TENDER NOTICE

Tenders are invited from reputed & interested firms for the Work Contract of **Housekeeping,Cleaning & Gardening Services** at Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha for a period of one year, which is extendable by one more year subject to mutual agreement/satisfactory performance as per requirement. A Demand Draft/FDR of Rs.2,50,000/- (Rupees Two Lakh Fifty Thousands only) Drawn on Nationalized Bank only as Earnest Money Deposit (EMD) is to be made in favour of Finance Officer, MGAIV, Wardha and may be addressed to Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

<table>
<thead>
<tr>
<th>S No.</th>
<th>Details of Tender Deposit</th>
<th>Amount of Tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of Tender Form</td>
<td>Rs. 1000/- (Rupees One Thousand only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(in the form of DD only in f/o Finance Officer, MGAIV, Wardha)</td>
</tr>
<tr>
<td>2</td>
<td>Earnest Money Deposit</td>
<td>Rs.2,50,000/- (Rupees Two Lakh Fifty Thousands only)</td>
</tr>
<tr>
<td>3</td>
<td>Security Deposit</td>
<td>10% of the total value of Contract</td>
</tr>
</tbody>
</table>

Bids are invited under two-bid system (containing Technical Bid & Financial Bid) through e-procurement system of CPPP from registered/well-established/reputed firms for a period of one year, which is extendable by one more year subject to satisfactory performance at MGAIV, Wardha.

Tender form, terms & conditions can be downloaded from the website http://eprocure.gov.in, up to 11:00 AM of 15/01/2018 and www.hindivishwa.org. Bids completed in all respects should be submitted by post/courier/in person and to be dropped in the Tender Box kept at Office of the Registrar, MGAIV, Wardha on or before the last date and time i.e. 15/01/2018 at 3.30 PM. Tenders received after the due date and time will not be entertained.

In case, holiday is declared by the Government on the day of opening of bids, the bids will be opened on the next working day at the same time. The Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha reserves the right to accept or reject any or all the tenders without assigning any reasons.

Registrar
MGAIV, Wardha
INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS FOR HOUSEKEEPING, CLEANING & GARDENING SERVICES FOR A PERIOD OF ONE YEAR ON WORK CONTRACT BASIS AT MGAHV, Wardha AND EXTENDABLE BY ONE MORE YEAR, SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR WITH MUTUAL AGREEMENT.

From: - The Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha - 442001 (Maharashtra)

To

Dear Sir(s),

Tender is invited on behalf of the Registrar, MGAHV, Wardha for HOUSEKEEPING, CLEANING & GARDENING SERVICES FOR A PERIOD OF ONE YEAR ON WORK CONTRACT BASIS AT its Head Quarters MGAHV, Wardha and Regional Centres at Allahabad and Kolkata which is EXTENDABLE BY ONE MORE YEAR, SUBJECT TO SATISFACTORY PERFORMANCE OF THE VENDOR AND MUTUAL AGREEMENT.

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the MGAHV, Wardha as detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to provide the requisite services in accordance with the requirements as stated in the attached schedules.

2. Earnest Money of Rs. 2, 50, 000/- and Rs. 1,000/- as cost of Tender form must be enclosed in the form of Demand Draft only (Drawn on Nationalized Bank) to Registrar, MGAHV, Wardha on or before the last date and time of submission. The particulars of the earnest money deposited must also be super-scribed on the top of the envelope by including the demand draft number and date, failing which the bids will not be accepted. Conditional bids shall not be considered. No overwriting or cutting is permitted in the tender documents, such bids will be summarily rejected.

3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulations, the aforesaid amount of EMD will be forfeited by the MGAHV, Wardha. In the event of the offer made by the tenderer not being accepted, the amount of Earnest Money deposited by the tenderer will be refunded to him after finalization of the bid and
he has applied for the same, in the manner prescribed by the MGAHV, Wardha (without any interest thereon). An undertaking as per Annexure - II, is also required to be submitted by the tendering firm.

4. The schedule of the Tender Form should be enclosed with Bids. In the event of the space provided on the schedule form being insufficient for the required purposes, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases, reference to the additional pages must be made in the tender form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tenders.

5. Tenders with incomplete information as required, will be summarily rejected. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or (ii) a partner of the firm if it is a partnership firm in which case he must have authority to sign the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.

6. If a tenderer does not accept the offer, after issue of letter of award by MGAHV, Wardha within 15(Fifteen) days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.

7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the MGAHV, Wardha shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer and should be enclosed along with Technical Bid.

