



Cost of the tender
Document:Rs. 500/-
(Rupees Five Hundred only)

CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)
Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

Tender No.: CUKmr/Est/H-keeping/F.No.341/15
Dated: 24.07.2015

1. Name of the

Firm/Supplier/Vendor:.....
.....

2. Address with telephone No.

:.....
.....

3. Earnest Money Deposit (EMD)

(to be deposited along with the
tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

4. Cost of Tender Document:

(to be deposited in case of
downloaded tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

CENTRAL UNIVERSITY OF KASHMIR

TENDER FOR OUTSOURCING OF HOUSEKEEPING SERVICES

**LAST DATE & TIME FOR SUBMISSION
OF TENDER**

*3rd August, 2015
by 5 p.m.*

DATE, TIME & VENUE FOR OPENING OF BIDS:

4th August, 2015 at 2 p.m. CENTRAL UNIVERSITY OF KASHMIR,
SONWAR, SRINAGAR – 190 004 (J&K)

TERMS AND CONDITIONS

In view of the in-sufficient number of eligible bidders, the tender notice for providing of outsourcing of Housekeeping Services is hereby re-advertised. Sealed tenders under two bid system are invited from registered companies for providing Housekeeping services at various campuses of the University. Tender Document can be had from the Transit Campus of the University on payment of Rs 500/ or can be downloaded from the University website: www.cukashmir.ac.in. The downloaded form should be accompanied by a DD of Rs 500/ as cost of Tender Document. The last date for submission of bid is 03.08.2015 (05:00 pm). The bids will be opened on 04.08.2015 at 02:00 pm at the Transit Campus Sonwar. Bidders or their authorized representatives who wish to attend tender opening, may do so.

Bidders who have already applied against the earlier issued Tender Notification No. CUKmr/Est/H-Keeping/F.No.341/15 dated 29.06.2015 have been informed about the status of their bid and the follow up action. Such details are also available on the University website.

SALE OF TENDER FORM

1. The interested bidders may obtain the tender form from the University office at Transit Campus, Sonwar, Near GB Pant Hospital, Srinagar, J&K on all working days against the payment of non-refundable amount of Rs. 500/- through DD of any nationalized bank drawn in favour of Central University of Kashmir payable at Srinagar (J&K). The tender document can also be downloaded from the University Website.: www.cukashmir.ac.in. The cost of tender form (Rs. 500) is to be attached with the Technical Bid in the form of a DD along with the downloaded form. This DD should be submitted separately and not merged with the EMD.

EMD

2. The Technical Bid should be accompanied with EMD of Rs. 5000 in shape of Demand Draft drawn on any nationalized bank favoring Central University of Kashmir payable at Srinagar (CDRs will not be accepted). The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and that of the successful bidder after the submission of Performance Security. The offers without EMD shall be summarily rejected.
3. All the DD's of the nationalized banks are to be drawn in favour of Central University of Kashmir payable at Srinagar (J&K) issued after the date of tender notification.

ELIGIBLE BIDDERS

- a) License under Contract Labour Act
- b) Permanent Account Number issued by the Income Tax Department
- c) Service Tax Registration Number issued by concerned tax circle
- d) Registration under ESI Act
- e) Registration under EPF Act
- f) Continuous 3 years of experience in providing Housekeeping services for the Years 2012-13, 2013-14 & 2014-15. The bidder must enclose the experience certificates

issued by the client/s with clear-cut dates of contract and that the service provided has been satisfactory.

- g) Minimum turn-over of Rs 50 lacs per annum for the two financial years of FY 2012-13 & 2013-14. The bidder must attach copies of the audited income-expenditure statement and Income Tax Returns of above financial years as the documentary evidence.

Note – 1: In case the selected agency is having Service Tax & EPF Registration from out-sidestate, it has to obtain the fresh registration from the relevant authorities of J&K State within 30 days of issuance of Letter of Award (LoA).

Note – 2: Documentary proof of above must be furnished with the technical bid. Absence of any of the above will render the agency in-eligible for the opening of financial bid.

Note – 3 : The selected bidder shall be required to submit the service tax clearance certificate before release of the first bill.

Two Bid System Tender

The prescribed tender documents should be submitted in one sealed envelope duly superscripted with, “Tender for Outsourcing of Housekeeping Services”. This sealed envelope should contain 2 sealed envelopes marked A & B as under:

A. ENVELOPE I:

The Technical Offer should be complete in all respects and contain all information asked for, except prices.

