



**एग्रेक खलह वरज्जक'वह; फगह fo' ofo | ky;**  
**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**  
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(A Central University Established by Parliament by Act No 3 of 1997)

**INVITING TENDER FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES FROM ELIGIBLE AGENCIES HAVING 05 YEARS OF EXPERIENCE FOR PROVIDING SIMILAR SERVICES (INCLUDING MACHINERY& MATERIAL) AT MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA AT ITS MAIN CAMPUS WARDHA AND REGIONAL CENTRES AT ALLAHABAD & KOLKATA**

**TENDER NO.: 006/Estt./Cont./Hous./Clean./Gard/2018/81/1813**

DATE OF ISSUE OF TENDER	: 18 <sup>th</sup> December, 2018
LAST DATE OF SUBMISSION OF TENDER	: 08 <sup>th</sup> January, 2019 at 03:00 pm
DATE AND PLACE OF OPENING OF TENDER (i.e. TENDER BID)	: 08 <sup>th</sup> January, 2019 at 04:00 pm Registrar Office, MGAHV, Wardha
CLARIFICATION ABOUT TENDER	: From 19.12.2018 to 07.01.2019



## **NOTICE INVITING TENDER**

**TENDER NO.: 006/Estt./Cont./Hous./Clean./Gard/2018/81/1813**

**SEALED TENDERS ARE INVITED IN TWO BID SYSTEM FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES FROM ELIGIBLE AGENCIES HAVING 05 YEARS OF EXPERIENCE FOR PROVIDING SIMILAR SERVICES (INCLUDING MACHINERY & MATERIAL) AT MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA AT ITS MAIN CAMPUS WARDHA AND REGIONAL CENTRES AT ALLAHABAD & KOLKATA.**

The bidders may collect the Tender documents / forms containing detailed specification, terms and conditions of Tender, by mentioning the Tender **NOTICE 006/Estt./Cont./Hous./Clean./Gard/2018/81/1813** from **18.12.2018 to 08.01.2019** in person alongwith Demand Draft of **Rs.1,500/- (Rs. One Thousand Five Hundred Only, Non-refundable)** drawn in favour of Finance Officer, MGAHV, Wardha, towards the cost of TENDER FORM or download from the University Website or CPPP portal and submit the same alongwith Demand Draft of **Rs.1,500/- (Rs. One Thousand Five Hundred Only, Non-refundable)** drawn in favour of Finance Officer, MGAHV, Wardha towards the cost of Tender Form. However the Vendors registered with MSME/NSIC are exempted from cost of Tender Form subject to production of valid certificate for claiming exemption.

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha will not be responsible for any postal delay/ non-receipt of Tender Form. Tender forms duly filled in, should reach in the office of the Registrar, Administration Building, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha-442001, Maharashtra **on or before 08.01.2019 upto 3.00 p.m.** Tenders (i.e. Technical Bid) shall be opened at **4.00 p.m. on the same day, however, in case of holiday is declare by the Govt. of India or by the University on the day of opening of Tender, the same will be opened on the next working day.** The Vice-Chancellor, MGAHV, Wardha reserves the right to accept or reject any or all Tenders. Tender received without Tender fee and received after stipulated date & time will not be accepted.

For more inquiries, Contact: **Establishment Section, MGAHV, Wardha.**

Tele: 07152-255707.

**Registrar**

**1. MODE OF SUBMISSION OF TENDER:**

1. The application alongwith all the required documents shall be placed in a sealed envelope, which shall be superscribed **"TENDER FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES."**
2. The TENDER document shall be delivered by hand or sent by post (Regd./Speed Post) at the Following address **on or before 08.01.2019 upto 3.00 p.m. TENDERS received after stipulated date and time will not be accepted.**
3. Bidder should submit separate envelope for Technical Bid and shall be superscribed as **"TENDER FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES – TECHNICAL BID."**
4. Bidder should submit separate envelope for Financial Bid and shall be superscribed as **"TENDER FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES – FINANCIAL BID."**
5. Bidder should put both envelope in another separate envelope and shall be superscribed as **"TENDER FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES."**
6. Only those financial bids will be opened who qualify in Technical Bid.
7. The Estimated cost per annum is approximately **Rs.100.00 Laks.**
8. Tenders shall be sent to:

**The Registrar  
Mahatma Gandhi Antarrashtriya  
Hindi Vishwavidyalya, Gandhi Hills,  
Wardha- 442001 (Maharashtra)**

## 2. **General Instruction:**

1. The tender document contain thirty three (33) pages.
2. The rate of agency service charges should as per Annexure- VIII (F,B)
3. TDS, as applicable on date, will be deducted from the billing amount.
4. MGAHV, Wardha reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
5. The agency should be registered with the concerned Central Government /State Government Authority etc.
6. **Terms of Payment:** Payment to the Manpower deployed as third party outsourced staff to MGAHV, Wardha shall be made on the first working day of every month and subsequently bill should be raised by the agency on monthly basis. The payment by MGAHV, Wardha will be made after due verification and with the approval from Competent Authority. The agency should submit monthly attendance duly countersigned by the concerned officer alongwith the monthly bill of the agency for payment to be made by MGAHV, Wardha. For per working day delay in payment of salary of deployed persons, a penalty as decided by the Competent Authority shall be charged by MGAHV, Wardha.
7. The Bidder must have successfully executed/completed similar services over the last five years as mentioned below –
  - a) Three similar services /work costing not less than the amount equal to 40% of the estimated cost, OR
  - b) Two similar services /work costing not less than the amount equal to 50% of the estimated cost, OR
  - c) One similar services /work costing not less than the amount equal to 80% of the estimated cost.
8. The requirement of Manpower to be deployed/hired at MGAHV, Wardha will be at sole discretion of the Registrar MGAHV, Wardha.
9. The service provider shall ensure that he takes over all responsibilities of the person deployed by earlier agency for smooth transfer. All statutory requirements like continuation of EPF/ESI etc. including issuing appointment letters to those deployed persons should be ensured by the new agency.
10. Copies of challan towards deposit of EPF/ESI/Professional Tax/GST etc. should be furnished to the MGAHV, Wardha on a monthly basis alongwith a declaration stating that the EPF/ESI contributions pertaining to the man power supplied to MGAHV, Wardha have been included in the respective challans.
11. Postal delay will not be considered and the Tender received late will be rejected.
12. **Validity of Tender:**  
Tender shall remain valid for a period not less than 120 days after the last date of submission of Tender.