8. Tenders are invited under two-bids systems alongwith EMD(Nationalized Bank only) must be enclosed with Registrar, MGAHV, Wardha during working hours i.e. 10:00 AM to 5:00 PM on all working days (i.e. Monday to Friday except Gazetted Holidays and declared Holidays by the MGAHV) before the last date and time for submission of bids, failing which bids will not be accepted. EMD must be in the form of Demand Draft in favour of Finance Officer, MGAHV, Wardha.

9. Tenders will be opened by the authorized officer(s) on 15/01/2018 at 04:00 PM.

10. The Financial Bid (BOQ) will be opened for the technically qualified tenderers only. The date of opening of Financial Bid would be intimated to Technically Qualified Tenderers.

11. Tenderers is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.

12. An amount equivalent to 10% of the total contract value is to be deposited by the selected agency/successful tenderer as Performance Security Deposit only after receiving a communication from the MGAHV, Wardha. In the event of non-
deposition of the same, the Earnest Money will be forfeited.

13. No interest on Security Deposit and Earnest Money deposit shall be paid by the MGAHV, Wardha to the tenderer.

14. The bid validity period is 90 days from the date of opening of Technical Bid.

15. The amount of basic wages & VDA notified by the Labour Commissioner, (Central) effective from 1st October 2017 is the minimum base and the tenderers are at liberty to quote any rate above the minimum indicated therein, keeping in view any increase in wages/VDA in April & October each year. The bid of those tenderers shall be summarily rejected who quote less than the minimum wages rate and other statutory payments prescribed by Law. The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by them to this office. All such statutory requirements must be incorporated while quoting the rate.

16. The Firm will not charge placement charges or any other amount from the manpower deployed with MGAHV, Wardha from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting Firm has charged the manpower on any account.

17. GST Charges are to be mentioned separately by the Tendering Firm.

18. The GST/TDS/TCS or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful tenderer as per rules/instructions made applicable from time to time by government.

19. Decision of Vice Chancellor, MGAHV, Wardha shall be final for any aspect of the contract and binding on all parties.

20. Acceptance by the Registrar, MGAHV, Wardha will be communicated by Speed Post or any other mode of communication. Formal letter of acceptance and work order of the tenderer will be forwarded as soon as possible.

21. The Registrar, MGAHV, Wardha does not pledge itself to accept the lowest or any tenders and also reserve to itself right of accepting the tenders as a whole or in part keeping in view valid reasons Conditional tenders will not be accepted.

22. The Registrar, MGAHV, Wardha in its capacity as Principal Employer, reserves the right to modify any of the terms and conditions of the contract as mentioned in the Schedules I & II of this document, at its discretion, in the interest of the Contract.

23. Successful Bidder/Tenderer will have to enter into a detailed contract agreement with Registrar, MGAHV, Wardha on non-judicial stamp paper of Rs. 100/- (One Hundred Only) or appropriate value as per Rules in force.

24. The following documents/vouchers are required to be submitted with the Technical Bid.
   a. Copy of DD as earnest money deposit (EMD) and tender cost form.
   b. Copy of Registration Certificate of the firm as per Indian companies Act, 1956 or Indian Partnership Act, 1932.
   c. Copy of License under the Contract Labour (Registration & Abolition) Act, 1970.
   d. Copy of EPF and ESI Certificate issued by the Government.
   e. Copy of numbers of Staff registered under ESI & EPF separately. Documentary proof of vouchers may be attached.
   f. Copy of valid registration certificate issued by National and Small Industries Corporation (NSIC)/MSME, if applicable.
g. Copy of 3 years continuous experience in the field of providing HOUSEKEEPING, CLEANING & GARDENING SERVICES work in Central Govt./Autonomous bodies/ Corporations/State Govt./PSUs/Reputed public organizations.

h. Copy of Audited Balance Sheet of the firm to fulfill the requirement of minimum average annual turnover of the firm not less than Rs. 35,00,000/- (Rupees Thirty-Five Lakhs Only) during the last three years.

i. Copies of GST registration.

j. Copy of PAN Number.

k. An undertaking as per attached Format (Annexure – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years.

Only those firms who qualify in the technical bid will be considered for financial bid.

Yours faithfully,

Registrar
MGAHV, Wardha
TENDER FOR THE HOUSEKEEPING & CLEANING SERVICES WORK ON WORK CONTRACT BASIS

Full Name & Address of the Tenderer in:
addition to Post Box No., if any, should be quoted in all communications to this office.
Telephone No. :
Mobile No. :
E-Mail address :

From ................

To

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

Sir,

I/we have read all the particulars regarding the General information and other terms and conditions of the contract for HOUSEKEEPING, CLEANING & GARDENING SERVICES and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule-I to this Tender and I/we agree to hold this offer open till 90 days. The rates quoted will be valid for a period of one year in the event of award of the Contract.

1. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender. The Schedules-I, II and III are accompanied with this Tender.
4. Every page so attached with this Tender bears my signature and the office seal.
5. Nationalized Bank DD No. ..................... Dated ............ for Rs. ................. drawn in favour of Registrar, MGAHV, Wardha and payable at Wardha enclosed as earnest money required.

Yours faithfully,

Signature & Seal of the Tenderer
TelephoneNumber. Office

Resi

Mobile

Name of the Witness

Occupation (alongwith Address proof)

Address

Signature of witness to contractor’s signature
Address:

Name & Signature of Witness:
Address:
## SCHEDULE TO TENDER

### PART-I

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm/Agency</td>
</tr>
<tr>
<td>2</td>
<td>Full Address with PIN code Telephone No/Mobile No</td>
</tr>
<tr>
<td>3</td>
<td>Constitution of the Firm/Agency (Attach copy) Indian Companies Act 1956, Indian Partnership Act, 1932: (please give names of partners) Any other Act, if not the owner</td>
</tr>
<tr>
<td>4</td>
<td>For partnership firm whether registered under The Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the tender.</td>
</tr>
<tr>
<td></td>
<td>i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorising the partner who have signed the tender to refer dispute concerning business of the partnership to arbitration</td>
</tr>
<tr>
<td></td>
<td>ii) If answer to above point one and two is in the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or in execution would be admitted by affidavit on a properly stamped paper by all partners</td>
</tr>
<tr>
<td>5</td>
<td>Name and Full Address of their Bankers</td>
</tr>
<tr>
<td>6</td>
<td>Your Permanent Income Tax (PAN) No./circle/Ward</td>
</tr>
<tr>
<td>7</td>
<td>Any other relevant information</td>
</tr>
</tbody>
</table>

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**Part - II**

**Details of Earnest money Deposited**

<table>
<thead>
<tr>
<th>Name of Nationalized Bank</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DD No. and Date</td>
<td></td>
</tr>
<tr>
<td>Amount In figures :</td>
<td></td>
</tr>
<tr>
<td>Amount In words :</td>
<td></td>
</tr>
</tbody>
</table>

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**Part - III**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>Name and Address of the firm's representative and whether the firm would be representing the opening of the Tenders</td>
</tr>
<tr>
<td>10</td>
<td>Name of the Permanent Representative visiting MGAIIV, Wardha regarding the contract</td>
</tr>
</tbody>
</table>

Date: -
Place: -

**AUTHORISED SIGNATORY**
IV

List of Documents to be submitted by the Bidder in Technical bid

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents required</th>
<th>Yes/No</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of Tender Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EMD(Nationalized Bank) in shape of DD detailed on the envelope</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PAN Card in the name of firm[proprietor]</td>
<td></td>
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<tr>
<td>4</td>
<td>ESI Registration No. along with valid certified copy thereof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EPF Registration No. along with valid certified copy thereof</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Firm should be Registered under Company Act or any other concerned authorities of Central Government/State Government or under Company Act or any other Act essential for carrying out similar job work and copy of relevant certificate needs to be submitted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Experience Certificate/List of contract (in this field) of last three year in tabular form. Enclosed certified copy of certificate of satisfactory performance. Experience of working with GOI/State Government, Autonomous bodies, Public sector undertaking/local bodies only will be preferred &amp; considered.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Minimum average Annual Turnover of the firm not less than 35 Lakhs (Rupees Thirty Five Lakh Only) during each of the last three financial years as reflected in certified Trading &amp; P&amp;L Account, Certified copies of Trading and P&amp;L Account and Balance Sheet of the firm for last three years of the service contract by the Chartered Accountant should be furnished.</td>
<td></td>
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<tr>
<td>9</td>
<td>Other related documents, photocopy of Banker details along with name of Bank and Account No. and Address proof IFSC code etc.</td>
<td></td>
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<tr>
<td>10</td>
<td>GST registration certificate issued by the Government etc.</td>
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<tr>
<td>11</td>
<td>If any agency is exempted from depositing of the above documents a copy of supporting government orders should be enclosed.</td>
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<tr>
<td>12</td>
<td>The contractor/agency must have a registration with the relevant shop and Estt. Act. Of Labour Department.</td>
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<td></td>
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<tr>
<td>13</td>
<td>Number of staffs/supervisor registered under ESI/EPF contributions (staff/supervisor) required with ESI/EPF Department</td>
<td></td>
<td></td>
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</tbody>
</table>

Signature of the Tenderer.................
Annexure – I

Details of the Experience (During last 3 years).