B. ENVELOPE II

The Commercial Offer (C.O.) should give all relevant price information related to items mentioned in Financial Bid complete with all the details - The Bid Form must be filled in completely, without any errors, erasures or alterations.

The tender not submitted in the prescribed formats or with incomplete details is liable for rejection. The Central University of Kashmir is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delayed receipt.

SUBMISSION OF BIDS

4. The bids should be addressed to the REGISTRAR, Central University of Kashmir, Sonwar, Srinagar – 190 004 (J&K) within the dates and time as specified above by hand or by post. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING RECEIVED AFTER 5.00 p.m. ON 3rd August, 2015, THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL
5. Technical and Financial bids should be submitted in two Separate envelopes.
6. The Bidder is expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
7. At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
8. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
9. The bid will be opened on 4th August, 2015 at 02:00 pm in presence of bidders or their authorized representatives. The representative should bring the authorization letter from their vendor for attending the tender opening. However, the presence of the bidders or their representatives is not mandatory.

10. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University's office, the due date for submission of bids and opening of bids will be the following working day at the time fixed above.
11. The bidder should confirm that there are no hidden costs. Any items found necessary to make facility functional will be provided by the bidder without extra cost.
12. The successful bidder shall have to deposit Security Deposit as per provisions of GFR-2005, in the form of DD in favour of Central University of Kashmir. The performance security shall be returned to the service provider after 60 days beyond the date of completion of all contractual obligations. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited. For determining the performance of the Service Provider/Agency as unsatisfactory, the decision of the University shall be final.
13. The bid security (EMD) may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity;
 - (b) If at any stage it is proved that the information given by the bidder is incorrect;
 - (c) In case of a successful Bidder, if the Bidder fails:
 - (i) to sign the Contract
 - (ii) to furnish Performance Security
14. **Late Bids:** Any bid received by the University after the deadline for submission of bids prescribed by the University will be rejected/returned unopened to the Bidder.
15. No bid will be allowed to be modified subsequent to the deadline for submission of bids.
16. No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of his bid security.
17. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
18. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
19. **Period of Validity of Bids:** Bids shall remain valid for a minimum 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
20. In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to, shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder agreeing the request will not be required nor permitted to modify its bid.

EVALUATION OF BIDS (Two Bid System)

20. The evaluation of bids shall be a two stage process. In Stage-1, qualification of bidder shall be ascertained. Only those bidders shall qualify for stage-2 of bidding, whose qualification meets the requirements set by the University as eligibility mentioned in the foregoing clauses. Financial Bid of only those bidders shall be opened who are declared qualified in stage-1.
21. In stage-2, Financial Bids of the qualified bidders shall be opened and on the basis of the comparative statement of the quoted rates, the contract shall be awarded to the L1.
22. The University's evaluation of a financial bid will be based on the final cost chargeable to the University taking into account all the taxes, duties etc.
23. No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the University, it should do so in writing.
24. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.

25. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder or call for new bids.

General Terms & Conditions

26. Prices shall be quoted in Indian Rupees only.
27. The amount to be quoted both in figures and in words, in case of a discrepancy the amount quoted in words will be taken as final.
28. The quoted rates should be final and should include all taxes etc. Any extra amount over and above the quoted rates will not be entertained.
29. The successful bidder will have to enter into an agreement with the University on non-judicial stamp paper of Rs. 100/-. The stamp paper will be arranged by the bidder for execution of agreement. Relevant clauses of this tender document and such other terms and conditions as decided by the University shall form part of this agreement.
30. The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
31. Once the bidder submits the tender, it would be presumed that the bidder has understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
32. For further updates/amendments, the bidders are advised to visit the University website. The University is not bound to issue the notifications in the newspapers or enter into personal correspondence.

Payment Terms

33. The payment in respect of housekeeping services provided to the University, against the bills submitted in duplicate by the Service provider shall be released subject to fulfillment of obligations by the Service provider imposed under various laws, Rules & Regulations, etc. applicable from time to time and after scrutiny of authorization for providing such services at the prices offered by the service provider. Any service/s provided without proper authorization by the designated authority of the University will not be paid for.
34. The service provider will submit the bill in duplicate to the University along with documentary evidence/s towards submission of EPF/ESI of the personals engaged by it for providing housekeeping services, in respect of a particular month in the first week of the next month. The Service tax, Income Tax and other Tax/s if any shall be deducted at source as per the relevant norms.
35. Payments to the service provider would be made, strictly on certification by the officer in-charge that its services were satisfactory.
36. The payments claimed to the University by the service provider/agency are not to be linked to the salaries of its employees.
37. The Service providers shall **not** be entitled to any interest from the University on late payment/s, because of any query, objection, delay or dispute with regard to any bill or a part thereof.