13. **Evaluation of Tenders**

The tenders will be evaluated by a duly constituted committee.

**Conditional Tender(s) will not be accepted.**

14. **Earnest Money Deposit:**

The bidder shall invariably enclose the E.M.D. of Rs. 2,00,000/- (Rupee Two Lakh Only) as Bid Security in a separate envelope in the form of Demand Draft drawn in favour of Finance Officer, MGAHV, Wardha payable at Wardha from a Nationalized Bank.

**Note:** Tender(s) without E.M.D. will be outrightly rejected, except those registered with MSME/NSIC subject to the production of copy of valid registration certificate issued by MSME/NSIC for the purpose.

15. The financial bids of the bidder who are not eligible in technical bid will not be opened. However, the EMD of such bidders will be returned in due course of time.

16. The bids shall be submitted in three parts:

- a) EMD of Rs. 2,00,000/- (Rupee Two Lakh Only) in the form of account payee Demand Draft in favour of "Finance Officer, MGAHV, Wardha " payable at Wardha alongwith Tender fee of Rs 1,500/-, if Tender Form downloaded from the website.
- b) Technical bid.
- c) Financial bid.

17. **Award of Work:**

The MGAHV, Wardha will award the work to the bidder, whose tender has been determined to be substantially responsive, and who has offered the lowest rate in percentage terms.

- a) Notwithstanding the above, MGAHV, Wardha reserves the right to accept or reject any tender(s) and to cancel the bidding process and reject all tenders at any time prior to the award of work.
- b) The bidder whose bid is accepted will be notified for award of work, by MGAHV, Wardha prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.

18. Bidders are requested to provide their offer latest by (Please refer Tender) **3.00 p.m.** on or before 08.01.2019.

19. List of Machineries to be used for the above work should attach as per Annexure- VIII.

20. List of Materials to be used for cleanliness should attach as per Annexure-VIII. These materials will be inspected by a duly constituted inspection team and certified before use. The inspection team from time to time check the material using for the purpose and if the material varies from those certified by the inspection team, a penalty shall be imposed as per

decision of the Competent Authority on the basis of the report of the inspection team.

21. **DECLARATION:**

- a) Undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
  - b) That no case is pending with the EPF, ESI & other statutory authorities.
22. Any additional information, which is necessary in regard to its capabilities to establish that the Firm is capable in all respects to successfully complete the envisaged work.
23. Proof of work experience in the form of work completion certificate [minimum experience should be of **05 (Five) years**] for providing Housekeeping, Cleaning & Gardening Services in Central Govt/State Govt./University including Centrally funded Autonomous bodies, PSUs etc.
24. The Bidder should inspect the sight before filling in and submitting the Tender to get fully acquainted with the source of work as no claim what so ever will be entertained for any alleged ignorance thereof.

**Registrar**



**BID DOCUMENT**

**Tender No. 006/Estt./Cont./Hous./Clean./Gard/2018/81/1813**

**Name of the work: HOUSEKEEPING, CLEANING & GARDENING SERVICES  
(INCLUDING MACHINERY & MATERIAL) AT MAHATMA  
GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA  
AT ITS MAIN CAMPUS WARDHA AND REGIONAL  
CENTRES AT ALLAHABAD & KOLKATA.**

- 1.1 Sealed tenders are invited by the MGAHV, Wardha upto 08.01.2019 till 03.00 p.m. from registered agencies/firms/companies having 05 years of experience in providing similar services in Govt. for Housekeeping, Cleaning & Gardening Services as detailed given in the NIT. The bidder must be a legally constituted proprietary firm/ partnership firm/ limited company or corporate body who possess the required licenses, registrations etc.
- 1.2 The bidders should quote their offer in clear terms without any ambiguity.
- 1.3 The rates should be quoted both in figures and in words and legibly written without any over-writings.
- 1.4 In case of any discrepancy between the offer in figures and that in words, the offer in words will be accepted as correct.
- 1.5 The last date for receipt of the bid (08.01.2019 upto 3.00 p.m.) is marked in the NIT. In case the above date is declared a holiday for MGAHV, Wardha, then the bids will be received upto the given time on the next working day.
- 1.6 The bids must be sent by registered post/speed post/ by hand only so as to reach to the Registrar, MGAHV, Wardha on or before the last date of receipt.
- 1.7 Bids received after the due date and time shall not be taken into consideration.
- 1.8 The bids shall be submitted in three parts:
  - i) The tender form fee of Rs 1,500/- along with earnest money deposit of Rs 2,00,000/- (Rupee Two Lakh Only) in the form of Demand Draft separately in favour of Finance Officer, MGAHV, Wardha payable at Wardha.
  - ii) Technical bid
  - iii) Financial bid.

## 2.0 **Technical Bid**

It should be supported by self- attested photocopies of:

- 2.1 Valid Registration certification of the Agency/Firm
- 2.2 Valid GST registration certificate
- 2.3 Valid PAN Card
- 2.4 Valid Registration with EPF
- 2.5 Valid Registration for ESIC
- 2.6 Valid Licence under Contract Labour (Regulation and Abolition) Act, 1970.
- 2.7 Audited Balance Sheet for the Financial Year 2015-16, 2016 -17 and 2017-18.
- 2.8 Income Tax Return for the Year 2015-16, 2016 -17 and 2017-18.
- 2.9 Proof of work experience in the form of work completion certificate (minimum experience should be of **05 (Five) years** for providing of Housekeeping, Cleaning & Gardening Services in **Central Govt./State Govt./University/ Centrally funded Autonomous Bodies and PSUs.**
- 2.10 The Bidder must have successfully executed/completed one of the similar services over the last five years as mentioned below:
  - a) Three similar services/work costing not less than the amount equal to 40% of the estimated cost, OR
  - b) Two similar services/work costing not less than the amount equal to 50% of the estimated cost, OR
  - c) One similar service/work costing not less than the amount equal to 80% of the estimated cost.
- 2.11 List of major customer to whom similar service were provided.
- 2.12 Satisfactory performance certificate from past customer for each work completed in the last five years.
- 2.13 Details of office/branch within 100 km. of Wardha
- 2.14 Bidder letter Form (Annexure-II)
- 2.15 Bidder Information sheet (Annexure-III)
- 2.16 **NON BLACKLISTING CERTIFICATE** (Annexure-IV)
- 2.17 **DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES** (Annexure-V)
- 2.18 **TENDER CONDITIONS ACCEPTANCE CERTIFICATE** (Annexure-VI)
- 2.19 **SOLVENCY CERTIFICATE** (Annexure-VII)
- 2.20 **FINANCIAL/ PRICE BID** (Annexure-VIII)
- 2.21 Undertaking that no case is pending with the police against the Proprietor/Firm/Partner of the-Company (Agency).
- 2.22 Any additional information, which is necessary in regard to its capabilities to establish that the Firm is capable in all respects to successfully complete the envisaged work.
- 2.23 Company Employees strength -----.
- 2.24 Proof of payment related to EPF, ESIC ( Copies to be enclosed)
  - a) EPF Challan for last 03 Months.
  - b) ESIC Challan for last 03 Months.
  - c) Number of persons employed for last 03 Months.
- 2.25 Copy of ISO Certificate, if any.

All the above documents arranged according to the mentioned order and must be serially numbered, failing which the Bid will not be considered.



### **3.0 Financial Bid:**

The bidder shall submit the financial bid in the prescribed Performa (**Annexure-VIII**) of the bid document.

- 3.1 Agency should quote service charges in percentage on remuneration (including all statutory obligations) to be paid to the outsourced employees deployed for MGAHV, Wardha.
- 3.2 The percentage of the agency service charges shall be above 1.00% and in fraction upto two decimals. In case of tie for service charges, the agency having higher average turnover during last three years will be given preference. The agency quoting service charges less than or equal to 1.00% will be disqualified.
- 3.3 Monthly service charges for machinery and monthly charges of materials may also be quoted in Annexure- VIII separately.
- 3.4 Agency service charges in percentage quoted by the bidder shall be fixed during the period of the contract.  
The above bids must be signed & sealed by the bidder in separate cover duly superscribed EMD, Technical bid and Financial bid respectively and all three signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly superscribed. "Bid for Housekeeping, Cleaning & Gardening Services." A bidder who submits more than one bid shall be disqualified.

### **4. Payment Condition:**

- 4.1 The remuneration should be paid first by the agency to the outsourcing employees deployed for the above said work after completion of 30 days or part thereof i.e. on the first working day of next month. MGAHV, Wardha will pay all the statutory contributions/deductions towards ESI, EPF, GST (if applicable) etc. apart from the remuneration as per the Central Govt. norms and after due verification of the bill raised by the agency.  
The agency should submit monthly attendance duly countersigned by the concerned officer alongwith the monthly bill of the agency for monthly payment to be made by MGAHV, Wardha.
- 4.2 The amount as per government norms will be deducted from the monthly bill and remitted to the Government by MGAHV, Wardha.
- 4.3 The Agency shall not pay to the persons engaged by him less than the minimum wages as prescribed under effective Central Minimum Wages Act.
- 4.4 MGAHV, Wardha will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI or any other Statutory liability shall be made by the agency and challan/receipt 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.. A certificate to this effect will have to be submitted by the agency in separate challan in respect of Housekeeping, Cleaning & Gardening Services deployed by him.

The certified copy of challan must be submitted next month alongwith the bill.

- 4.5 Before submission of the bill, the agency shall ensure that the payment of persons deployed by the agency have been made for the billed period. The agency must ensure the payment to staff by 1<sup>st</sup> working day of each month from his own resources through ECS and proof of credited amount be produced.
- 4.6 **TDS and other taxes**, as applicable, will be deducted from the agencies bill as per the Govt. instructions from time to time.  
The GST as applicable will be reimbursed only after the submission of proof of payment of GST alongwith a certificate that the GST amount claiming from the University is included in the challan.
- 4.7 The increase in Central wages as per notification of Govt. of India which may be affected during the contract period, the increase in resulting due to notification will be applicable.

5. **General Conditions:**

- 5.1 Self undertaking to be provided regarding information submitted in the Bid is correct and if found false in future also, contract shall be terminated.
- 5.2 The bids shall be opened in MGAHV, Wardha campus on the date and time given in the NIT. The bidders themselves may attend the bid opening meeting or may send their authorized representative with authority letter, otherwise he will not be allowed to participate. In the event of the above bid opening date being declared holiday for MGAHV, Wardha, the bids will be opened at the given time and place on the next working day.
- 5.3 Agency shall submit breakup of wages to be charged by the firm, including Statuary Liabilities, for Housekeeping, Cleaning & Gardening services deployed.
- 5.4 Technical Bid will be opened, if Tender Fee/EMD envelope is as per Tender notice and only the eligible bidders shall be allowed to participate in the Financial Bid which may be opened on the date fixed by the Competent Authority and will be communicated to the qualified bidder through email and telephonically. List of qualified and not qualified bidder will be display on the University website. Therefore, the bidders are advised to visit the University website continuously.
- 5.5 In case 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, a tender be signed in the manner laid down in the said Company's Article of Association.
- 5.6 An Index Page showing contents/ annexure and page no. should be annexed first followed by relevant documents with proper page numbering and signed by the owner of the firm or his/her authorized signatory as token of acceptance of terms and conditions. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/ authorization may be enclosed alongwith tender.