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Deptt. Organization &amp; Name of Contact Person with Ph. No.</th>
<th>Period</th>
<th>No. of Staff deployed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
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<td>3.</td>
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<td>7.</td>
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<td>9.</td>
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<td>11.</td>
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<td>12.</td>
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<tr>
<td>13.</td>
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</table>

(Authorized Signatory)
GENERAL INFORMATION AND OTHER TERMS & CONDITIONS OF
THE CONTRACT OF MGAHV, WARDHA (SCOPE OF WORK)

Buildings & Location of University:
There is estimated requirement of 06 points of work (Unskilled category) for
Hostel, Guest House, Offices, Residential area. Bang low's of Statutory Officers
for its North and South campus and general cleaning on open campus area and
gardening wherever needed are engaged by the contractor to attend the scope of
work as mentioned below:-

TOTAL ESTIMATED WORK POINTS -06 (UNSKILLED)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Details of Work Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main Building, School Buildings (Two/Three Floors) Sub-station building including rooms, garage, Security rooms at main gate &amp; Residential area and North Campus gate, all toilets in University main buildings, substation and driver's room</td>
</tr>
<tr>
<td>2</td>
<td>Girls and Boys hostel, Guest House (Two), International Hostel, all roads around the Buildings.</td>
</tr>
<tr>
<td>3</td>
<td>All roads including the surrounding area of residences in residential campus, All area around the Type C, D, Type V, Transit Hostel, Sports Ground, Hostel and Creche comprising shed all around</td>
</tr>
<tr>
<td>4</td>
<td>Daily cleaning of garbage containers</td>
</tr>
<tr>
<td>5</td>
<td>Cleaning of surface drains in &amp; around office building &amp; residential colony premises at regular intervals</td>
</tr>
<tr>
<td>6</td>
<td>Bang low's of Statutory Officers and garage</td>
</tr>
<tr>
<td>7</td>
<td>Watering and Gardening of Plants in the Campus</td>
</tr>
</tbody>
</table>

SERVICES: This is a service/work contract

a. The built up area in the buildings have to be cleaned/maintained strictly as per the charter of schedule of service.

b. Rates in Tender must be quoted in two parts i.e. with Materials and without Materials. In case with Materials, the Service providing firm/Agency is required to keep the material required for a month in an advance after satisfying the authorized officer regarding the quality and quantity of the material. In case of insufficient and unsatisfactory use of material, the University reserves the right to supervise the purchase of required material through the designated officials of University.

c. The non-compliance of schedule of services may attract the penalty of deduction of payment worked out on pro rata basis from the monthly charges for the portion of services completed after schedule of time.
Items to be provided by the contractor for cleaning:

All cleaning tools including Smart cleaning system of Roofs, Vacuum Cleaner, Road Cleaner and Cleaning materials will be arranged by the agency. Following brand of materials is only to be used:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Items</th>
<th>Brand</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Disinfectant/Cleaning liquid</td>
<td>Lizol/Phynyle/or Superior brand</td>
</tr>
<tr>
<td>2.</td>
<td>Sanitary Cube</td>
<td>Homocol/Superior Brand</td>
</tr>
<tr>
<td>3.</td>
<td>Liquid Soap</td>
<td>Homocol/Superior Brand</td>
</tr>
<tr>
<td>4.</td>
<td>Naphthene ball</td>
<td>Trishul/ Superior Brand</td>
</tr>
<tr>
<td>5.</td>
<td>Room freshener</td>
<td>Premium brand/Good quality</td>
</tr>
<tr>
<td>6.</td>
<td>Cleaning Powder</td>
<td>Vim/Surf/or Suitable Superior Brand</td>
</tr>
<tr>
<td>7.</td>
<td>For Cleaning glass, furniture, computer etc.</td>
<td>Collins</td>
</tr>
<tr>
<td>8.</td>
<td>For toilet flush</td>
<td>Harpic</td>
</tr>
<tr>
<td>9.</td>
<td>Air Freshener</td>
<td>Odonil/or Superior Brand</td>
</tr>
</tbody>
</table>