Special Terms and Conditions

38. The rates for different category of manpower that may be required for the proposed services shall not be less than the rates of minimum wages prescribed by the Government from time to time.

Scope of Work

39. To provide Cleaning services at all the campuses and hostels of Central University of Kashmir, Srinagar during the period of contract. Details of the job work are as under:

Job Description

Daily Services

40. Daily cleaning and dusting of books and book racks present in the Library.
41. Proper and effective cleaning , brooming and mopping of flooring ,corridors , staircase , pantries including sweeping and swabbing of the premises with water and approved detergent on all the floors , toilets ,office chambers , and approaches before the opening of office.
42. Proper and effective cleaning, disinfecting, deodorizing of toilets including removal of chokages at regular intervals throughout the day.
43. Daily upkeep and cleaning of floor areas , including rooms , corridors , grills , doors , window fixtures and fittings including lights , fans etc. on daily and need basis , by providing all required items including proper tools , cleaning equipment's , detergents/Cleaning agents , disinfectants , scrubbers , naphthalene balls , repellents , sprayers , liquid soap buckets , baskets , brooms , etc. of reputed brands.
44. Dusting of all items of furniture, windows and glasses pans from inside and outside, doors , computers equipment's, telephone instruments , notice boards , flower vases , art objects , pictures , paintings , all equipments' and machines in the premises.
45. Vacuum cleaning of carpet floorings and mats.
46. Spraying of air fresheners at daily regular basis.
47. Providing of Liquid soap in toilets and placing of sufficient quantity of naphthalene balls/cakes in the urinals as per requirement. At no time the liquid soap dispenser shall be kept empty. All toilets should be washed twice a day using phenyl.
48. Scrubbing of WC's, wash basins, sanitary fittings and toilets floors should be done as per requirement.
49. Providing of clean towels in the toilets and changing towels once a day.
50. Removal of wastes from dustbins and disposing off.
51. Brooming of parking area daily in the morning.
52. Wet mopping the floors thrice a day and on need basis.
53. Vacuum Cleaning of areas wherever computers are located and installed.
54. Cleaning of Baskets, waste paper baskets, cob-webs and disposing off all the collected refuse/garbage/rubbish and other unserviceable materials to the notified dumping areas, on daily basis. Under No circumstances these shall be stacked /dumped even temporarily within the building or the surrounding premises.
55. Cleaning and dusting of Electrical Switchboards, Light fixtures, doormats, and nameplates.
56. Clearing of any choking's in the drainages, manholes etc.
57. Removal of beehives and cobwebs/honey webs from the office building and its premises.
58. Cleaning and sweeping of open area including balconies and roof tops with brooms.

Weekly Services

59. Proper and effective cleaning of glass doors, wooden doors, sign boards, name plates, fans, lamp shades, overhead light fixtures.
60. Washing and scrubbing of floor area with reputed detergents.
61. Vacuum cleaning of sofa's, Auditorium Chairs, Vertical Blinds.
62. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.

Monthly Services

63. Washing /cleaning of carpets wherever provided.

64. Washing /cleaning of curtains wherever provided.
65. Washing /cleaning of fabric chairs.
66. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.
67. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
68. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
69. Cleaning and maintenance staff should be present from 8 A.M. to 4 P.M.

