

<p><b>Cost of the tender Document: Rs. 500/- (Rupees Five Hundred only)</b></p>
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## 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](http://www.cukashmir.ac.in)

Tender No.: CUKmr/Admin/F.No.144/11

Dated: 29.06.2011

**1. Name of the Agency:**.....

**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 paper:**

(to be deposited in case of downloaded tender document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on .....

**Tender Notice for Housekeeping & General Services**

Sealed tenders under two bid system are invited from reputed and Govt registered agencies for providing Housekeeping & General services to the University. Application form and the detailed notification can be had from the Transit Campus of the University – Sonwar, Near GP Pant Hospital, Srinagar – 190 004 (J&K) on payment of Rs 500/ or can be downloaded from the University website: [www.cukashmir.ac.in](http://www.cukashmir.ac.in). The downloaded applications should be accompanied by a DD of Rs 500/. Interested parties may submit their applications along with a D.D of Rs.5000/ (EMD) drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) in sealed envelopes on or before 30.07.2011. The technical bids will be opened on 01.08.2011 at 02:00 pm at the Transit Campus.

**ELIGIBLE BIDDER**

The applying agency shall possess the following for consideration of their offer:

1. License under Contract Labour Act.
2. Permanent Account Number issued by the Income Tax Department.
3. Service Tax Registration Number, if applicable
4. Registration under ESI Act & EPF Act

Documentary proof of above must be furnished with the tender document. Absence of any of the above will render the agency in-eligible for the bidding.

**NATURE OF SERVICES & NUMBER OF PERSONS REQUIRED**

- |                            |                              |
|----------------------------|------------------------------|
| 1. Sweeper                 | 6. Cook                      |
| 2. Gardener                | 7. Plumber                   |
| 3. Office/Hostel Attendant | 8. Electrician               |
| 4. Receptionist            | 9. Supervisor, if applicable |
| 5. Technical Assistant     |                              |

The number of persons to be deployed from above mentioned categories shall be decided after completion of tendering process. The University reserves the right to fix the number on the basis of actual workload which will be calculated on the basis of 8 hours work-period per day. However, while deciding such number, the selected agency will be given a proper hearing.

Except for the sweeping & cleaning, all machinery / equipment / material etc. required for Housekeeping and General Services of the University Campuses will be provided by Central University of Kashmir.

The details of the material to be utilised in adequate quantity for cleaning & sweeping are given below; the agency selected is expected to bear the expenditure on account of same.

- |                                 |  |
|---------------------------------|--|
| 1. Phenyl                       | 10. Mopping Clothes                          |
| 2. Cleaning Acid                | 11. Floor Mops                               |
| 3. Toilet Brushes               | 12. Brooms                                   |
| 4. Sponges                      | 13. Bleaching Powder                         |
| 5. Naphthalene Balls            | 14. Steel wools                              |
| 6. Detergent Powder             | 15. Floor Cleaning Liquid                    |
| 7. Toilet Cleaner (Harpic)      | 16. Any other material required for the job. |
| 8. Glass Cleaning Agent (Colin) |  |
| 9. Polish Cloth                 |  |

Before submitting the tender document, the applying agency may visit the Transit Campus for assessing the floor area and other physical infrastructure of the University.