- 5.7 Any changes (corrigendum/ addendum/ dedendum) with respect to this tender will be notified through University website: [www.hindivishwa.org](http://www.hindivishwa.org) only.
- 5.8 MGAHV, Wardha reserves the right to accept or reject any or all the tenders without assigning any reason.
- 5.9 The bidder has to be sign in full at all pages of the bidding document.
- 5.10 All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid. In such cases, the tender shall be summarily rejected. The authorized signatory shall sign all the pages of the bid with rubber stamp. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BID DOCUMENT.**
- 5.11 **Clarification of bidding documents:** A prospective agency/bidder requiring any clarification of the tender documents may contact Establishment & Admin. Section in person or on phone no. 07152-255707 during office hours.
- No clarification from any agency shall be entertained after the close of date and time for seeking clarification mentioned in tender notice. It is further clarified that MGAHV, Wardha shall not entertain any correspondence regarding delay or non-receipt of clarification from MGAHV, Wardha.
- 5.12 The Manpower is to be provided as per requirement of MGAHV, Wardha and the number of persons required may vary from time to time. MGAHV, Wardha reserves the right to reduce or increase the Manpower, if considered necessary. The requirement of Housekeeping, Cleaning & Gardening Services to be deployed at MGAHV, Wardha will be at sole discretion of the Vice-Chancellor, MGAHV, Wardha.
- 5.13 Discrepancies if any or disputes arising out on account of non-adherence to statutory & Labour Laws would be the responsibility of the Agency only and MGAHV, Wardha will not be responsible for the same.
- 5.14 The staff employed by the agency will always keep Identity Card of the third party outsourced agency with them for verification while working.
- 5.15 A formal declaration has to be submitted by the agency that the personnel deployed by the agency are employees of the agency. MGAHV, Wardha 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 MGAHV, Wardha or elsewhere.
- 5.16 The details of the persons deployed by the agency with bio-data, attested proof of identity, the latest photographs of all the persons shall be supplied to MGAHV, Wardha for the record.
- 5.17 No personnel can be changed without prior consent from the University after deployment in the campus.

- 5.18 The Agency shall be solely responsible for compliance to the provisions of various Labour Laws such as wages, allowances, compensations, EPF/ESIC etc. The Agency shall also be responsible for the insurance of its personnel.
- 5.19 Necessary license, permit, consent, sanction etc. as may be required or called for from / by local or any other authority for doing such work shall be obtained by the agency. The Agency shall comply at its own cost with all applicable laws, rules and regulation in force from time to time whether of Central or State Govt. as applicable to him or this contract without any liability and responsibility to MGAHV, Wardha, whatsoever it may be.
- 5.20 The selected agency shall also be liable for depositing all Taxes, Levies, Cess etc., to the concerned tax authorities from time to time as per the rules and regulations on the matter.
- 5.21 The details regarding character and antecedence, police verification and medical fitness etc. of personal deployed for Housekeeping, Cleaning & Gardening Services by the agency to MGAHV, Wardha. The agency should ensure that his worker does not smoke or indulge in drinking alcohol or intoxicants or in gambling.
- 5.22 Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in Wardha and only court in Wardha shall have jurisdiction to determine/decide the same.
- 5.23 List of Directors, Consultant and top Executives (with name, address, phone number etc.) should be furnished with the tender. The attested copies of relevant documents (Aadhar, Voter I.D. etc.) should be submitted.
- 5.24 The selected agency will have to sign the agreement document in two copies with the University within 15 days from the date of issue of work award letter by furnishing non-judicial stamp paper of Rs. 100/- for signing of agreement.
- 5.25 The period of contract will be for One year from the date of commencement of work with half yearly appraisal, extendable for one more year on the existing Terms & Condition subject to satisfactory performance of work and mutually agreed upon.
- 5.26 **Termination:-** The contract may be terminated by giving three months notice, in case the agency :
- (a) assigns or sub contracts any of the service,
  - (b) violation/ contravention of any of the terms and condition mentioned herein,
  - (c) Performance of services is not found satisfactory and does not improve the performance of the services inspite of instructions,
  - (d) any violation of instructions/ agreement or suppression of fact,
  - (e) Contractor being declared insolvent by the Court of Law.

If agency is willing to exit from this contract, a three months notice, in advance should be given by the agency. MGAHV, Wardha shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.

During the notice period of the termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of the notice period.

In the event of premature termination of the contract for the said reason, the security deposit money shall be forfeited by MGAHV, Wardha.

- 5.27 On acceptance of the Tender, the successful bidder is required to give performance security amounting to Rs. 5,00,000 /- (Rupees Five Lakh Only) in the form of Demand Draft or Bank Guarantee from a Nationalized Bank which will be refundable without interest after successful completion of the contract and no liabilities from the agency or its employees. In case of any complaint, the security deposit shall be discharged only after adjusting all dues or liabilities whatsoever.
- 5.28 In case of any change of constitution of the Agency, the rights of MGAHV, Wardha should not suffer.
- 5.29 The scope of work & terms and conditions of tender shall form the part and basis of the contract and decision of the University in reference to all matters of dispute shall be final and binding.
- 5.30 Number of personnel to be deployed at the University may increase or decrease as per the requirement. The exact number of personnel required on a particular department/section of the University will be communicated by the University and the payment will be made accordingly.
- 5.31 Agency shall submit break up of wages to be charged by the Firm, including statutory liabilities for deployed personnel at MGAHV, Wardha.
- 5.32 The agency shall install Biometric System at its own cost for maintaining attendance of the personnel deployed. Biometric attendance should state Incoming and Outgoing time. The agency should submit monthly attendance duly countersigned by the concerned officer alongwith the monthly bill of the agency for payment to be made by MGAHV, Wardha.
- 5.33 MGAHV, Wardha shall be at liberty to check at any time the deployment of persons / work of the agency and discrepancies, if any noticed penalty shall be imposed on the agency, as decided by the competent authority.
- 5.34 The agency shall be liable for full fidelity of the personnel to be deployed and in case any pilferage/ damage / theft / shortage is caused to the property of the University due to the carelessness, the value as assessed 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 of receipt of notice from MGAHV, Wardha.
- 5.35 Break-up of monthly payment details to each category of outsourced staff alongwith biometric attendance duly countersigned by the concerned officer should be submitted for every month to the Registrar, MGAHV, Wardha.