Present Campus wise Area of the University

Area Details	Carpet Area in Square feet(Tentative)
Sonwar Campus	
<ol style="list-style-type: none"> 1. Five storey building having 36 small and big rooms, 02 Halls with 24 bathrooms, stairs and corridors included. 2. Three storey building having 24 small and big rooms with 10 bath rooms, stairs and corridors included. 3. Parking lots, lawn and peripheries. 	Approx. 23000 sft
MagarmalBagh Campus	
<ol style="list-style-type: none"> 1. Three storey building having 22 small and big rooms with 4 bathrooms, stairs and corridors included. 2. One storey having 02 rooms. 3. Parking lot and peripheries. 	Approx. 5500 sft
Nowgam Campus	
<ol style="list-style-type: none"> 1. Five storey building having 80 small and big rooms with 30 bathrooms, stairs and corridors included. 2. Four storey building having 04 big halls 01 small room with attach bathroom. stairs and corridors included. 3. One storey building having 03 halls 01 kitchen block with 02 lavatory blocks. 4. One storey building having 05 small rooms with one bathroom. 5. Parking lots, Lawn and peripheries. 	Approx. 63000 sft
Boys Hostel (Padshaibagh)	
<ol style="list-style-type: none"> 1. Five storey building having 60 small rooms, 06 halls with 60 bathrooms. stairs and corridors included. 2. Parking lot and peripheries. 	Approx. 23600 sft
Girls Hostel (Rajbagh)	
<ol style="list-style-type: none"> 1. Three storey building having 15 rooms, 01 kitchen 	

and 01 dining hall, with 15 bathrooms. stairs and corridors included. 2. Parking lot, Lawn and peripheries.	Approx. 5000 sft
Girls Hostel (Sanat-Nagar)	
1. Three storey building having 13 rooms, 02 hall with 8 bathrooms. stairs and corridors included. 2. Parking lot, Lawn and peripheries.	Approx. 4000 sft

70. The area given above is tentative which can increase or decrease. The exact area shall be communicated at the time of award of contract to the successful bidder.
71. The rate is to be quoted **per square feet of carpet area**. The carpet area for this purpose shall be limited to the internal covered spaces like rooms, washrooms, corridors, stairs etc. The open areas like Parking lots, Lawns and peripheries etc. of the University campuses shall not be included for calculation of carpet area. However, the selected agency has to clean/sweep and maintain these open areas also without any additional charges. Bidders may keep the provision for same while quoting the bid.
72. The service provider shall have to deploy at least one sweeper for **7000 sft** carpet area. However, the University reserve the right to change the deployment of person/s for area at its discretion.
73. Appropriate quantities of all material and machinery for cleaning/sweeping purpose shall have to be provided by the service provider. The list of material and machinery is at **Appendix-I**. However, in case of dispute in arriving at appropriateness of material, the decision of the University shall be final.
74. In their own interest the bidders are advised to visit University campuses/hostels for getting firsthand information regarding area, before participating in the tendering process.
75. **PERIOD OF CONTRACT:** The initial period of contract would be one year. Service charges/rates quoted by the agency would be fixed for this period and any statutory increase in wages/DA etc. is to be absorbed by the agency. After satisfactory completion of a year of service, the contract can be extended for another year on the same terms and conditions with mutual agreement.
76. The manpower will have to be supplied by the agency within 15 days of award of contract.
77. All services shall be performed by persons qualified and skilled in performing such services. All consumable, detergents, chemicals, like (Naphthalene ball, Room freshener, mosquito/insect repellent, liquid soap, Colin, phenyl) equipments, machineries etc. shall be arranged by the bidder.
78. Cleaning should be completed in office cited premises (except common places) prior to opening of office hours i.e. 10.00 AM so that work in office does not get interrupted in the middle for cleaning purpose.
79. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to the University. The service provider will also ensure that the personnel deployed are medically fit. The Service Provider shall withdraw such employees who are not found suitable by the University for any reasons immediately on receipt of such a request.

80. The service provider shall engage necessary persons as required by the University from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The contractor/service provider will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.
81. The service provider shall provide uniform to the manpower deployed to the University.
82. There is no Master and Servant relationship between the employees of the service provider and the University and further that the said person of the service provider shall not claim any absorption in the University or the Government of India.
83. The service provider's person shall not claim any benefit/compensation/absorption/regularization of services from/in the University.
84. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature.
85. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of the University. The decision of the officer In charge upon any matter arising under the clause shall be final and binding on the agency.
86. That the persons engaged shall not be below the age of 18 years or above the age of 60 years and they shall not interfere with the duties of the employees of the University.
87. The functional control over the personnel deployed by the Agency will rest with the University and the disciplinary administrative/Technical control will be with the Agency.
88. The University may request the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
89. The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
90. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and the University shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require providing particulars of EPF, ESI of its employees engaged in the University. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep the University informed about any amendment in the law from time to time.
91. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from the University shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the University in fulfillment of the contract from time to time.
92. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

93. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the University suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to the University for the same. The agency shall keep the University fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and the University will no way be responsible for it or any other clause mentioned above.
94. The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of the University.
95. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in the University.
96. That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to the University property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
97. The University reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the University shall be final and binding on all the bidders.

