



Central University of Punjab, Bathinda

Established by Act 25(2009) of Parliament

Advt No.

M-37(2014)

Notice Inviting Tender for providing Housekeeping & General Services

The University invites sealed tenders in the prescribed format under Two-Bid system-Technical Bid & Financial Bid from Housekeeping & General Services providers possessing valid registration and license from competent authorities. The schedule of tendering with tender fee and earnest money deposit details is specified below:

1	Last date, Time & Place for submission of Tender documents (Technical & Financial Bid)	Date 21st November 2014, Time 03:00 PM , City Campus: Near Delhi Railway Crossing, Mansa Road, Bathinda - 151001
2	Date, Time and Venue of opening of Technical Bids	Date 21st November 2014, Time 03:30 PM , City Campus: Near Delhi Railway Crossing, Mansa Road, Bathinda – 151001
3	Date, Time and Venue of opening Financial Bid	Will be intimated to the Eligible bidders later on.
4	Tender Fee (Non-refundable)	Rs1000/- (Rupees One Thousand only)in the shape of deposit at call or Fixed Deposit Receiptdrawn in favour of Central University of Punjab, Bathinda
5	Earnest Money Deposit in the shape of deposit at call or Fixed Deposit Receiptdrawn in favour of Central University of Punjab, Bathinda	Rs 50,000/- (Rupees Fifty Thousand only) in the shape of deposit at call or Fixed Deposit Receiptdrawn in favour of Central University of Punjab, Bathinda

For Details Visit: www.centralunipunjab.com; www.cup.ac.in

City Campus: Near Delhi Railway Crossing, Mansa Road, Bathinda-151001, E-mail-registrar@cup.ac.in Phone-0164-2430141

Central University of Punjab

Established vide Act 25 (2009) of the Parliament

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TENDER DOCUMENT FOR HOUSE KEEPING & GENERAL SERVICES

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1. NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies, having a minimum experience of 5 years in the field, to provide manpower for Housekeeping and General Services to Central University of Punjab, Bathinda on contract basis. The application form, terms and conditions and detailed information can be downloaded from the University website www.centralunipunjab.com; www.cup.ac.in . An amount of Rs.1,000/- as the cost of the Tender must be submitted with the complete Tender documents. The tenders along with earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in the shape of deposit at call or F.D.R. drawn in favour of Central University of Punjab payable at Bathinda and complete in all respect be submitted **before 3:00 P.M. on 21st November 2014** in a sealed envelope. The tenders received late, or without Earnest Money or Conditional Tenders would be rejected. The University reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the university before rendering its services to the University.

2. ELIGIBILITY CRITERIA

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for providing House Keeping and General Services.
2. The Bidder shall have experience of providing House Keeping and General Services for at least 5 years ending 31st March 2014.
3. Financial Turnover during the last 3 years ending 31st March 2014 should be at least Rs. 20 lakhs per year.
4. There should be no case pending with the police against the Proprietor/Firm/any Partner or the Company (Bidder).
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:

- (a) PF Registration
- (b) ESI Registration
- (c) Service Tax Registration
- (d) Valid License, issued by Regional Labour Commissioner, Govt. of India

3.PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to:-
The Registrar (Officiating)
Central University of Punjab,
City Campus, Mansa Road,
Bathinda-151001
Tender fee / Earnest Money / Technical Bid / Financial Bid should be put in separate sealed envelopes, with each envelope clearly indicating the type of enclosures. All these should be put in one envelope and must be superscripted "**Tender for Housekeeping and General Services**". The tender must reach the above address before **3:00P.M.** on the date mentioned in the tender notice. The tenders will be opened in the office, on the **same day** at **3:30.P.M.** in the presence of all the tenderers or their authorized representatives. The technical bid shall be opened first and only the eligible tenderers selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.
2. The Agency shall acquaint itself fully with the University site conditions and the working environment before quoting the rates. The Agency concerned is advised to do a complete survey of the scope of work before offering rates. No compensation on account of any difficulties will be entertained at a later date after the award of works.
3. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. The earnest money will be forfeited in case the agency withdraws its bid during the validity period.
4. In the event of the bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
5. All the pages of the Tender Document should be signed by the owner of the firm or his Authorized signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
6. The Bid security (EMD) shall be returned to the unsuccessful bidders after finalization of contract without any interest.
7. The successful bidder will be required to deposit the Bank Guarantee of the desired amount as security for the performance of the contract as laid down by the Central University of Punjab. This Bank Guarantee must be furnished within 15 days of the award of the contract.
8. All offers should be typewritten or written neatly in the legible ink and submitted in duplicate. All corrections must be signed by the bidders.
9. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. **The rates and units shall not be overwritten and shall depict figures and words.** Any omission to fill the rates and units shall altogether debar the quote from being considered.