**TERMS & CONDITIONS**

1. As per two bid system, the applying agency is required to submit their bids separately in two parts (Part A & Part B), clearly indicating the Tender No. & type of quotation. Firms not adhering to this will not be considered for further processing of their proposals.
2. Part A should contain covering letter, agency profile on the prescribed format (Technical Bid) and the requisite fee.
3. The consolidated rate of wages for various services per person per month shall be entered in the prescribed format given in the Part B (Financial Bid) of the tender document. The description & scale of manpower required along with minimum educational qualifications, are mentioned in the NIT.
4. The Technical Bid (Part A) will be opened at 02:00 pm on 01.08.2011 at the office of the University by a **Tender Opening and Evaluation Committee** constituted for this purpose in the presence of tenderers and/or their authorized representative who may like to be present on specified date and time.
5. The University will hire the services of a duly licensed agency to provide Housekeeping & General Services on payment of a consolidated amount on monthly basis which should not be less than the prevalent rates of minimum wages as notified by the Ministry of Labour & Employment, Govt of India. All other liabilities as per the existing laws will be borne by the concerned agency without any liabilities on the University.
6. The tenderer/contractor shall make the payment to its employees not less than the prevalent rates of minimum wages as notified by Ministry of Labour & Employment, Govt of India from time to time.
7. Quotations received late, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
8. Downloaded forms should be accompanied with a DD of Rs 500/ drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) as cost of tender document. This DD should not be merged with the EMD.
9. The firm should provide an EMD of Rs. 5000 (Rupees five thousand) with their quotation by way of Demand Draft drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K). The offers without EMD shall be rejected. EMD will be returned without any interest, to all the participating firms after finalization of the tender process. EMD instrument is to be enclosed with Technical bid (Part A) only.
10. The selected agency will be required to enter into an Agreement with University by submitting an Instrument of Agreement on a non-judicial stamp paper of Rs. 100/. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
11. As per GFR 2005, the successful tenderer shall have to deposit (5% to 10%) of specific annual amount as Security Deposit in the form of Bank Draft of a Nationalized Bank in favour of Central University of Kashmir payable at Srinagar (J&K) within 15 days after the acceptance letter is received by the successful bidder/Agency otherwise the award/acceptance letter will be treated as cancelled. The said amount will be refunded without any interest after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the agency, the Performance Security will be forfeited.
12. Initially the agency selected, will be hired for a period of one year. Thereafter, the same shall be renewable on year to year basis depending on the mutual agreement of the University and the agency with such modifications as may be felt necessary. During the period of agreement, the terms and conditions of the contract will not be subjected to any change except for the revision of minimum wages consequent to the revision of same by the Govt of India.
13. The contract can be terminated by the University or the agency by giving three month's advance notice to the other party.

14. A list of the employees, engaged by the Agency/Contractor, shall be provided to the University at the time of taking over the duties. Any future change in the list shall be communicated immediately to the University.
15. The University reserves the right not to hire the services of particular group of staff or may increase or decrease the staff deployed by the agency as per the need, without assigning any reason.
16. The engaged staff shall be issued the nameplates which they shall wear while on duty.
17. The tenderer shall be responsible for the conduct and behavior of its employees.
18. In the event of any loss being occurred to the University on account of negligence of agency/contractor's employees, the agency/contractor shall make good the loss sustained by the University either by the replacement, or on payment of adequate compensation as decided by the University.
19. The agency/contractor shall provide sufficient sets of neat & clean uniforms to its employees who shall wear the same during duty/working hours.
20. The University shall have the right to replace any person without assigning any reason whatsoever and the substitute shall have to be provided by the contractor immediately.
21. The contractor will issue identity cards to their staff clearly indicating the place of deployment, failing which no entry will be allowed inside the office. This will be provided by the tenderer/contractor at their own cost.
22. The employees employed by the agency/contractor shall be of good character, sound health and shall not be below 18 years or above 55 years of age.
23. The agency/contractor shall be responsible to the Registrar and/or to an Officer authorized by the University for the execution of day-to-day work.
24. The instructions/orders issued by the University from time to time shall also be followed by the tenderer/contractor and his employees.
25. The University shall not be responsible for the payment of the wages or any other allowances to the staff/employees engaged by the tenderer. The agency shall follow all rules, regulations and directions as regards welfare of Labour issued by the appropriate Government Agency from time to time.
26. The University shall not be responsible for any compensation which may be required to be paid to the worker(s) of the agency consequent upon any injury/mishap.
27. The payment of the contract shall be made on monthly basis. The payment will be released every successive months for which tenderer will have to forward the bill in duplicate duly pre-receipted to the University by 25<sup>th</sup> of the month for arranging the payment.
28. The University shall deduct Income Tax, surcharges and Education cess if any at source under section 194-C of the Income Tax Act 1961 from the contractor at the prevalent rates of such sum as income tax.
29. The Service Tax as imposed by the Govt. or as levied from time to time will be reimbursed to the agency in the subsequent month on production of the receipt/challan in support or the deposit of the service tax to the concerned department. The company will have to produce copy of half yearly/annual service tax return to the University on its occurrence periodically.
30. The successful tenderer/contractor shall have to provide staff as per the agreement made with the University. The same shall be monitored by the University and if the strength is found less, the proportionate recovery will be made.
31. The University reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.
32. The whole tender document shall be submitted back by the agency with seal and signature on every page expressing their acceptance of terms and conditions. However, bidders may keep a photocopy of the same for their own records.