Schedule of material use

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Material</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cleanzo for mopping and cleaning rooms by using Lizol or superior brand</td>
<td>Daily</td>
</tr>
<tr>
<td>2.</td>
<td>Liquid soap + Naphthalene ball + Homocol Cube in Urinal Pots</td>
<td>Daily/As &amp; when required</td>
</tr>
<tr>
<td>3.</td>
<td>Harpic/kiwi cleaSn in flush cistern of all toilet</td>
<td>Daily</td>
</tr>
<tr>
<td>4.</td>
<td>Cleaning of table computer and other accessories using Colin</td>
<td>Once in a month</td>
</tr>
<tr>
<td>5.</td>
<td>Cleaning of toilet using vim/surf/Harpic Toilet cleaner</td>
<td>Daily</td>
</tr>
<tr>
<td>6.</td>
<td>Room freshener (Premium brand) in all officer room. Auditorium, Committee room etc.</td>
<td>Daily</td>
</tr>
<tr>
<td>7.</td>
<td>Auditorium and Committee Rooms</td>
<td>Daily/ As and when required</td>
</tr>
<tr>
<td>8.</td>
<td>Odonil in all Toilets</td>
<td>Twice in a month</td>
</tr>
</tbody>
</table>

a. The selected agency shall provide services for performing the job of maintenance of cleaning services 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 age group 21 to 58 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.

b. The Housekeeping and sanitation services are to be provided as detailed in chartered & schedule of services from 8:30 AM to 5:00 PM uninterruptedly and schedule of material used on all working days.(i.e. Monday to Friday)

c. The Agency is free to deploy more numbers of manpower as per the need of the services to be provided for completion of scheduled work.

d. The personnel engaged by the agency for this job contract will not be the employees of the MGAHV, Wardha and there will be no employer-employee relationship between the University and the personnel so engaged by the contractor.

e. The agency shall be wholly responsible for making payment of monthly salaries and other admissible allowances to the personnel under Minimum Wages Act and the University in no way be responsible for meeting any kind of expenditure on salaries etc. to these personnel.

f. The MGAHV, Wardha shall not directly or indirectly engage any personnel of the agency during the period of contract.

g. The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the contractor for the referred job as and when required.

h. The contractor 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. The Identity card should contain the name of the firm/Logo there on. No employee will be replaced/changed without the consent/intimation of the MGAHV, Wardha Authority.
### Details of Services

<table>
<thead>
<tr>
<th></th>
<th>Proper and efficient sweeping and cleaning of all the open road area within the premises including surroundings of the residences.</th>
<th>Both office campus and residential area</th>
<th>Daily on all working day to be completed by 10.00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Proper and efficient cleaning using water, Vim, Harpic an Cleanzo of all floor area, glazed looking mirrors, sanitary ware and its fittings pipes etc</td>
<td>All Common &amp; attached toilets</td>
<td>Two times on all working days. To be completed before 10:00 AM To be completed before 2:00 PM</td>
</tr>
<tr>
<td>3.</td>
<td>Proper and efficient sweeping, cleaning, mopping using cleanzo, dusting/wiping of all items within the room.</td>
<td>Both office campus and residential area</td>
<td>Daily on all working day to be completed by 10.00 AM</td>
</tr>
<tr>
<td>4.</td>
<td>Proper efficient sweeping, cleaning, mopping using cleanzo, of staircase and corridors, dusting of star bar.</td>
<td>Both office campus and residential area</td>
<td>Daily on all working day to be completed by 10.00 AM</td>
</tr>
<tr>
<td>5.</td>
<td>Proper and complete cleaning and swabbing of false ceilings, artificial partitions, reception desks and all other accessories like doors, windows panes, grills of iron gates and artificial plants etc.</td>
<td>Both office campus and residential area</td>
<td>Once in a month</td>
</tr>
<tr>
<td>6.</td>
<td>Cleaning of Chairs, Sofa, Carpets etc using Vacuum Cleaner.</td>
<td>Both office campus and residential area</td>
<td>Once in a month</td>
</tr>
<tr>
<td>7.</td>
<td>Proper and efficient disposal of office waste in the dustbin/Dalao of BMC</td>
<td>Both office campus and residential area</td>
<td>On all working days</td>
</tr>
<tr>
<td>8.</td>
<td>Roof Cleaning &amp; Under Ground tanks Over Head Tanks Cleaning</td>
<td>Both office campus and residential area</td>
<td>Once in 06 months</td>
</tr>
<tr>
<td>9.</td>
<td>Supervision of all the work areas</td>
<td>Both office campus and residential area</td>
<td>On all Six days</td>
</tr>
<tr>
<td>10.</td>
<td>For House Keeping Works Lab &amp; other areas</td>
<td>Both office campus and residential area</td>
<td>On all Six days</td>
</tr>
<tr>
<td>11.</td>
<td>Farm/area/open area</td>
<td>Both office campus and residential area</td>
<td>On all Six days</td>
</tr>
</tbody>
</table>
OTHER TERMS & CONDITIONS

1. The contract is subject to condition that the Tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

2. The persons so provided by the agency under this contract will not be the employee of the University and there will be no employer-employee relationship between the University and the person so engaged by the contractor in the aforesaid services.