10. In case two or more agencies are found to have quoted the same rates, the Competent Authority of the University shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final.
11. The tender document is not transferable under any circumstances.
12. Any changes w.r.t. this tender will be notified through website only.
13. All costs incurred in connection with submission of bids like preparation, submission, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc. shall be borne by the bidder. The University will not be responsible / liable for the same regardless of the outcome of the tendering process.
14. All machinery / equipment / material etc. required for Housekeeping and General Services at the University Campuses will be provided by Central University of Punjab.
15. **Central University of Punjab reserves the right to accept or reject any or all the tenders without assigning any reason.**

Read and accepted
(Signature and Stamp of the Bidder)

4. TERMS AND CONDITIONS

1. The Bidder must provide information about his Agency as per **Annexure-I**.

OPTION-I

2. (a) Central University of Punjab requires the following staff for housekeeping and for office and other services as under:

Work Supervisors (2), Safai Sewaks (8), Malis (8), Beldars (4), Office Attendants (2), Receptionist (1), Staff Nurse (1), Laboratory Technician (1), Driver (1), Library Attendant (1), Laboratory Attendants (2), Cook (1), Caretaker (1) Cook-cum-Attendant (1), Kitchen Attendant/ Cleaner (1), Carpenter (1), Electricians, (3 in shifts), Mason (1), Plumber (1), Pipe Fitter (1) and Sewer Man (1). This manpower is to be provided for eight (8) hours a day and Seven (7) days in week.

OPTION-II

(b) The University may give on contract the services which are to be done by staff under Option-I as under:

(i) **Package A- House Keeping and General Services:** Housekeeping, cleaning, electrical and civil etc. works for which **Work Supervisors (2), Safai Sewaks (8), Malis (8), Beldars (4), Cook (1), Caretaker (1) Cook-cum-Attendant (1), Kitchen Attendant / Cleaner (1), Carpenter (1), Electricians, (3, One in each shift), Mason (1), Plumber (1), Pipe Fitter (1) and Sewer Man (1)** have been deployed. This staff is presently attending to the Civil/ Elect complaints and are maintaining good level of cleanliness and housekeeping in 30 acres of open land and approx. 80,000sq.ft. covered area and connecting roads. This work may be given on lumpsum contract paid on monthly basis.

(ii) **Package B- Office and Other Services:** For running the guest house, offices, pantry, first aid, labs and bus (vehicles), **Receptionist (1), Staff Nurse (1), Laboratory Technician (1), Office Attendant (2), Library Attendant (1), Laboratory Attendant (2), Driver (1)** are required. This much staff will be sufficient to run the required services.

(c) Therefore, the bidders are requested to give separate rates for running the 'Package A' and 'Package B' separately in the given format as **Financial Bid Option-II**, so that if desired the work may be allocated on month wise lumpsum rates with bare minimum staff as mentioned above with same Terms and Conditions as applicable to Option - I. Other relevant clauses will hold good in each case. **(THE BIDDERS MAY PLEASE QUOTE FOR BOTH THE OPTIONS I AND II).**

3. The number of persons required is tentative and it may vary as per needs. The University reserves the right to increase or decrease the manpower for housekeeping, as per requirement. In such case, the contract amount payable to the Agency shall stand modified accordingly.
4. The bidder must ensure the minimum standard of skill for each category of staff required for the proper upkeep of the University activities.
5. Agencies having experience of House Keeping and General Services in Educational/Research Institutes will be preferred.

