



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય
CENTRAL UNIVERSITY OF GUJARAT
GANDHINAGAR- 382 030

NAME OF WORK:

TENDER FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES).

Tender No. CUG/08/2024-25

Dated: 08.10.2024

**Central University of Gujarat,
Sector 29, Gandhinagar – 382030
Tel.: 079/23977410
Email: registrar@cug.ac.in/iwd@cug.ac.in**

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1. Notice Inviting Tender

Central University of Gujarat, Gandhinagar invites online Item Rate tender under Two Bid System i.e., Technical Bid and Financial Bid from highly reputed, well established & professional housekeeping agencies, capable of providing manpower, equipment, and materials/consumables for housekeeping services to CUG and waste management according to terms and conditions given in tender form. The Details of tender are as follows:

Tender No.	CUG/08/2024-25
Tender Processing Fee (Non-refundable)	Rs. 1000
Earnest Money	Rs. 6,45,740/-
Duration of Contract	1 Year
Critical Dates:	
Publish Date	08.10.2024
Bid submission start date	08.10.2024 (3.00 PM)
Pre-Bid Meeting date	14.10.2024 (11.30 AM) at Permanent Campus of CUG, Kundhela, Vadodara.
Bid submission end date	22.10.2024 (3.00 PM)
Bid opening date	22.10.2024 (4.00 PM)
Address and Venue for the submission of Tender document	Administrative Block, Sec-29 Campus, CUG, Gandhinagar.

Complete Tender Document can be downloaded from the website of the Central University of Gujarat, Gandhinagar. (<http://cug.ac.in>).

2. Scope of Work

The scope of work covered under this tender shall include:

1. The scope of work includes all wings and all floors of permanent campus of Central University of Gujarat. The cleaning should be completed before 9.00 am and cleaning is to be maintained throughout the day, 24*7.
2. There are 5 no's of Academic blocks, 1 no administrative block, 1 No Library, 1 No Multi-Purpose hostel, 4 Nos girls hostel(2 double occupancy and 2 triple occupancy), 4 Nos boys Hostel (2 double occupancy and 2 triple occupancy), Girls Dinning, Boys Dinning ,Guest House, VC bungalow, Common Area of Housing Blocks, Substations (2 Nos), Underground Water tank and pump room (5 lakh liter), Water Treatment plant 990 KLD, Sewage treatment plant and Effluent treatment plant (660 KLD and 12KLD), Solar PV system (135 KW), Parking Area, 5 Nos Entry points and security cabins, Approx. 5 Km of Road network.
3. Total Built up Area 75004 Sqm in the total land parcel of 100 Acre.
4. Blocks Will be handed over to agency in Phased manner. Based on phases work will be executed.
5. The construction of CUG campus is going to complete soon in four phases, hence it is mandatory for the bidders to inspect the permanent campus of CUG and examine the area and its surroundings and quote the rates for four phases accordingly.

Part A

1. The Agency shall have to maintain cleanliness in the area as per the frequencies mentioned in Annexure 1. However, the cleaning shall have to be done more frequently at occasions on the instructions of the registrar for which nothing extra shall be paid. The Frequency for cleaning is required as per the tender terms and conditions. The building as well as outside Area is required to be maintained as dust free and stain free also.
2. The Housekeeping/cleaning services should be done on daily basis including holidays for the time period mentioned in the tender document. The Agency must follow all the instructions of the University staff.
3. The detailed technical schedule for Mechanized Housekeeping Services along with the details of machines, materials to be used (with specified brands & makes) and frequency of various cleaning operations required to be carried out shall be adhered as per the details given in tender document.
4. The sweeping/ cleaning/ scrubbing / vacuum cleaning / buffing etc. all shall be carried out by machines only. However, in exceptional cases where cleaning is not possible with machines, manual cleaning will be permitted.
5. Garbage collected during sweeping from the roads, road berms, open spaces etc. will not be burnt and would be disposed of appropriately. This will be followed even in spring and autumn where leaves collected would be more. Tree Leaves on the streets should be heaped in a place for lifting instead of brooming into the hedges. The heap of tree leaves shall be lifted on the same day.
6. The Agency will ensure the cleanliness of the bins in the drop sites and also the area around it.
7. Housekeeping Service includes machine enabled cleaning, sweeping, removal cobwebs, wiping, dusting, moping, freshening, solar plates washing, wall painting, garbage collection,

segregation & disposal of garbage, Vacuum cleaning, disinfecting, polishing, scrubbing and such other tasks.