- 5.36 Any violations of terms and conditions will lead to termination of the contract, forfeiture of the performance security and blacklisting of the agency for future works.
- 5.37 Agency shall maintain all records/registers as required to be maintained under various Labour Laws and other statutory laws in force from time to time and shall be produced the same as and when asked for.
- 5.38 The persons deputed shall not be below the age of 18 years and should be physically fit/ healthy for performing the assigned duties.
- 5.39 The normal office working hours for manpower deployed by the Agency shall be from 08.30 am to 5.00 pm. They may be called for attending the office on weekends/holidays/late sitting as per requirement. The personnel so deployed will be allowed to avail leave as per provisions of factory act, 1948.
- 5.40 Local representative of agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract, while working at the premises of MGAHV, Wardha, they shall work under the directives and guidance of MGAHV, Wardha. This will, however, not diminish in any way, the Agency's responsibility' under contract to MGAHV, Wardha. At the end of each month, monthly work performance will be reviewed and if work performance is found unsatisfactory, contract may be terminated.
- 5.41 The personnel so deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of MGAHV, Wardha / Govt. of India/State Govt. In case any of the personnel so deployed by the Agency does not come up to the mark in terms of general discipline or dose not perform his/her duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the instruction of University, shall immediately withdraw such person(s) from the premises of the University.
- 5.42 In case, personnel of the agency implicated in any law/suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for MGAHV, Wardha it shall be the sole responsibility of the agency to defend its personnel in the Court of Law or to extend all medical and financial help etc. without charging any cost to MGAHV, Wardha.
- 5.43 In case MGAHV, Wardha is implicated in any law / suit on account of not fulfilling of any or all obligations under any law or due to performing the duties by any personnel of the agency, all cost of defending such suit settlement of claims, penalty etc. shall be borne by the agency or recovered from the due amounts payable to the agency and or from the performance security with the MGAHV, Wardha.
- 5.44 In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act,1923 including all amendments thereof, MGAHV, Wardha 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 decision of the Vice-Chancellor, MGAHV, Wardha shall be final in regard to all matters arising under this clause.

- 5.45 The decision of the Vice-Chancellor, MGAHV, Wardha in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.
- 5.46 The Vice-Chancellor, MGAHV, Wardha shall be the sole authority to decide and judge the quality of services rendered by the agency and all other matters and his decision shall be final and binding.
- 5.47 At the end of contract period /termination of the contract, the agency shall hand over the charge to the new service provider (appointed by MGAHV, Wardha) without any hindrance.
- 5.48 The new service provider shall ensure that he takes over all responsibilities of the personnel deployed by earlier agency for smooth transfer related to all statutory requirements like EPF/ESI etc. including issuing appointment letters to these deployed personnel. In case of non-compliance, the performance security deposit shall be forfeited.
- 5.49 No accommodation will be provided by MGAHV, Wardha to the personnel deployed by the agency.
- 5.50 The Vice-Chancellor MGAHV, Wardha reserves the right to accept or reject any or all tender offer.

\*\*\*\*\*



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**Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**  
 (l d n }kj k ikfj r vf/kfu; e 1997] Øekad 3 dsv&#x00A7;r Lfkkfir dnh; fo' ofo | ky;)   
 (A Central University Established by Parliament by Act No 3 of 1997)

**Annexure: I**

**006/Estt./Cont./Hous./Clean/Gard/2018/81/1813**

**Check List for Technical Bid**

NO	Particulars	Yes/No	Page Name
1)	Tender Document Fee <b>by way</b> of DD from any nationalized Bank, (If downloaded) Rs. DD No: Date:		
2)	EMD(DD) from a Nationalized Bank Rs. DD No: Date:		
3)	Bidder letter Form— ..... --- ..... — ..... - <b>Annexure 11</b>		
4)	Bidder Information Sheet ----- <b>Annexure 11I</b>		
5)	Valid Registration certificate of <b>the</b> Agency/Firm		
6)	Valid S.T./GST Registration certificate		
7)	Valid PAN card, Aadhar and Voter ID		
8)	Valid Registration with EPF		
9)	Valid Registration with ESI		
10)	Income Tax Return for the year 2015-16 , 2016 -17 and 2017-18		
11)	Valid License Number under Contract Labour (R&A) Act		
12)	Balance Sheet for Financial Year 2015-16, 2016 -17 and 2017-18.		
13)	<b>The Bidder must have successfully executed/completed similar services over the last five years as mentioned below:</b> <b>a) 3 similar services /works costing not less than the 40% of Estimated cost, OR</b> <b>b) 2 similar services /works costing not less than the 50% of Estimated cost, OR</b> <b>c) 1 similar services /works costing not less than the 80% of Estimated cost.</b>		
14)	Proof of work experience (minimum experience should be of <b>05 (Five) years</b> for providing as per NIT Manpower of Housekeeping, Cleaning & Gardening services in <b>Central Govt./ State Govt. including centrally funded Autonomous Bodies, and PSU's etc.</b>		
15)	List of major customer to whom similar service were provided		
16)	Details of office/branch within 100 km. of Wardha		
17)	<b>NON BLACKLISTING CERTIFICATE</b> ..... <b>Annexure IV</b>		
18)	<b>DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES</b> ..... <b>Annexure V</b>		
19)	Undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency).		
20)	<b>TENDER CONDITIONS ACCEPTANCE CERTIFICATE</b> ..... <b>Annexure VI</b>		
21)	<b>SOLVENCY CERTIFICATE</b> ..... <b>Annexure VII</b>		
22)	<b>FINANCIAL/PRICE BID</b> ..... <b>Annexure VIII</b>		
23)	Any other information/documents that are required in the bid document		



## **Bidder Letter Form**

### **Annexure -II**

From:  
(Registered name and address of the bidder)

To,  
**The Registrar**  
Mahatma Gandhi Antarrasitriya Hindi Vishwavidyalaya  
Gandhi Hill, Wardha – 442001 (Maharashtra)

Sir,  
Having examined the bidding documents and amendments thereon, for providing Housekeeping, Cleaning & Gardening Services from Eligible Agencies having 05 years of Experience for providing similar Services ( Including Machinery & Material) at MGAHV main campus Wardha and its regional centers at Allahabad & Kolkata, in response to your NIT No..... dated.....