6. Additional manpower, if any required, will have to be supplied by the agency on the same terms and conditions and in case of failure, Central University of Punjab reserves the right to get the same hired from the local market as per local market rates, at the cost of the agency.
7. The payment details to be provided as per the format attached as **Annexure-II for Option I**.
8. The number of paid holidays (leave entitlement) of the staff will be three in a year, the amount be calculated and filled in **Annexure II**.
9. The bidder shall deposit earnest money of Rs. 50,000/- (Rupees Fifty Thousand only) with the tender in the shape of deposit at call or Fixed Deposit Receipt drawn in favour of Central University of Punjab, Bathinda and the same shall be returned to the agency in case the offer is not accepted by the University.
10. EMD will be forfeited in case the successful bidder does not submit the required documents within the stipulated period, mentioned in the letter of award of work.
11. On acceptance of the tender, the Agency shall furnish Bank Performance Guarantee amounting to of Rs. 1,25,000/- (Rupees One Lakh twenty five thousand only) drawn in favour of Central University of Punjab, Bathinda. The Bank Guarantee must be furnished within 15 days of the award of the contract. The earnest money amounting Rs. 50,000/- (Rupees Fifty Thousand only) in respect of the successful bidder will be converted into security deposit on award of the contract.
12. The staff employed by the agency will always carry/wear identity cards with them for verification while working on the Campus, the cost of I-cards shall be borne by the agency failing which suitable action including fine will be imposed on the defaulter.
13. The agency will provide summer and winter uniforms along with other required articles, identity card and safety items to his employees, as required under the law at his own cost. All personnel of the Agency shall wear the uniforms in clean condition while on duty. Colours of uniforms for various categories of workers to be provided by the Agency shall be decided in consultation with the designated officer of the university or his nominee, and will be provided within one month of the finalisation of the contract. In case of failure on the part of the agency in this regard a fine of Rs.5000/- for every week or part thereafter the expiry of the given time shall be imposed upon the agency after offering an opportunity of being heard so.
14. The work supervisor deployed by the agency is supposed to be present in the campus of Central University of Punjab, Bathinda during working hours, who will have to submit required report to the designated officer or authorized nominee of the University.
15. The Central University of Punjab shall have the right to seek replacement of any person without assigning any reason whatsoever and the substitute shall have to be provided by the agency immediately.
16. The agency shall evolve the methods for the beautification and cleanliness of the Campuses in consultation with the concerned authorities to be designated by the Competent Authority.
17. The weekly targets will be assigned by designated officer of the University or his nominee and payment of the preferred bills shall be released on monthly basis after fulfilment of the targets to the satisfaction of the concerned authorities.
18. The staff to be provided by the Agency would be in the group age of 18 to 50 years, should be physically fit for performing manual duties.
19. All the persons to be provided should have good moral character and antecedent verification should be got done from the concerned authority by the agency and made available to Central University of Punjab within one month from the date of award of work. No criminal case should be pending against any of the persons employed by the agency.
20. The University is a "NO SMOKING ZONE". The Agency should ensure that his employees DO NOT SMOKE while working in the University Campuses, They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat

pan/khaini/tobacco etc. They will not play cards or indulge in 'gambling' on campuses or any other anti social activities what so ever.