8. Areas & premises to be cleaned are 5 nos of Academic blocks, 1 no administrative block, 1 No Library, 1 No Multi-Purpose hall, 4 Nos girls hostel (2 double occupancy and 2 triple occupancy), 4 Nos boys Hostel (2 double occupancy and 2 triple occupancy), Girls Dinning, Boys Dinning, Guest House, VC bungalow, Common Area of Housing Blocks, Substations (2 Nos), Underground Water tank and pump room (5 lakh liter), Water Treatment plant (990 KLD), Sewage treatment plant and Effluent treatment plant (660 KLD and 12KLD), Solar PV system (135 KW), Parking Area, 5 Nos Entry points and security cabins, Approx. 5 Km of Road network (Site layout attached).
9. Within any building, Housekeeping Services shall include Toilets, Furniture, Fixtures, ACs, PCs, Fans, Almira's, Drawers, Chairs, Doors, Windows, Phones, Lab equipment (with the approval of the lab in charge), Machines, Drinking Water coolers with purifiers, Curtains, Blinds, Foot mats, Dustbins, Flag Posts and Underground Water Tanks.
10. Shifting of furniture or any other office related material within the campus as and when required shall be carried out as per the direction of CUG Authorities for the same no extra cost will be paid.

Part B: Waste Management

1. Collection of Garbage from the dustbins placed in specified locations in the campuses of disposal of the same at the approved municipal/panchayat site at Kundhela, Vadodara is the responsibility of the agency providing these Services daily. The bidder is advised to consult the Gram Panchayat or applicable Municipal Corporation, Kundhela, Vadodara for proper execution.
2. Collection of food waste from canteens/mess/vegetable shops/recreation center/food centers located within campus of CUG and disposal of same at the approved dumping site of Municipal Corporation, Vadodara/ Gram Panchayat Kundhela is the responsibility of the agency on daily basis so as to ensure the cleanliness of the above-mentioned sites.

Part C: Uniform for Housekeeping workers

1. The Agency will also provide the uniform for the housekeeping staff and the same shall be provided within one month of signing of the contract. The following items as a part of the uniform are to be provided by the agency: Over coat with Name Plate ("Housekeeping Services" sticker on back side), Shoes for Male workers, Shoes for Female workers, Socks (Two pairs to each worker). The staff shall always remain in proper uniform.

Part D: Material and Consumables

Material and Consumables as mentioned in Annexure 3 are required to be supplied by the Vendor during the period of contract: -

1. All materials/consumables and other related items are to be provided by the Agency. Items shall be branded and of ISI mark and in conformity with the specification/makes keeping in view quality/standard. The firm shall procure consumables by 5th of every month and store them at university on monthly basis. The stores are to be replenished timely. Any under / over utilization will be assessed at the month end and quantity be procured accordingly.

3. Responsibility of the Tenderer

1. The Agency should Quote realistic number of manpower and equipment required to meet out the scope of work.
2. The Agency should keep the minimum 80 Nos. manpower as reserved and material required to be meet out the scope of work.
3. The Agency shall ensure the best quality work in a planned and time bound manner. Any substandard material and work shall be summarily rejected by the Officer-in-Charge.
4. The work shall be carried out in the manner complying in all respects with the requirements of relevant bye laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Officer-in-Charge and nothing extra shall be paid on this account.
5. The Agency shall comply with all orders and directions, of the local governance or University or Municipality, issued in accordance in law and abide by their rules and regulations and pay all fees and charges, which he may be liable.
6. Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the Agency at his own expense. The Agency shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services.
7. The Agency shall execute its work in such a manner that no damage is made to the existing structure or any property of the University.
8. The Agency shall be responsible for arranging at its own cost all necessary tools, plants & machinery and all other materials etc. required for execution of the work.
9. No assistance of any kind shall be made available by the University for the purchase of equipment, plants, machinery, sanitary items of any kind or any other items required to be carried out in execution of work.
10. Work shall be carried out on all days. The Agency shall attend complaints received in connection with the services immediately. Also, the agency shall be responsible to provide the relievers on the place of absentee workers.
11. The Agency shall appoint Facility Manager /Supervisor(s) as per manpower deployment exclusively who shall attend the site daily and be at site of work at the time the work is being carried out.
12. The authorized Supervisor of the Agency shall report on all matters concerning the above work to the Officer-in-Charge. The Supervisor deputed by the Agency will act as a liaison officer between the Agency and the University and will be responsible for the day to day working of the staff deputed by the Agency, their attendance and other relevant jobs.
13. The Agency has to ensure that the services are not disturbed either due to absenteeism or due to the willful act of its staff. Maximum care and precautions shall be taken to avoid any system breakdown. In case the workforce deployed by the Agency resort to any kind of industrial action, the Agency shall arrange to deploy alternate work force of sufficient strength and competence to maintain the normal operations.
14. The University reserves the right to immediately step in and to carry out a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the Agency at their cost and the Agency would have no claim for compensation in such cases.
15. The Agency shall provide the Housekeeping Services for day to day works and various university activities such as seminar, Various Function arranged by University or Higher education institutions. The Agency would have no extra payment for the same.