1. I/We hereby offer to provide outsourcing services as per scope of work as listed in the schedule of this tender hereto as you may specify in the acceptance of Tender at the price given in the Financial Bid and agree to hold this offer open for a period of 120 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by MGAHV, Wardha.
3. I/We have understood the scope of work, Instructions to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the services required and my/our offer is to provide outsourcing services strictly in accordance with the specifications and requirements.
4. **Certified that ours is:**
  - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,  

OR
  - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney,  

OR
  - c) A Company and the person signing the document is the constituted attorney/ Authorized Signatory.

(NOTE: Strike out whichever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - a) Provide services/execute the work according to the time schedule specified in the bid document,
  - b) Submit the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract.
  - c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature) Dated this day of

Address:

Telephone:

FAX:

E-mail:

## **Bidder Information Sheet**

### **Annexure: III**

1	Name of the Organization:	
2	Year of Establishment:	
3	Registered Office Address	
4	Bio data or profile containing name, educational, qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman (Please use separate sheet if necessary)	
5	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body)	
6	License number under Contract Labour (R&A) Act.	
7	Registration Number of Firm	
8	GST Registration Number	
9	PAN Card	
10	Employees Provident Fund Account Number	
11	ESI Number	
12	Name & Designation of Authorized Person,	
	(a) Phone No.	
	(b) Fax No	
	(c) Email-ID	
13	Branch offices within 100 km. of Wardha	
14	Any other trade / business in addition to Outsourcing Services	
15	Total experience (Years / Months) in Outsourcing Service Field	
16	Have your Concern / Firm / Company ever changed its Name any time? If yes, provide the previous name and the reasons there for?	
17	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
18	Brief details of Litigations, if any, connected with Out sourcing Services work, Current or during the last five years, the opposite party and the disputed amount.	

19	Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the Commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,													
20	Give information, if any, regarding the proceeding for Bankruptcy, Insolvency or winding up in which the bidder is / was involved													
21	Details of Awards, if any received													
22	A certificate on Firm letterhead that service provider has not been defaulted in payment of EPF/ESI/ GST /Income tax etc.													
23	Affidavit stating that the Service Provider is / has not been blacklisted by Central Government Departments/State Government/Statutory bodies/ Autonomous Bodies/PSUs /Private Sector at any point of time.													
24	<b>Bank Details of the Agency:</b>													
	<b>Bank Name with Address</b>													
	<b>Bank Account Number</b>													
	<b>IFS Code</b>													
25	<b>Tender Document Fee (Non-refundable)</b>	Amount Rs.												
		D.D. No.												
		Date.												
		Issuing Bank& Brach:												
26	<b>Earnest Money Deposit</b>	Amount Rs.												
		D.D. No.												
		Date.												
		Issuing Bank& Brach:												
27	Financial Turnover of the firm ONLY FROM Housekeeping, Cleaning & Gardening Services for the 03 years (Annual Report and Audited Balance sheet, Profit & Loss Account for the last three financial years to be attached)													
	<table border="1"> <thead> <tr> <th>Financial Years</th> <th>Annual Turnover (In Rs)</th> <th>Amount Turnover for Manpower Supply Services</th> </tr> </thead> <tbody> <tr> <td>2015-16</td> <td></td> <td></td> </tr> <tr> <td>2016-17</td> <td></td> <td></td> </tr> <tr> <td>2017-18</td> <td></td> <td></td> </tr> </tbody> </table>	Financial Years	Annual Turnover (In Rs)	Amount Turnover for Manpower Supply Services	2015-16			2016-17			2017-18			
Financial Years	Annual Turnover (In Rs)	Amount Turnover for Manpower Supply Services												
2015-16														
2016-17														
2017-18														

28. **Details of office/branch in Maharashtra**

S.No	Full Address of Office	Contact person with phone No.	No of Employees

29. Furnish the details of Institute/Organization/Agency/Firm has provided manpower services during last 5 years (Attach separate copy if needed)

Name of the Organization	Officer-in-Charge with designation	Phone/Mobile No and e-mail id

30. List of Government Departments/ PSU/ reputed Private Companies/ Statuary or Autonomous Bodies, Agency/ Firm has supplied manpower during last 5 years. Attach copy of WORK COMPLETION CERTIFICATE in support of every claim. Please attach a certificate of satisfactory performance from the concerned Govt. Departments/ PSU/ Statuary bodies/ Autonomous Bodies/ Private Sector

Name of the organization	Category of Manpower	Duration of contract		Amount of contract	No. of staff deployed
		From	To		
-----					

Place:

Date:

**Signature of the Bidder  
With Seal**

**NON BLACKLISTING CERTIFICATE**

**[To be submitted on letterhead]**

I/We hereby certify \_\_\_\_\_ [Name of the Company/Firm] that has not been ever blacklisted/debarred by any Central/State Government Department/Public Sector Undertaking/Autonomous Organization on any account.

I/We also certify the firm will provide outsourcing services as per the specification given by MGAHV, Wardha time to time and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date if it is found that any details provided by us are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and MGAHV, Wardha may imposed any action as per the rules.

Yours faithfully,

(Signature of Authorized Person)

Place:

Name:

Date:

Designation:

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

(To be executed by the bidder on Rs. 100/- Stamp paper & attested by Public Notary/Executive Magistrate)

We certify that during the last 5 years, we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government. (Central or State).
- b) We have taken steps to ensure that in conformity with the provisions against Corrupt Practices and no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of the community.
- d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- e) We certify that, we are remitting statutory dues/ taxes regularly to Government and no default was made in this regard.
- f) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors / managers / employees.

Signature of authorized person

Name & Designation with office Seal

**TENDER CONDITIONS ACCEPTANCE CERTIFICATE**

(To be given on Company Letterhead)

1. I/We do hereby certify that I/we have read entire terms and conditions of the tender documents from Page no. 01 to 33 (including all documents like annexure(s), schedule(s) etc.) which form part of the contract agreement and I/we shall abide hereby the terms & conditions/ clauses contained therein.
2. The corrigendum(s), if any issued by MGAHV, Wardha too has also been taken into consideration, while submitting this acceptance letter.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned Tender document(s) / Corrigendum (s) in its totality / entirely.
4. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this Tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.
5. That all the information submitted herein is true and nothing material has been concealed.
6. That the bidder undertakes to render MGAHV, Wardha free from all and any kind of liability and consequences resulting out of this present agreement.
7. That I am the authorized person to sign this tender form under a resolution on dated..... *(The same is attached herewith)*.