3. For this Contract, electricity will be provided by the University. It is presumed that the bidder has assessed all the requirements of manpower/materials/logistics/taxes etc. thoroughly before participating in the tender process and the tender quoted cost is lump sum in respect of all these items/services and therefore no request for any alteration/hike in the rates once quoted would be entertained within one year from the date of award of tender.

4. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time.

5. The contractor shall indemnify and keep indemnified the University from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Vice Chancellor MGAHV, Wardha shall be final and binding on the contractor.

6. The service provider/contractual staff should have adequate literary knowledge to cope up with the smooth operation of work.

7. To have proper coordination in working, the Contractor/Service provider Agency authorities would visit the working areas frequently and contact the concerned In-charge officers/administration for any clarification if required.

8. The contractor must deploy adult contractual staff (21-58 years) only. Employment of child labour shall lead to termination of the Contract.

9. Any change in contractual worker should be done in consultation with University authority. Abrupt and unjustified changes will not be accepted.

10. All the Contractual Services Staff should follow strict attendance and alternative arrangements are to be made by the agency to keep all the work points to be in operation by the substitute if any contractual worker leaves the point.

11. The selected agency shall provide the necessary personnel to University as per labour acts prevalent as per GOI or Maharashtra whichever is applicable. The agency shall deploy good and reliable service provider/Contractual persons with good health. In case any of the personnel so provided is not found suitable by the University the University shall have the right to ask for his replacement without giving any reasons thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.

12. The contractor shall not sublet the work.

13. The contractor shall not sublet the work

14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

15. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officers of the University for the purpose. All complaints should be immediately attended by the Agency.

16. All the contractual workers should maintain discipline, punctuality and obedience in the
campus. Any misconduct would entail the administration to instruct the contractor to replace the person immediately.

17. Payment to the Contractor will be made on monthly basis. The sequence of payment would be as given below:-

A. Payment to the contractual staff would be done by the contractor through BANK TRANSFER in their account on or before 07th of each month, right from the first month or within the prescribed period as per labour law.

B. The contractor then shall submit the claims of such payments to the University along with proof of BANK TRANSFER, payment towards EPF, ESI, GST and other statutory payment etc. The mode of payment and challans etc. should be transparent so as to prove their authenticity. In case of quarterly payment such proof shall be submitted in subsequent month.

C. Upon verification of records as mentioned above and the attendance of contractual persons, the administration would release the payment via BANK TRANSFER in the account of contractor.

D. In no case, release of payment should be linked to payment to contractual workers which must be done before 07th day of each month or as per the clause (A) above.

E. Income Tax (TDS) will be deducted from the payments due for the work done as per rule.

F. The contractor will have to provide the details of (individual wise) EPF deposition with the concerned department and copy of the detailed list deployed at University obtained from the EPF department/website should be submitted as a supporting document along with the bill for the month. Similarly, firm should also provide evidence towards depositing the relevant amount towards ESI with details

G. The contractor will have to give revised minimum wages with other statutory liabilities as and when the minimum wages are revised during the contract. Normally, wages are revised during April and October every year. It is expected that the bidder/contractor has taken into account such changes (increase) in the wages and will pay to the labourers/workers such revised wages from the date they become effective. University will not pay any extra money to the contractor for such revisions but shall ensure that revised wages are paid to them at stipulated dates.

H. The University will not be responsible either to the Contractor or to its workers deployed at this University for any medical assistance/injuries/death or any kind of loss occurred to contractual labours.

18. The Registrar, MGAHV, Wardha reserves the right to reject any or all tenders/quotations in whole or in part without assigning any reasons thereof. The decision of Registrar, MGAHV, Wardha shall be final and binding on the Contractor/Agency in respect of clause covered under the contract

Signature of Tenderer...........
INSTRUCTION TO CONTRACTOR FOR STATUTORY COMPLIANCES FOR WORK CONTRACT

1. Statutory registration and clearances
   Contractor shall commence the work only after obtaining valid labour license, independent provident fund no., ESI registration no., GST and income tax no and clearance certificate in respect of provident fund, ESI and income tax issued by respective enforcement authorities.

2. Identity card
   Contractor shall provide to each of his employee an identity card which shall have his/her photograph verified by the contractor, his/her name, place of work and name of the contractor.

3. Statutory obligation
   3.1 Contractor shall engage only adult worker (in the age group of 21 years and 58 years)
   3.2 Contractor shall follow local laws as far as possible.
   3.3 In case contractor deploys women worker obligation under woman’s laws should be followed.

4. PF & ESI Contribution & Return
   4.1 PF & ESI contribution of workers engaged shall be borne by the contractor as per laws/rules in force & shall produce papers/records whenever asked to do so.
   4.2 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the challan etc to University for replying to statutory authorities in case of any complaints.
   4.3 Verification of the character and antecedents of new workers from police authorities are to be got done by the contractors and should submit to the office before commencement of Contract. In case of old workers these certificate should be renewed every year.

