisions act and the rules made their under and as modified from time to time by the state or central government.

8. The tenderer/service agency should deploy his authorised representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.

9. Tenderer/ service agency shall not be allowed to sublet or sub contract any part of this contact job in any circumstances the tenderer/ service agencies shall also be responsible for any act of omission or commission on the part of his supervisor workers any damage done caused to the existing structure, furniture, fitting, equipment by the worker of the tenderer/ service agency will have to be rectified by the tenderer/ service agency fails to rectify the damage the college reserve the right to deduct it from the performance security.

10. The decision of the authorised officials of college regarding the satisfactory standard of cleaning services shall be final and binding on the tender service agency.

11. The contractor will be responsible for supply installation refilling maintenance of all consumables items and equipments used in all areas for cleaning of premises and housekeeping purpose.

12. The tender service agency will be full responsible for coordinating with the all concern authorities and have to be present and to provide all necessary details required time to time by higher relevant authority.

13. All the statutory requirements to be complied as per government rules and regulations.

14. It will be the responsibility of the contracting agency to meet transportation food medical and any other requirements in respect of the persons deployed and College will have no liabilities in this regard.

15. Principal Government College, Baund Kalan shall not be responsible for providing residential accommodation to any of the employee of tenderer.

16. All entries in the tender form should be legible and field clearly. Any overwriting or correction which is unavoidable head to be signed by the authorised signatory.

17. In case the successful tender declined the offer of contract for whatsoever reasons his EMD will be forfeited.

18. For all intense and purposes the contractor/ service agency shall be the employer within the meaning of different labour legislations in respect of manpower so employed and deployed in Government College, Baund Kalan The persons declared by the agency in Government College, Baund Kalan

shall not have claims of any master and servant relationship against Government College Baund Kalan. The principal Government College, Baund Kalan shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Principal Government College, Baund Kalan does not recognise any employees employer relationship with any of the workers of the contractor.

19. The contract in agency cell also be liable for depositing all taxes, Levies, CESS etc phone account off service rendered by it to Government College, Baund Kalan to consent text collection authorities from time to time as per extent rules and regulations on the matter. In case the contractor fails to comply with any statutory taxation liability under appropriate law and as a result there of the Principal Government College, Baund Kalan is put to any loss obligation monetary or otherwise principle Government College, Baund Kalan will deduct the same from the monthly bills and or the security deposit of the agency to the extent of the laws for obligation in monetary terms.

20. The contracting agency shall be solely responsible for the red rational of grievances resolution of disputes relating to person deployed principle Government College, Baund Kalan shall in no way be responsible for settlement of such issues what so ever.

21. The Principal Government College, Baund Kalan shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions duties or for payment towards any compensation.

22. Any misconduct misbehaviour on the part of the manpower deployed by the contractor service agency will not be tolerated and such person have to be replaced by the service agency at his own cost immediately.

23. The principal Government College, Baund Kalan may order variations in the scope of work through a written variation order based on requirements. The payment of the variation shall we worked out on the basis of contract rate and Pro data variation for additional area for equipments toilet is extra.

24. The contractor shall be performing its part of this agreement ensure the safety of the building its equipments furniture fixture and the persons

working students or visiting in the Government College, Baund Kalan premises for any loss or damage caused by any act of the contractor or its employees or staff etc the recovery will be made through the contractor service agency only.

Termination of contract

In the event if service rendered being found unsatisfactory the contract is liable to be terminated by giving 30 days notice and performance security deposited will be forfeited. The decision of the Principal of the college in this regard will be final.

Evaluation and payment procedure

College cleaning committee will start its work success evaluation any type of sanctions/ orders and payment of the tender after getting the finance and administrative sanction from the department of higher education, Haryana. The payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on daily verified attendance sheet by officer in-charge in respect of the persons deployed. The payment to the persons deployed in Government College, Baund Kalan will be made by ECS only by the contractor/ agency and proof of payment of each month may be submitted with the bill for next month. In case it is found that there is under payment the action including forfeiture of security deposit black listing of the contractor and cancellation of contract may be taken.

While submitting the bill for the next month the services provider must file a certificate certifying the following along with ESI contribution sheet downloaded from ESIC insurance portal.