Place: \_\_\_\_\_

Signature of authorized person:

Date -- \_\_\_\_\_

Name: ..... — -----

Designation ... -----

Seal:



**SOLVENCY CERTIFICATE**  
(On Bank's Letterhead)

**REF.NO** .....

**DATE** .....

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that to the best of our knowledge and information, M/s- -----  
------(Bidders name with complete address), a customer of our Bank, is  
respectable, and is capable of executing orders to the extent of Rs.  
..... (Rupees ..... ) as disclosed by the information  
and records which are available with us.

M/s ----- .... — have been our customer since -----  
to date and has been granted the following limits, at present, against various  
facilities granted by the Bank, -----

This certificate is issued without any guarantee, risk or responsibility on behalf of  
the Bank or any of its officials, this certificate is issued at the specific request of the  
customer for the purpose of participating in MGAHV, Wardha Tender No-  
**006/Estt./Cont./Hous./Clean./Gard/2018/81/1813**

Signature of Authorized Person

Name:

Date:

**FINANCIAL/PRICE BID (HOUSEKEEPING, CLEANING & GARDENING SERVICES)**

(Should be kept in a separate sealed cover)- To be filled in blue ink)

**Price Bid Format**

Name of the Agency	
Address	
Agency Service charges in percentage on remuneration (including all statutory obligations) to be paid to the outsourcing employee on monthly basis.	In Figure: ----- In Words: _____
Material charges per month	In Figure: ----- In Words: _____
Machinery & Tools charges per month	In Figure: ----- In Words: _____

**Note:** The percentage of the agency service charges shall be above 1.00% and in fraction up to two decimals. In case of tie for services charges, the agency having higher average turnover for last three years will be given preference. The agency quoting service charges less than equal to 1.00% will be disqualified.

**List of Materials to be used for Housekeeping, Cleaning & Garndening Services**

<b>Material &amp; Consumables</b>				
<b>Sr. no</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Brand Name</b>
1	Bamboo Stick	10	Nos.	Branded
2	Bleach Powder	25	Kg.	Branded
3	Bucket (20Ltr)	20	Nos.	Branded
4	Check Duster	50	Nos.	Branded
5	Dry mop refil	25	Nos.	Branded
6	Dry mop set (stick n frame)	25	Nos.	Branded
7	Dust Pan	20	Nos.	Branded
8	Floor cleaner (phenyl)	230	Ltr.	Branded
9	Floor Duster	50	Nos.	Branded
10	Garbage bag black	30	Kg.	Branded
11	Glass Duster	20	Nos.	Branded
12	Glass Wiper	20	Nos.	Branded
13	Hard Broom	80	Nos.	Branded
14	Mug	25	Nos.	Branded
15	Naphthalene Ball	25	Kg.	Branded
16	Nirma Washing Powder	30	Kg.	Branded
17	Nylon scrubber	50	Nos.	Branded
18	Floor Cleaner	10	Ltr.	Branded
19	Glass Cleaner	10	Ltr.	Branded
20	Saini Fresh/Harpic/Toilet Cleaner	100	Ltr.	Branded
21	Soft Broom	50	Nos.	Branded
22	Sponge	50	Nos.	Branded
23	Spray Bottel	20	Nos.	Branded
24	Sanitary Cube	20	Ltr.	Branded
25	Wet Mop Frame Complete	20	Nos.	Branded
26	Wet Mop Refill	20	Nos.	Branded
27	Toilet brush	40	Nos.	Branded
28	Wiper (bathroom)	20	Nos.	Branded
29	Wiper Big	20	Nos.	Branded

Monthly charges per month (in Rs.) ..... (in words) .  
 .....

**Note: The quantity of above items will be reviewed on quarterly basis and any increase/decrease shall be made accordingly.**

**(A) List of Machinery & Tools to be used for Housekeeping, Cleaning & Gardening Services**

<b>Machine List</b>			
<b>Sr. no</b>	<b>Description</b>	<b>Qty.</b>	<b>Brand Name</b>
1	Single Disc Scrubbing Machine	5	Branded
2	Vacuum Cleaner Dry/Wet	5	Branded
3	Wringer Trolley	20	Branded
4	Water Jet High Pressure Machine	1	Branded
5	Aluminium Folding Ladder of Varying Height	5	Branded
6	Telescoping Pole 9 Mtr.	20	Branded
7	Garbage Trolley	5	Branded

Monthly charges per month (in Rs.) ..... (in words) .  
.....

**Note: It is the responsibility of bidder that equipments shall always remain in working condition.**

**(B) List of Machinery & Tools to be used for Housekeeping, Cleaning & Gardening Services**

<b>Sl.</b>	<b>Description</b>	<b>Qty.</b>	<b>Brand Name</b>
1	Brush cutter machine	2	Branded
2	Parts of brush cutter machine (wire, bundle, spool, base plate, filter, slive etc.)	2	Branded
3	Garden shears	5	Branded
4	Spade	5	Branded
5	Mattock (Fawda)	5	Branded
6	Scab	5	Branded
7	Claw	5	Branded
8	Sickle	5	Branded
9	C-Cutter	5	Branded
11	Pipe bundle	5	Branded
12	Interrupt (Plastic)	5	Branded
13	Chopper	5	Branded
14	Helmet	2	Branded
15	Gloves	2 Pair	Branded
16	Shoes (Long Boots)	5	Branded

Total Monthly charges per month for (A & B) (in Rs.) ..... (in Words) .....