16. For the Computer Lab and other laboratories where indicated, dedicated housekeepers trained to use various equipment needed shall be deployed. Always a backup shall be maintained for such facilities so that in the absence of the dedicated housekeeper, service does not suffer.
17. Four housekeepers shall be made available on all days of the year, dedicated for sewage de-clogging works with the help of necessary equipment as spelt out later in the tender. It has to be ensured by the Agency that law of the land on employment of scavengers is not violated. If there is no work related to sewage de-clogging then these four dedicated housekeepers will do the housekeeping related work as suggested by the University or agency supervisor.
18. The Agency shall employ housekeepers to ensure door to door collection of garbage from all the buildings in a segregated manner and ensure disposal of the same inside each campus as directed by the University staff. The garbage bins shall be cleaned/washed properly from time to time by the agency workers and also the disposal of garbage at approved municipal dumping site of Vadodara shall be done every day by the agency on priority basis.
19. It will be the responsibility of housekeepers to drive stray cattles, dogs/monkeys/cats out of University premises and bury animal carcasses if any found in the campus in an appropriate manner.
20. The agency will be responsible to ensure adequate training regarding safety of individual housekeepers and others during performance of housekeeping services and use of equipment at own cost.
21. Equipment and tools mandated in this tender (Annexure‘2’) shall be maintained by the Agency in serviceable condition all the time. Use of equipment like vacuum cleaner, scrubbers, hydrojets, telescopic ladders so as to reach inaccessible areas for cleaning of glass or vegetable growth on the roof, flexible rodding equipment, bamboo khappachis for de-clogging sewage lines, grass cutting equipment (Drati), Phawras/belcha for cleaning of storm water drains i/c necessary wheelbarrows for disposing off the malba from drains etc. is considered inherent in housekeeping service. Such tools and equipment as necessary shall be maintained by the Agency in the University premises readily available and in functional condition.
22. All material required for housekeeping as given in Annexure‘3’ will be procured by the agency and will be issued as per the requirement to maintain the hygiene and cleanliness at CUG campus. If the agency fails to provide requisite quantity of sanitary items, recovery per day per item will be impose from each running bill as per the rates prescribed in Annexure‘3’ .
23. The list of equipment and tools to be used in the campus is as per Annexure‘2’. If the agency fails to provide requisite quantity of equipment and tools, penalty per day will be made from each running will as per the rates prescribed in Annexure‘2’.
24. Duty Timings for the Housekeepers is given below. The same may be changed by the supervisor if there is a need to further improve hygiene and sanitation. Entry regarding cleaning services performed shall be made in a register kept for the purpose for each building and countersigned by the occupant of the office/ lab. Cleaning services will be provided round the year, without any holidays and manpower is to be planned accordingly by the Agency.
 - a) Duty Hours of Housekeepers (General): - 8 AM to 4 PM
 - b) Duty Hours of Housekeepers engaged for collection of garbage: - Appropriate time as mutually decided as per direction of municipality on daily basis.
 - c) Night duty Hours for Housekeepers: - 4 PM to 12 AM (4 manpower required during night)
25. The Agency shall provide the uniform within a month by the date of tender awarded to all the housekeepers in consultation with CUG.
26. The Agency will maintain a attendance register in each building. Daily attendance and occasional surprise checks to penalize absenteeism of the housekeepers shall be carried out by

the University staff.