5. Medical care in case of accident.
   5.1 The agency shall agree to get all the staff members insured against any liabilities arising under the workmen’s compensations act or under the common law. This aspect shall not be a liability on the part of the University in any case.
   5.2 It is responsibility of contractor to undertake necessary care and make arrangement for transportation and the treatment of his workers.
   5.3 Contractor should assist and guide his worker.

6. Supervision
   Contractor shall engage adequate numbers of competent and qualified supervisors to supervise and control his workers at the work spot during execution of work for effective supervision. They will also identify their worker and regulate entry at gate at the time of entering and leaving the premises. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.
7. **Payment of Wages**

7.1 Payment shall be made by contractor to his workers as per their category & nature of work which shall not be less then the rates declared from time to time under minimum wages Act. by central Govt.

8. **Safety and Disciplinary action**

8.1 Contractor shall ensure that the workers do not indulge in any unsafe or hazardous activities. They may use safety shoes, gloves, dress etc for day-to-day work. All such safety requirements will be provided by the contractor.

9. **Records & information to be furnished by contractor**.

9.1 Contractor shall maintain neatly, completely and legibly registers, records reports and returns for inspection by various authority at short notice.

9.2 Contractor shall provide full particulars of each worker deployed by him before start of the work from time to time.
**CHECK LIST (TECHNICAL BID)**
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of requirement</th>
<th>Yes/No</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Eligibility of the contractors:-</td>
<td></td>
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<tr>
<td></td>
<td>i. The firm should have 3 year continuous experience in the field of providing Housekeeping &amp; Cleaning Services in Central Govt./Autonomous bodies/Corporations/State Govt./PSUs/Reputed public organizations</td>
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<tr>
<td></td>
<td>ii. The firm should have average minimum annual turnover of 35 Lakhs during the last 3 financial years</td>
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<td></td>
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<tr>
<td></td>
<td>iii. The firm should have valid Labour License. Firm Registration Certificate, EPF, ESI Registration Certificate, Income Tax &amp; GST Registration Certificate etc.</td>
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<tr>
<td>2.</td>
<td>Copy of DD of earnest money deposit (EMD) and tender cost form.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Copy of Registration Certificate of the firm as per Indian companies Act. 1956 or Indian Partnership Act. 1932.</td>
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<td></td>
</tr>
<tr>
<td>5.</td>
<td>Copy of numbers of Staff registered under ESI &amp; EPF separately. Documentary proof of vouchers may be attached.</td>
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<tr>
<td>6.</td>
<td>Copy of valid registration certificate issued by National and Small Industries Corporation (NSIC), if applicable.</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Copy of valid Contractor License.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Copy of audited balance sheet of the firm to fulfill the requirement of average minimum annual turnover of the firm not less than Rs. 35,00,000/- (Rupees Thirty Five Lakhs Only) during the last three years.</td>
<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>Copy of Income tax registration certificates/GST registration.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Copy of Audited Balance Sheet of the firm for last three financial years by the Chartered Accountant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Copy of PAN Number.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Copy of undertaking as per attached Format (Annexure-II) duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Government Department. Public Sector Undertakings and/or by Central Vigilance commission during the last three years. Original undertaking should be submitted along with EMD.</td>
<td></td>
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<tr>
<td></td>
<td>Only those firms who qualify in the Technical Bid will be considered for Financial Bid.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Financial Bid (BOQ) should be enclosed separately.</td>
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</tbody>
</table>

**Declaration by the Tenderer:**
This is to certify that I/We signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of Tenderer........
Financial Bid (BOQ) should be filled & enclosed separately

To

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

Sir,

I/We submit our tender with respect to financial bid for contract for Housekeeping & Cleaning Services Work at MGAHV, Wardha and my/our rate is as follows which may be read with reference to

Schedule – II:

Financial Bid (BOQ)

(For reference purpose only and not to be filled with technical bid)