**Note: The quantity of above items will be reviewed on quarterly basis and any increase/decrease shall be made accordingly.**

**SCOPE OF WORK****A. Area covered for Housekeeping, Cleaning & Gardening Services:-**

1. University premises including North & South campus.
2. Regional Centre, Allahabad
3. Regional Centre, Kolkata

**Housekeeping, Cleaning and Gardening Services**

Sl. No	Details of Work Points
1	Main Building, School Buildings (Two/Three Floors) Sub-station building including rooms, garage, Security rooms at main gate & Residential area and North Campus gate, all toilets in University main buildings, substation etc.
2	Girls and Boys Hostel, Guest Houses, International Hostel, all roads around the Buildings.
3	Surrounding area of residences in residential campus, All area around the Type C, D, Type V, Transit Hostels & Hospital Building.
4	Daily cleaning of garbage containers.
5	Cleaning of surface drains in & around office building & residential colony premises at regular intervals.
6	Banglow's of Statutory Officers and garage.
7	Watering and Gardening of Plants in the Campus.

**B. Housekeeping Services will be comprehensive in nature relating to all areas within the premises and shall include the following:-**

1. Sweeping, Vacuum Cleaning/Cleaning and wiping of floors of different types including carpet surfaces, Staircases, Corridors. Cleaning activity shall start in the morning at 8.30 am so as to complete all the dusting/cleaning/moping work before 9.30 am.
2. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, blinds windows, computers, telephones, curtains, photocopiers, signages etc. with dry/wet cloth, feather brush and duster.
3. Thorough cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc.
4. Replenishing all toiletries including hand towels (M-fold/C-fold), Liquid soap, toilet rolls air freshener and tissue boxes after daily check-ups in the morning, afternoon and on call basis during daytime.
5. Upkeep and maintenance of the kitchen area of Guest House, Hostels to operate the

necessary equipments such as fridges, Microwave Owen, Water coolers, Water Dispensers, Tea Vending Machine etc.

6. Maintenance of Proper registers/records for the jobs carried out on daily, weekly and monthly basis.
7. The contractor has to supply all the necessary consumable items, equipment/tools, tackles, machines etc. of approved make for daily, weekly and monthly activities as per terms and conditions and as directed to the entire satisfaction of the representatives of the University.

**C. Jobs to be carried out Daily:-**

1. Sweeping, Cleaning, Vacuuming and Wiping of floors of different types including Staircases, corridors, meeting areas, cabins etc.
2. Dusting and polishing/brushing of low high partitions, Glazed & Paneled partitions glass panes, venetian blinds, Door Mats, Tables, Chairs, Workstations, Conference rooms, Library, visitors rooms, class rooms etc.
3. Cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilets seats, containers etc. Brush thoroughly to include below water level and under rims including area at hinges and cistern handles. Restock toiletries, which include liquid hand soap, toilet paper, air freshener, and sanitary cubes, hand towels (M-fold/C-fold) and naphthalene balls in toilets after daily check-ups in the morning, afternoon and on call basis during daytime.
4. Kitchen of Guest Houses and Hostels – Sink, Khurra, draining boards, platforms, cabinets, coolers, hot case exposed surfaces shall be cleaned and washed with approved quality liquid detergents, soap, air purifier, stain removers, mopping, dusting all as directed (One time daily and also as and when required due to exigencies).
5. Removal of waste papers and any garbage and blockage/choking from the entire area covered under the tender.
6. Cleaning of baskets, bins and disposing off all the collected refuse at designated site on daily basis.
7. Conference room/Meeting rooms/Discussion rooms/ Class rooms/Lab to be checked on regular intervals/call basis.
8. Shifting of furniture and other items from one floor to another or within the floor or from one building to another within University Campus as and when required by the administration.

**D. Jobs to be carried out Weekly:-**

- i) Vacuuming, brushing and shampooing of all carpet area, chairs and sofas.
- ii) Cleaning and dusting of electrical switch boards, light fixtures, fans air conditioner vents, overhead light fixtures, fire fighting equipment, name plates, artefacts, plant boxes etc.
- iii) All other works which are listed in Daily cleaning section but not mentioned in this section will also be attended.

**E. List of Materials to be provided by the contractor for cleaning is given at Annexure – VIII.**

**F. List of Tentative Cleaning Machinery & Tools required is given at Annexure – VIII.**

**Note:-**

1. The selected agency shall provide Housekeeping, Cleaning & Gardening services from Eligible Agencies having 05 years of Experience for providing similar Services (including Machinery & Material) at the University Campus and its Regional Centres. The agency shall deploy good and reliable persons with robust health and clean record (duly verified by the police department) preferably with age group 18 to 50 years to carry out the services. In case, any of the personnel so engaged by the agency is not found suitable by the MGAHV, Wardha, the MGAHV, Wardha shall have the right to ask for replacement without giving any reasons thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately.
2. The Housekeeping, Cleaning & Gardening services are to be provided as detailed in the scope of work from 8:30 AM to 5:00 PM uninterruptedly and schedule of material used on all working days.(i.e. Monday to Friday)
3. The MGAHV, Wardha shall not directly or indirectly engage any personnel of the agency during the period of contract.
4. The bidder will ensure that the workers provided by him are well behaved. The contractor will have to provide the Uniforms and Identity card to the workers.
5. The bidder has to provide workforce in sufficient numbers to maintain the premises as required in NIT.
6. The bidder shall, however, survey the area and make assessment of the manpower requirement on its own to maintain the premises as required by MGAHV, Wardha. Housekeeping supervisor has to be deployed by the agency who will be single point



of contract for MGAHV, Wardha for the entire Housekeeping, Cleaning & Gardening Services as prescribed in the scope of work.

7. Sweeping, mopping, dusting cleaning and all other allied works have to be completed before 9:30 am on all working days.
8. The bidder shall make arrangement to refill the sanitary cubes, deodoriser and other consumable. The cost of consumables and cleaning material is to be quoted in the tentative requirement of consumables is As per Annexure VIII.
9. The bidder shall deposit the material with the Authorized officer on the 1<sup>st</sup> working day of every month, duly supported by purchase bills of such material and the entry of the same shall be made in a register. The details of issue of the material to the supervisor for use in MGAHV, Wardha shall also be recorded in the same register.
10. Equipments, as per annexure - VIII will be kept in a separate room, which will be provided by the Authorized officer of the University.