27. Up to date duty roster along with mobile contact numbers of the housekeepers and supervisor responsible for each building shall be prepared by the Agency's supervisor and submitted to the University staff, as well as displayed on the notice boards of various buildings without fail. The Agency shall maintain a record of leave granted to each of the housekeepers/supervisor in the attendance register to ensure that all housekeepers are provided leave as per the labour laws. Even during public holidays/festivals, the housekeeping service shall be provided without failure and the Agency will make necessary arrangements accordingly.
28. Actual wages and bonus to be followed as per Ministry of Labor and Employment notifications and revisions from time to time. Payment of the Bonus will be made once a year on receipt of notification from the Ministry of Labor of Employment and approval of the competent authority. Further, conditions governing payment of Bonus relating to minimum service, etc. will also be followed before releasing payment of Bonus.
29. The selected agency will have to pay GST on contract amount as applicable. If any additional rates/taxes/income tax has to be paid, that shall be borne by the Agency, otherwise it shall be deductible from his monthly payments.
30. The Agency will provide an updated list of housekeepers with full particulars such as age, address, etc. with government ID Card at the commencement and during operation of the contract.
31. In case it is found that some extra work to be executed which was not included in original scope of work, the agency will deploy extra manpower needed by CUG on Minimum Wage Act.
32. The Agency shall be responsible for fulfilling all his obligations towards the person(s) deployed under the labor laws namely Industrial Disputes Act, Minimum Wages Act, the Contract Labor (Regulation and Abolition) Act, EPF Act, Payment of Wages Act, ESI/ WC Act, Bonus Act, Maternity Benefits Act, Earned Leave, Shops & Establishments Act, Factories Act, or other labor rule and regulation applicable and amended from time to time. The Agency shall be responsible for the deposit of employee's and employer's share of statutory contributions to the ESI, EPF as applicable at his own level and maintenance of such records as per rule. The Agency shall arrange the disbursement of wages to his staff so deployed for duty in the first week of every ensuing month but not later than 10th day of the month in any case. The Agency will furnish a certificate to CUG regarding payment of salaries/dues to the staff deployed and deposition of EPF & ESI etc. to respective authority.
33. The Agency shall take at his own cost, necessary insurance cover in respect of staff and other personnel to be deployed or engaged by him in connection with the aforementioned services to be rendered to CUG and against all claims, damages or compensation payable under workmen's Compensation Act, 1923 or any modification thereof. The insurance policy shall not be cancelled till the Officer- in-Charge permits and agrees to it. The Agency shall comply with all relevant labour laws as applicable or as may be mentioned during the contract period and shall indemnify CUG against all acts or omissions, fault, breaches and or any claim or demand, loss; injury and expenses to which CUG may be party or involved as a result of Agency's failure to comply and of the obligation under the relevant act / law which the Agency is bound to follow.
34. The Agency shall employ only adult trained, efficient and responsible staff with medical certificate and police verification and sound mind for relevant services. The workers should not be below 18 years. Further safety markers for wet floor and notices outside washrooms while cleaning is in progress shall be placed. It will be ensured that wastage of water and other materials is avoided failing which penalty may be imposed.
35. The Agency shall be responsible for proper maintenance of decorum, punctuality, discipline

and work output from each housekeeper and ensure equitable distribution of work. In the washroom for men, women shall not be made to work and vice versa.

36. Smoking and consumption of alcohol within the entire area of CUG is strictly prohibited. Violations of this rule shall be prosecuted as per law and the culprit will be discharged immediately.
37. The Agency's staff shall not be treated as the staff of CUG for any purpose whatsoever. The Agency shall be responsible for strict compliance of all statutory provisions of relevant labor laws applicable from time to time in carrying out the above job.
38. The Agency shall periodically hold seminars to educate housekeepers about their entitlements. Further, every month, the Agency supervisor shall organize a meeting with all housekeepers and address their grievances if any, and a written intimation of the same shall be given to CUG. Agency shall display relevant information and notices as required under the above-mentioned rules and regulations. CUG representative shall be entitled to inspect all such records at any time.
39. The Agency shall disburse the wages to the workers through bank transfer and Non-payment of wages by and any malpractice if noticed, will invite a penalty which may lead to termination of contract & blacklisting of the firm or any other decision deemed fit by the Competent Authority. The Agency will also be liable to pay the disputed outstanding amount. CUG shall not be directly responsible for the payment of wages to the employees. It will be the responsibility of the Agency to make regular payment to the workers engaged by him as per the minimum wages applicable to the Central Govt.
40. None of the employees of the Agency shall enter into any kind of private work at different locations during working hours.
41. The Agency shall issue identity cards / identification documents (within a month of the tender awarded date) to all its employees who will be instructed by the Agency to display the same.
42. All personnel deployed by the agency shall not form or participate in any Union/association.
43. If and when any of the Agency's employee deployed for housekeeping service in CUG is found guilty of any misconduct, found incompetent or negligent in the performance of his/her duties, or is found to absent himself/ herself during duty hours or is found undesirable due to administrative/ disciplinary reason or any other reason, the agency when so directed shall remove such person/persons from CUG premises forthwith. Any person/persons so removed from the works shall not again be deployed in CUG in connection with the works without written permission of CUG. It will be the responsibility of the contractor to deal with legal implications/ labour office in such cases. The agency shall furnish the necessary certificate about police verification of character and antecedents of all the personnel to be engaged.