21. The details of the persons deployed by the agency with name, bio-data and copies of the character antecedents' verification and latest photographs of all the persons shall be supplied to the University office for record. The agency will be deemed to have started the work only after submission of these documents within a period of one month of the award of contract.
22. The agency will obtain necessary license, permit, consent , sanction etc., as may be required or called for from / by local or any other authority for doing such work. The Agency shall comply with at its own cost with all applicable laws, rules and regulations in force from time to time whether of Central or State or local Govt. as applicable to him or to this contract without any liability and responsibility to the University, whatsoever it may be.
23. The Designated Officer or his nominee shall be at liberty to check at any time the deployment of persons by the Agency and in case of default, the Designated Officer of the Central University of Punjab shall deduct the wages of absentee personnel from monthly payment due to the agency and impose penalty as deemed fit. The penalty will be up toRs. 500/- per day per absentee. The decision of the competent authority shall be final in this regard.
24. The Agency shall be liable for full fidelity of the personnel to be provided and in case any pilferage/damage/theft/shortage is caused to the property of the University due to the carelessness of the persons deployed by the agency, the value as assessed by the Designated Officer shall be recovered from the payment due to the Agency under the contract. If some amount is still found recoverable, the agency shall deposit the same within 15 days from the service of the notice by the University.
25. The agency shall not pay to the persons engaged by him less than the minimum wages as approved under Minimum Wages Act/ Collector rates decided by the Collector from time to time. This payment shall be made to the workers in the presence of representative of the University or by cheque.
26. The Central University of Punjab will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act, 1948, Workman Compensation Act 1923, payment of Gratuity Act, 1948 and Employee's provident Fund and Miscellaneous Provisions, Act 1952 or any other statutory liability shall be made by the agency and challans/receipts must be enclosed with the monthly bill. The agency shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act and the labour and services laws. A certificate to this effect will have to be submitted by the agency in separate challan in respect of manpower employed by him at the University. The certified copy of challans must be submitted next month along with the bill but agency will give a certificate that the EPF and ESI deduction of workers working at the University has been deposited by him with the respective department. The ESI facility will be extended to the personnel deployed by the Agency within one month of the award of the contract. In case of default/non compliance of the legal provisions a suitable fine can be imposed upon the agency in addition to making the compliance of the same.
27. The Agency shall maintain daily shift-wise attendance record of the concerned personnel deployed showing their arrival and departure time and submit to the University an attested photocopy of the attendance record with the monthly bill.
28. The Agency shall be paid against monthly bills to be submitted by him at the settled rates. Consolidated bill with full details pertaining to the previous month will be submitted by the agency by 3rd of the next month and after due scrutiny&satisfaction,Central University of Punjab will make requisite payment to the agency within 15 days from the date of submission of the bill.

29. No request for making advance payment on any ground shall be entertained.
30. Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms and conditions of this contract.
31. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government, applicable to the period of award of contract.
32. The Agency must ensure the payment to staff engaged by him in the University by 7th of each successive month from his own resources. The payment must be made in the presence of the Designated Officer authorized by Central University of Punjab.
33. TDS and other taxes as applicable will be deducted from agency's bill as per Govt. Instructions from time to time.
34. The Service tax (if claimed by the Bidder) will be reimbursed only after the submission of proof of payment of Service Tax.
35. The Security Deposit shall be released without interest after the expiry of 3 months of the contract period only after being satisfied of the successful completion of the contract. In case of any complaint, the security deposit shall be released only after adjusting all dues, liabilities etc. including withdrawals of EPF of workers engaged during the contract period after submitting the individual EPF account details certified by Provident fund commissioner's office, submission of receipts of payments of service tax (month wise details) duly certified by the Central Custom & Excise office etc., if any, as specified in the tender at appropriate places.
36. In case of any change of constitution of the Agency, the rights of the University in any way should not suffer.
37. All personnel engaged under this contract by the Agency shall be employees of Agency. The University shall not have any liability/responsibility to absorb the persons engaged by the Agency and/or to extend any type of recommendation etc. for obtaining any job in the University or elsewhere. There would, be absolutely no liability of the University in respect of those workers engaged by the agency in the premises of the University in any manner.
38. Maintain all records /registers as required to be maintained under various labour laws and other statutory laws in force and as amended from time to time, mentioned above and produce the same before the Statutory Authorities as well as Authorities of the University as and when required.
39. The Personnel deployed by the Agency should be disciplined and will not participate in any activity prejudicial to the interest of the University/Govt. of India /any State/ or any Union Territory.
40. In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act-VIII of 1923 including all amendments thereof, Authorized officer of the University shall have full powers to retain out of any sums payable/becoming payable to the Agency, any sum as may be deemed sufficient to meet such liability on receipt of award of compensation from the competent authority under the said act, and the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The opinion of the Authorized officer of the University shall be final in regard to all matters arising under this clause.
41. The decision of the University in regard to interpretation of the Terms & Conditions and the agreement shall be final and binding on the Agency
42. An agreement shall be signed with the successful agency in consonance with the terms and conditions.
43. The Authorized Officer/Committee of the University shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.