<table>
<thead>
<tr>
<th>Tender Inviting Authority: The Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Gandhi Hills, Wardha - 442001 (Maharashtra)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Work</td>
<td>HOUSEKEEPING, CLEANING &amp; GARDENING SERVICES</td>
</tr>
<tr>
<td>Name of the Bidder/Bidding Firm/Company</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>BASIC RATE In Figure To be entered by the Bidder in Rs.</th>
<th>TOTAL AMOUNT in Rs.</th>
<th>TOTAL AMOUNT In Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work Contract</td>
<td>With Material</td>
<td>0.00</td>
<td>INR Zero Only</td>
</tr>
<tr>
<td>1.01</td>
<td>Housekeeping &amp; Cleaning Services Work (Total cost per month towards providing services as per statutory liability, i.e. min wages including VDA, EPF, ESI, etc.)</td>
<td>Without Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.02</td>
<td>Watering of Plants and Gardening</td>
<td>0.00</td>
<td>INR Zero Only</td>
<td></td>
</tr>
<tr>
<td>1.03</td>
<td>Agency service charge per month (Amount in INR)</td>
<td>0.00</td>
<td>INR Zero Only</td>
<td></td>
</tr>
<tr>
<td>1.04</td>
<td>Any other charge per month (Amount in INR)</td>
<td>0.00</td>
<td>INR Zero Only</td>
<td></td>
</tr>
<tr>
<td>1.05</td>
<td>GST per month as applicable (Amount in INR)</td>
<td>0.00</td>
<td>INR Zero Only</td>
<td></td>
</tr>
<tr>
<td>Total in figure</td>
<td></td>
<td>0.00</td>
<td>INR Zero Only</td>
<td></td>
</tr>
<tr>
<td>Quoted rate in words</td>
<td></td>
<td>0.00</td>
<td>INR Zero Only</td>
<td></td>
</tr>
</tbody>
</table>

I/We agree to forfeiture of the EMD deposited by me/us in connection with tender, if we fail to comply with any of the terms and conditions in whole or in part as laid down in the tender documents. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

In other terms and conditions that the tender would like to specify, it will form a part of the schedule.

Signature Name and address of the firm with phone number
Liquidated Damage Clauses/Penalty Clause

1. In case of deficiency of services, Pro-rata deduction of amount on the services not provided will be made. In addition, 10% penalty would be charged after giving due hearing to the contractor’s explanation by the Registrar, MGAHV, Wardha of the University.

2. The firm will not charge placement charges on any other account from the manpower deployed with the University from the payment to be made to the outsourced staff as per quoted rates. The contract is liable to be terminated, security deposit forfeited and the Contractor/Firm will be blacklisted if, at any stage, reports are received that the Contractor/Contracting firm has charged the manpower on any account.

3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.

4. If the required number of workers/supervisor are less than the minimum required to carry-out the job as a whole, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

RISK CLAUSE: -

The Agreement of the contract can be terminated with two months’ notice from either side on the technical issues beyond logical solutions. However, in case of Service Provider/Contractor issuing notice, the expenses incurring due to such breach shall be recovered from the security deposit or pending bills or by raising a separate claim.

The decision of the Registrar, MGAHV, Wardha (competent authority of the University) shall be final and binding on the contractor/agency in respect of any clause covered under the contract and any matter incidental to the contract.

IN WITNESS whereof the parties have executed those present on the day month and year as mentioned above.

The Registrar, MGAHV, Wardha reserves the right to reject any or all tenders in whole or in part without assigning reasons thereof. The decision of Registrar, MGAHV, Wardha shall be final and binding on the contractor/agency in respect of any clause covered under the Contract.

Signature ______________________  Signature ____________

(Name & Address of the firm)  (For the University)

Witness:-

1. ______________________

2. ______________________

21
UNDEARTAKING

I/We have read and understood General Terms and Conditions contained in the Housekeeping & Cleaning Services tender document and application form published by MGAHV, Wardha application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by MGAHV, Wardha.

I/We do hereby also accept that MGAHV, Wardha reserves have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to MGAHV, Wardha any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize MGAHV, Wardha to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: - ..........................
Name: - ..........................
Designation: - ..........................
Address: - ..........................

Place: - ............
Dated: - ............
Annexure - V

PROFORMA FOR REFUND OF EMD

(To be submitted on the letter head of the firm submitting tender)

To,

Registrar,
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya,
Panchtecla, Umari,
Wardha-442001

Subject :-  Request for refund of EMD against Tender No. MGAHV/TENDER/ADMN/ MANPOWERSUPPLY/01/2017 due on .......... 2017.

Sir,

I request you that the EMD deposited by me against tender No. MGAHV/TENDER/ADMN/MANPOWER SUPPLY/01/2017 due on .............2017 quoted for the items as per details given below may kindly be refunded.

Sl. No. Name of the equipment DD No. & date Amount

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
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<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yours faithfully,

Signature

---

PRE-RECEIPT

Received Rs. ___________ (Rupees ________________ only) from Registrar, MGAHV, Wardha (MH) against refund of EMD deposited against tender MGAHV/TENDER/ADMN/MANPOWER SUPPLY/01/2017 due on ..........2017.

(SIGNATURE)
With affixing Rs.1/- revenue stamp