4. General Terms and Conditions

1. For the Bidding/Tender Document Purposes, the Central University of Gujarat shall be referred to as 'Client' and the Bidder/Successful Bidder shall be referred to 'Agency and/ or Bidder or interchangeably'.
2. While all the efforts have been made to avoid errors in the drafting of the tender document, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
3. For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to the University. The bidder shall be solely responsible for the consequences of any omission or error to notify any change

of address in the aforesaid manner.

4. No increase in amount shall be considered at all during the currency of the Contract. No other charges will be payable. Any additional financial burden due to statutory changes made by the Govt. notification in future shall be reimbursed by the CUG after receipt of its compliance.
5. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof.
6. The period of the contract may be curtailed/ terminated earlier owing to deficiency in service or substandard quality of service by the selected Firm. Central University of Gujarat, however, reserves the right to terminate this initial contract at any time after giving one month notice to the selected Firm and the Performance Security shall be forfeited.
7. The agency shall not sub-contract or sub-let, transfer, or assign the contract or any other part thereof. In the event of the agency contravening this condition, the client shall be entitled to place the contract elsewhere on the agency's risk and cost and the agency shall be liable for any loss or damage, which the client may sustain in consequence or arising out of such replacing of the contract. The firm/agency shall be solely responsible for any injury or accident to the mechanic/ person employed by them.
8. The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expense. Price bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated only to the technically qualified bidders. In an exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.
9. In case the bidders require any clarification regarding the tender document, they are requested to submit their queries on the e-mail registrar@cug.ac.in or iwd@cug.ac.in.
10. The bid should be valid for acceptance up to a period of 180 Days. The Bidders should be ready to extend the validity, if required without any additional financial implications.
11. CUG reserves the right to accept/reject any or all the BIDs received without assigning any reason whatsoever. The BIDs, in which any of the particulars and prescribed information is missing or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected. BIDs, not meeting the BID eligibility criteria as stipulated in the document shall be summarily rejected.
12. Before quoting, the Contractor in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the bidder of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the bidder and shall be his own responsibility and risk.
13. All taxes, duties, levies etc. imposed by the State, Central Government and Local Bodies in connection with this contract in force at the time of submission of BIDs and during currency of contract period shall be borne by the Agency/Contractor.
14. The requirements of housekeeping manpower are tentative and may increase or decrease at the sole discretion of the competent authority of the Client.

5. Minimum Eligibility Criteria

Agency who fulfills the following requirements shall be eligible for bidding:

1. The company Should have satisfactorily completed the work as mentioned below during the last Three years ending on last day of previous month of submission of bid.
 - i. Three similar works each costing not less than Rs. 1 Crore in each year or
 - ii. Two similar works each costing not less than Rs. 1.5 Crore in each year or
 - iii. One similar work costing not less than Rs. 3 Crore in each year

Similar work shall mean works of “**FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT ALONG WITH PROVIDING MECHANIZED HOUSE KEEPING SERVICES**”.