44. At the end of Contract Period/Termination of the Contract, the agency shall handover the charge to the new service provider (appointed by the University) without any hindrance. In case of non-compliance, the Security Deposit shall be forfeited.
45. The contract will be valid for a period of one year and can be further extended if agreed to by both the parties.
46. Conditional tender shall be liable to be rejected straightaway.
47. **Termination:** The Contract may be terminated by giving one months notice, in case the agency:
 - (a) Assigns or sub-contracts any of this service.
 - (b) Violation/contravention of any of the terms and conditions mentioned herein.
 - (c) Does not improve the performance of the services in spite of instructions.
 - (d) Any violation of instruction/agreement or suppression of facts.
 - (e) Agency being declared insolvent by competent court of law.On termination of the contract, it shall be the responsibility of the agency to remove his men and materials within two days or date specified by the University. The University shall not indemnify any loss caused to the agency by such terminations, whatsoever it may be. During the notice period for termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of notice period.
48. **Penalty:** In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
49. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by Sole Arbitrator to be appointed by the University.
50. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Bathinda.

Read and accepted
(Signature and Stamp of the Bidder)

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act 25 (2009) of the Parliament

PROFORMA

5. TECHNICAL BIDFOR HOUSEKEEPING & GENERAL SERVICES

(Advertisement No M-37(2014))

Payment Details

DD No. _____
 DD Amount _____
 Bank Name/Branch _____

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency: _____
2. Registered address: _____

3. Telephone No. (Landline): _____
4. Fax No.: _____
5. Mobile No.: _____
6. Email Address: _____
7. Name & Address of Branch, if any: _____
8. Type of Organization: _____
 (Whether sole proprietorship/partnership/
 Private Limited for Cooperative body etc. attach proof)
9. Name of Proprietor/Partners/Directors _____
 of the Organization/Firm:

Sr.No.	Documentary Proof of	Attached(Yes/No)	Page/Appendix No (If attached)
I.	Profile of the Company		
II.	Incorporation /inception of the Agency		
III.	Registration for manpower supply/License		
IV	Registration for manpower supply/License to act as Private House Keeping Agency		
V	PF Registration details		
VI	ESI Registration details		
VII	PAN Number		
VIII	Service Tax Registration number		
IX	Income Tax Returns for the last three years showing Turnover of at least Rs.20 Lakhs per year		
X	Satisfactory Performance certificate from at least three organizations where the agency has supplied a group of more than 10 persons at a time for Housekeeping Services during the last 3 years		
XI	Any other relevant information		

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

OPTION-I**6. FINANCIAL BID-I (Advertisement No. M-37 (2014))****CENTRAL UNIVERSITY OF PUNJAB**

Established vide Act 25 (2009) of the Parliament

Performa for Scheduled Rates for Housekeeping & General Services

Sr. No.	Payment Details	Work Supervisor	SafaiSewak	Mali	Beldar	Office Attendant	Receptionist	Pump Operator	Work Munshai /mistry	Driver	Data Entry Operator	Welder cum Fitter	Cook	Caretaker	Cook cum Attendant	Kitchen Attendant/ Cleaner	Plumber	Carpenter	Electrician	Mason	Plumber	Pipe Fitter	Sewer Man
	(Per month rates in Rs.)																						
1	Manpower (No)	2	8	8	4	2	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	1	1
2	Basic Rate (Minimum Wages)																						
3	Weekly rest pay																						
4	Provident Fund @ 13.61%																						
5	ESI @4.75%																						
6	Leave entitlement																						
7	Total 2 to 6																						
8	Service charges @ _____%																						
9	Amount of Service charges																						
10	Total 7 to 9																						
11	Any Other Charges																						
12	Total Payable (10 to 12) per month (in figures)																						

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

(On Rs. 100/- Non-Judicial Stamp Paper)

7.AFFIDAVIT

.....gives the following undertaking and commitments to the University.

- a) Thatwill release the payment not less than the minimum wages act/ DC rates prevalent in the region (whichever is more) to its employees.
- b) Thatwill follow the Central Labour Act, 1970, the Contract Labour Central Rules 1971, Workmen Compensation Act. Employees Provident Fund and Miscellaneous Provision Act 1952 or any other Act/Rule Statutes enacted by Govt. of India or Govt. of Punjab.
- c) Thatwill follow all clauses as mentioned in the agreement between the University& for provision of House Keeping and General Services fromformonths.
- d) That shall sign Contract Agreement as per clause 42 of the Terms and Conditions.
- e) Thatshall abide by the terms and conditions of the agreement.

Certification

Certified that the contents of above affidavit are true and correct as per our knowledge and nothing has been concealed therein.