Termination of the Contract

98. The Contract can be terminated by either party, i.e.the Central University of Kashmir or the Agency, after giving one-month notice in advance to the other party extendable by mutual agreement till alternate arrangements are made.
99. If the agency fails to give one month's notice in writing for termination of the Agreement then any amount due to the Service Provider from the University shall be forfeited in addition to forfeiture of performance security.
100. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

Jurisdiction

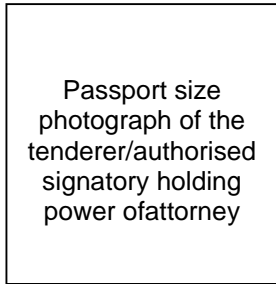
101. In case of any dispute, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Srinagar (J&K) will have the jurisdiction to adjudicate upon the matter.
102. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.

Sd/-
REGISTRAR
Central University of Kashmir

No.: CUKmr/Est/H-Keeping/F.No.341/15
Date: 24.07.2015

BIDDER'S PROFILE
(PART -I)

1. Name of the bidder
2. Name of the Firm /Concern.....
3. Year of establishment of the existing Restaurant /Cafeteria/Concern along with the reference to the certificates / licenses from the concerned authorities.....
4. Name of the authorized signatory (whose photograph is affixed) Mr/Ms/Mrs.....
5. Permanent address of the firm/Supplier.....
.....
Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
6. Registration & incorporation particulars of the firm.
4.1 Proprietorship
4.2 Partnership
4.3 Private Limited
4.4 Public Limited
(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
7. Name proprietor/partners/directors
8. Bidders bank, its address and his current account number.....
9. Permanent Account Number, Income Tax Circle.....
10. Service Tax Registration No
11. License No. under Contract Labour Act.....
12. ESI No..... 13. EPF No.....



Note: Documentary proof to be attached for the entries at Serial No. 6,7,8, 9, 10,11 & 12

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Place:
Date:

Signature
Name of the authorized person
of the firm along with seal

Appendix-I

**PROFORMA FOR FINANCIAL BID
(PART –II)**

Name of the bidder:.....

Tel No./s.....

Manpower	Material (appropriate quantities)	Machine (appropriate number)	Tentative Carpet Area (in square feet)	Rate per Square feet of Capet Area
Appropriate manpower to be worked out as per the carpet area of the University campuses.	1. Liquid Hand wash– Dettol 2. Odonil Cubes – Sandal Wood 3. Toilet Cleaner – Harpic /Lizol/Cleanzo 4. Phenyl for Toilets wet Mopping 5. Acid for acid cleaning 6. Colin for Dry Mopping 7. Powder for washbasins/sinks 8. Naphthalene Balls 9. Room Freshener–Rose 10.Tide Powder for washing curtains 11.Cotton Dusters 12.Toilet Brush 13.Glass Dusters 14.Cobweb Brush Rod 15.Scrubbers 16.Glass Cleaning Set 17.Ladders 18.Wipers Larger 19.Floor Mops 20.Tissue Paper boxes 21.Housekeeping Caddy/Container for each personnel 22.Flat Wet Mop with cotton mop head and handle 23.Rough Brooms with handle for road cleaning 24.Other items as may be required for	1. Vacuum Cleaner 2. Vacuum Sweepers 3. High Pressure Vacuum 4. Wet Vacuum 5. Ringer Trolley 6. Dust Blowers 7. Any other machine/equipment as may be required for completion of assigned task.	1,24,100 sft	

	completion of assigned task			
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Notes:

1. *The rate quoted above is inclusive of the amount on account of following:*
 - a. *Service Tax*
 - b. *Income Tax*
 - c. *EPF & ESIC contribution of the agency*
 - d. *Bonus/Replacement charges for off-days/Leaves etc.*
 - e. *Salary of the Agency Supervisor*
 - f. *Cost of items/equipment/uniform etc. provided to the staff.*
 - g. *The wage for the sweeper engaged shall be minimum Rs. 8,500/- per month.*
 - h. *All other taxes/charges*

2. *Service Charges of the agency/bidder shall be determined from the total amount of the monthly bill.*

3. *The agency shall deduct the employee's contribution for EPF & ESI from the wages of the staff and deposit the same with the concerned quarters.*

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

XXXXXXXX.....XXXXX.....XXXXXXXXXX