2. The annual Turnover Vendor’s Average Turnover for last three financial years (FY 2020-2021, FY 2021-2022, FY 2022-2023 or FY 2021-2022, FY 2022-2023, FY 2023-2024) should not be less than 9 Crore for the above-mentioned services. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for last three years along with copies of Income Tax Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted.
3. The company should attach list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender out of which one should be running contract. The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted.
4. The agency shall have at least 300 employees in its role in the preceding year ending December 2023. Out of these 300 employees, 100 should be a part of a single contract. An EPF statement indicating the number of employees from the Govt. EPFO website shall be submitted to substantiate the same.
5. The bidder should not have incurred any loss (Profit after tax should be positive) in not more than two years during the last consecutive five financial years ending 31st March 2022/2023. (Form-A)
6. The agency should be approved /recognized/registered by Govt. of India/ State Govt. for providing mechanized housekeeping services. The agency should be ISO certified for housekeeping services. Proof of the same shall be attached with the tender.
7. The Agency should not have been blacklisted by any Govt./Semi Govt. or any other organization in the last three years. An Affidavit to this effect shall be given by the firm along with a technical bid, failing which the bid shall be rejected.
8. The Bidder should have its office in Gandhinagar/Vadodara/Ahmedabad (around 100km radius) for operational conveniences. Proof of the same is to be submitted.
9. Joint ventures and conditional tenders will not be accepted.
10. Bidders should have a valid GST registration.
11. In proof of having fully adhered to minimum eligibility criteria, following documents shall be acceptable with the bid documents:
 - i. Self-attested copy of registration certificate of agency.
 - ii. Self-attested copy of PAN Card/TIN number.
 - iii. Self-attested copy of GST Registration Certificate.
 - iv. Self-attested copy of IT returns for last 3 yrs
 - v. Self-certification to the effect that the firm has not been banned/blacklisted by any Ministry/Government Department/Universities in the past.

- vi. Experience certificate as per para 3.
- vii. Self-attested copy of Bank Details of Firm
- viii. Self-attested copy of License
- ix. Contract completion certificate from previous clients
- x. Financial bid format (as per Enclosed formats)
- xi. Desirable: Testimonials

6. Tender Fee and Earnest Money Deposit

Applicants must deposit Tender Fee of Rs. 1,000/- (Rs. One Thousand only) in the form of cheque/demand draft in favor of “CENTRAL UNIVERSITY OF GUJARAT RECURRING ACCOUNT” and earnest money of Rs. 6,45,740/- (Rs. Six Lakh Forty Five Thousand Seven Hundred Forty only) in the form of cheque/demand draft in favor of “CENTRAL UNIVERSITY OF GUJARAT” of a nationalized bank along with tender document.

Tender Fee and Bid Security Exemption:

1. Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) for goods produced and services rendered, are exempted from Tender fee and Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect. Accordingly, MSEs shall be required to submit Udyam Registration Certificate for availing benefit under MSE Procurement Policy. Enterprises registered prior to 30 June 2020 and who are not reregistered with Udyam Registration, shall continue to be valid for a period up to 31 Mar 2021. Such enterprises shall submit EM Part-II or Udyog Aadhar Memorandum (UAM) for availing aforesaid benefit. The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.

2. Startup(s):

Startup(s) as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India, are exempted from Tender fee and Bid Security. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

3. Eligible MSE and startup bidders who seeks exemption from Tender fee/Bid Security as per clause no. (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.
4. Other than eligible MSE and Startup bidders, Bid Security Declaration: Bidders should have to submit the Bid Security Declaration (As per the format given) in duly filled and signed condition.

7. Validity of Bids

1. Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of bids.
2. In case, client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
3. The client may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
4. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained.

8. Submission of Bids

1. The Bidding Firms must submit the tenders in two bid system i.e., Technical Bid and Financial Bid in the prescribed proforma.
The interested agencies are advised to submit two separate sealed envelopes super-scribing **“FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES).”** (Separately mentioning Technical Bid and Financial Bid on each envelope). Both sealed envelopes should be kept in a third sealed envelope super scribing **“FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES).”** and dropped the same in the Tender Box kept at the Registrar Office, Central University of Gujarat, Sector 29, Gandhinagar.
2. The Bid shall be submitted not later than 03:00 pm of **22.10.2024** addressed to Central University of Gujarat, Sector 29, Gandhinagar. Bids must be submitted within the date and time stipulated in the Tender Document.
3. No Bid shall be accepted after the specified date and time.
4. The tender shall be completed in all respect and should be signed with date by the Authorized Signatory of bidder with company stamp on all the pages of this tender.