33. The Agency must attach a list of universities/institutions to which they have provided services in the last three years along with valid proof.
34. The selected agency has to provide the services at different locations in Kashmir valley as decided by the University from time to time.
35. The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason, the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the services, the EMD made by him shall be forfeited and may also be black listed.
36. The rates/charges for staff shall be revised suitably as and when there is an increase in the minimum wages by the Central Govt during the validity of contract effective from date so notified.
37. Once the bidder submits the tender, it would be presumed to have 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.
38. The Contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
39. The University will not provide any medical facility and residential accommodation to the staff of the Contractor.
40. On the basis of degree of response and/or in case of exceptional cases, the University at its discretion may relax any of the eligibility condition on the recommendation of the Tender Opening and Evaluation Committee.
41. Those rendering services as part of the Tender shall have no claim whatsoever to any employment or preference in employment, regularization, absorption, selection to appointment, continuity in services etc. with the University.
42. In case of any dispute arising out of to this agreement, 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 will have the jurisdiction to adjudicate upon the matter.

#### **DUTIES & RESPONSIBILITIES OF THE AGENCY**

1. The selected agency shall have to carry out:
  - a. Sweeping and moping of the entire office & other buildings on every day including dust proof brushing/cleaning of coir mats/sweeping the floor area, removal of cobwebs etc.
  - b. Sweeping and cleaning surface of toilets and toilet floor, urinal and wash basins with detergent, phenyl and acid twice a day.
  - c. Wiping of windows, window panes and glass partitions, vertical blinds and painted doors with suitable cleaning agents once in a week or as frequently as required.
  - d. Moping of floor with soap water daily wherever necessary.
  - e. Providing of Naphthalene balls in all toilets, urinal and washbasins as required.
  - f. Manual dusting and mechanized suction of dust in respect of units, walls, office furniture and curtains.
  - g. Daily collection of waste papers from waste paper basket and dumping at a centralized.
  - h. Daily cleaning of all roads and pavements inside the compound.
2. As and when required for any other works related to the University, the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the University shall reimburse separately on submission of the bills on successful completion of the jobs/ works by the contractor.

3. The selected agency shall have to provide sweeping & cleaning services in all parts of the Campus which includes various building blocks, their rooms, bathrooms, staircases, corridors and the surrounding areas like lawns, roads and gates.
4. The Agency shall, wherever applicable, comply with the provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Provident Fund and Miscellaneous Provisions Act 1952, ESI Act 1948, Employer's Liabukutt Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act, 1947, Maternity Benefit Act 1961, and Contractor's Labour (Regulations and Abolition Act) 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time.
5. The agency shall not deploy its staff more than the laid down duty hours.
6. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at the University shall be done by the agency through Account Payee Cheque only giving details of contribution/deduction regarding ESI, EPF, etc
7. The selected agency shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month along with the bill and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
8. The agency shall make its own arrangements for the stay of their staff deployed in the University. No residential accommodation will be provided by the University.
9. The agency shall provide the services of trained staff, who shall observe discipline, decency, decorum and the code of conduct and mannerism befitting of such personnel. No criminal case should be pending with respect to any of its staff member.
10. The agency shall be responsible to provide immediate replacement in place of any staff member who is not available for duty, for any reason whatsoever.
11. The agency shall make arrangements for any additional staff as may be required by the University for which prior information shall be provided.
12. The agency shall carry out such other duties as may be entrusted to them from time to time by the University.