- a). Wages of workers were credited to their bank account on..... acknowledgement by bank and closed.
- b). ESIC contribution relating to workers amounting to rupees..... was deposited on..... (copy of challan enclosed with contribution sheet)
- c). EPF contribution relating to workers amounting to rupees,..... Was deposited on.....(Copy of challan enclosed with contribution sheet)
- d). we are complying with all statutory /labour laws including minimum wages act.

The payment would be made on monthly basis on verification of attendance sheets, wage register, monthly ESIC, EPF, service tax, challan deployment seat, duty roster, attendance sheet, delivery by the designated official of the concern site office documents in support of salary disbursement through ECS. Workers of contractors should get the wages on the 7th day of each month and the contractor must maintain adequate working capital to meet the requirements of the wage payments the payment of wages to the staff deployed by the contractor shall not be linked to the payment of bill by Principal College, Baund Kalan. If the contractor fails to provide proof of payment of statutory dues the service agencies shall make payment of monthly wages to the deployed staff by ECS only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all if the agency does not make payment through ECS the contract will be liable to be terminated.

Dispute resolution

It is mutually agreed that all differences and dispute arising out of or in connection with this contract salary settled by mutual discussions and negotiations. In case such disputes and differences cannot be settled the same shall be referred to the soul arbitrator under the provisions of Indian arbitration and conciliation act 1996 by college (1st Party) at the cost of both the parties in equal measure whose decision will be final and binding on both parties. Any legal dispute will be subject to district Baund Kalan jurisdiction only.

Duration period of contract

The contact will be valid for a period of 1 year from the date of agreement duly approved by the director general higher education, Haryana, Panchkula.

Validity

The tender shall be valid for a period of at least three calendar months from the date of opening of tenders for the purpose of evaluation of tender.

Payment schedule

The payment will be made only when the permission grant is obtained from office of director general higher education department Haryana quarterly basis. No interest penalty will be paid on the delayed payment.

Permission to start work

Permission will be given to tenderer for starting work only when the college get sanction of grand from director general higher education, Haryana office.

Agreement

An agreement will be signed between successfully tenderer and Principal on rupees 100/- non judicial stamp paper between the containing all the terms, conditions and obligations.

Office of the Principal Government College, Baund Kalan

Qualifying technical Bid

(Technical bid to be kept Duly signed in envelope-1)

Sr. no.	Particulars	
1	Name of the registered tender / services agency	
2	Name and address of the proprietor/ partner/ directors with mobile number	
3	Contact number	
4	Licence registration number of valid labour contact licence with number for providing manpower and approved by Government of Haryana. (Proof attached)	
5	Good and service tax GST registration number(Proof attached)	
6	PAN number	

7	EPF registration number	
8	ESIC registration number	
9	Ernest money deposit full details with(Proof attached)	
10	Bank account details(Proof attached)	
11	Total turnover of 3 proceeding years(Proof attached)	
12	3 years experience in similar service(Proof attached)	

Date..... signature of authorised signatory with date

Name of the tender and stamps

Office of the principal Government College, Baund Kalan

Financial Bid

(To be kept duly signed in envelope-2 financial bid)

Name and address with telephone number of the registered tenderer.....

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Particulars	Total service charges in rupees per month should be quoted in both words and figure to be quoted only in amount not in percentage
Service charges should be lump sum for providing cleaning of premised and housekeeping etc services as mentioned in terms and conditions with material per month	

Grand total per year.....

1. The tender has to pay to workers at least minimum wages fixed by the labour department, government of Haryana from time to time and will be paid accordingly.
2. GST tax deposited and PF and ESI paid accordingly.

3. Latest norms applicable regarding TDS
4. The performance of tender can be checked by the cleanliness committee of the college after visiting/enquiry at current working site as per the details provided by the tenderer. The college reserve the right to select the tender on the basis of rates quoted, past experience and responsibility of service charges for execution of this work and decision of the college will be final and binding on the parties qualified in the technical bid.
5. Both the technical and financial bid should be put in bigger sealed envelope.
6. I agree and accept all the terms and conditions of the tender

Signature of the tender with date
Name of the tenderer and stamp

Declaration from Bidder/ tenderer

1. Ison/daughter of Shri..... proprietor /partner/ director/ authorised signatory of..... is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. I/we am/are hereby declare that the agency has not declared as blacklisted in any government department.
4. Compliance under statutory provisions are in order and not being violated.
5. The information documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any falls information, fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorised person
full name company seal

Note:- the above declaration you will be signed and shield by the authorised signatory off d company should be enclosed with technical bid.