No.: CUKmr/Admin/F.No.144/11

**REGISTRAR**

Date: 29.06.2011

**BIDDER'S PROFILE**

**(PART –A)**

- 1. Name of the bidder/firm/agency .....
- 2. Name of the authorized signatory (whose photograph is affixed)  
Mr/Ms/Mrs.....
- 3. Permanent address of the agency.....  
.....
- Tel. No. (with STD Code) (O) ..... (Fax) .....  
(R) ..... (Mobile) .....
- 4. Registration & incorporation particulars of the firm.
  - 6.1 Proprietorship
  - 6.2 Partnership
  - 6.3 Private Limited
  - 6.4 Public Limited(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
- 5. Name proprietor/partners/directors .....
- 6. Bidders bank, its address and his current account number.....
- 7. Permanent Account Number, Income Tax Circle (Please enclose details if IT Returns of last three years separately with documentary proof)
- 8. Service Tax Registration No, if any .....
- 9. License No. under Contract Labour Act.....
- 10. ESI No..... 11. EPF No.....

Passport size photograph of the tenderer/authorised signatory holding power of attorney

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

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

Name and sign of the authorized person  
of the firm along with seal

Place:

Date:

**CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID**

- |    |  |          |
|----|--|----------|
| 1. | PAN Number   | Yes / No |
| 2. | Provident Fund Account Number issued by<br>The competent authority               | Yes / No |
| 3. | ESI Registration No. issued by the Competent<br>Authority                        | Yes / No |
| 4. | Contract license issued by the Labour Commissioner<br>Under Contract Labour Act. | Yes / No |
| 5. | Bank Draft (EMD)   | Yes / No |
| 6. | Service Tax No.  | Yes / No |
| 7. | Signature of Tenderer  | _____    |



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

Name of the Agency:..... Tel No.....

**Consolidated Rate of wages for Housekeeping & General Services per person/per month with 8 hours duty per day**

S. No	Description	Sweeper**	Gardener	Supervisor, if applicable	Office/Hostel Attendant	Receptionist	Technical Assistant	Cook	Plumber	Electrician
1	Basic Minimum Wages*									
2	E.S.I									
3	E.P.F									
4	Bonus									
5	Service Tax, if appl.									
6	Weekly OFF									
7	Uniform & Washing allowance									
8	Other charges, if any									
9	Total (per person/month)									

\*Amount quoted should not be less than the minimum wages prescribed by the Ministry of Labour & Employment, Govt of India.

\*\*Amount quoted should include the cost of material required for the sweeping & cleaning.

**Note:** Minimum qualification for the staff to be deployed has been given in the Annexure I.

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:.....

Date:.....

Signature:.....

Name:.....

Designation:.....

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

**(Annexure I)**  
**Minimum Qualification for the Staff**

<b>S.No</b>	<b>Staff Category</b>	<b>Minimum Qualification</b>
1	Sweeper	Nil
2	Gardener	Five years experience of gardening
3	Office/Hostel Attendant	10 <sup>th</sup> Pass
4	Receptionist	Graduate with good communication skills
5	Technical Assistant (General)	Diploma/Degree in Computer Applications
	Technical Assistant (For Media Lab)	Diploma in Broadcast/Electronic/Telecommunication Engineering from a recognized institute/university.
6	Cook	8 <sup>th</sup> Pass with 5 years experience of cooking
7	Plumber	8 <sup>th</sup> Pass with 5 years experience as plumber
8	Electrician	8 <sup>th</sup> Pass with 5 years experience as electrician