9. Bid Opening Procedure

1. The Technical Bids shall be opened on **22.10.2024** at 04:00 pm by the Tender Opening Committee in the presence of such bidders, who may wish to be present themselves personally or through their representatives.
2. The Financial Bids of only those bidders, who qualify at Technical Bid stage, shall be opened by the Committee authorized for this purpose. The date, time, and venue of opening of the Financial Bids shall be intimated to the technically qualified bidders in due course.
3. The absence of bidder or their representative shall not impair the legality of the opening procedures.
4. After opening of the Technical Bids, the technical bids shall be evaluated later to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
5. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will

be opened on the next working date, and time remaining unaltered.

10. Financial Bid Opening Procedure

1. The Financial Bids of all the technically qualified bidders shall be opened on the appointed date and time in the presence of the qualified bidders/their representatives, who choose to be present at the time of opening of the financial bids.
2. The absence of bidders or their representatives shall not impair the legality of the process.
3. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.
4. If there is a discrepancy between words and figures, the amount in words shall prevail.
5. The Financial Bid consist of three part which is based on Phases of Building to be handed over to the agency in due course of time.
6. The L1 may be decided based on the lowest rate quoted Combining for PART-A, B, C and D for providing housekeeping services and waste management at permanent campus of Central University of Gujarat at village Kundhela, Vadodara, Gujarat.

11. Performance Bank Guarantee (PBG)

1. The successful bidder will have to deposit 5% Performance Bank Guarantee of Tender Value in the form of Fixed Deposit Receipt (FDR)/Performance Bank Guarantee of nationalized bank made in the name of the Company/Bidder/Agency but hypothecated to the "CENTRAL UNIVERSITY OF GUJARAT" within fifteen days of the award of the Contract. The PBG shall remain valid for a period of 18 months from the date of commencement of the contract.
2. The PBG would be refundable only after successful completion of the contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
3. The Performance Bank Guarantee (PBG) will be forfeited by order of the Competent Authority of the University in the event of any breach or negligence or non-observance of any terms and conditions of the agency for unsatisfactory performance.

12. Contract Period

1. The contract is initially for the period of 12 Months. The successful bidder will be required to start working immediately from the date of award of the contract.
2. After expiry of the initial period of the Contract of 12 months which may be renewed for a period of one more year (12 Months) on the basis of performance evaluated by CUG.
3. If the contract is renewed by the University based on the performance of the Agency, the Agency shall not claim an increase in the services charges.
4. Only increase in the minimum wages, as and when increased by the Government will be payable.
5. The Agency shall apply for Labor License so as to receive the same from office of Assistant Labor Commissioner.
6. The labor license will be deposited before commencement of Housekeeping Services. Same shall be renewed well before expiry date.

13. Penalty Clause

Sr. No.	Reasons For Penalty	Penalty amount in Rs.
1	For not wearing proper uniform	100/- per worker per day
2	For failure to lift garbage from dustbins	500/- per day per bin
3	For misbehavior/harsh/rude behavior	1000/- on each occasion with warning letter
4	Housekeeping men/supervisors found sleeping/missing from the place of duty for without any reason during duty hours	300/- on each occasion
5	For failure to lift food waste from Mess, canteens, shops, vegetable shops, recreation center	1000/- per day per campus
6	Unable to drive stray dogs/cattle/cats/monkeys from out of University on the planned occasion	500/- per occasion

14. Tools and Equipment

Sr. No.	Description of the Equipment	Penalty per equipment per day (if not available/out of order)
	EQUIPMENTS	
1	Electric Scrubber driers -50	Rs. 1500/-
2	Wet & Dry Vacuum Cleaner 1350-watt, VAC-50 N with Pneumatic auto ON/OFF, Autoclean & Blower Function Make: -From any reputed brand	Rs.500/-
3	Vacuum Cleaner Eureka Forbes 400 Watts Make:- From any reputed brand	Rs.300/-
4	High Pressure Jet150 Make: -From any reputed brand	Rs.1000/-
5	Double Bucket/wringer trolley with press (with mop) Make:- From any reputed brand	Rs.200/-
6.	Single disc scrubber 2HP Make:-From any reputed brand	Rs.700/-
7	Flexible Chrome Drainage Cleaning Rod as per specification:20 m+/- 1 meter long	Rs.500/-
8	Sewer Rodding Machine	Rs. 500/-
9	Multifunctional Telescopic Ladder	Rs. 300/-
10	Grass Cutter machine (With fuel)	Rs. 300/-
11	Climbing harnesses of good quality with rope	Rs. 500/-
	TOOLS	

12	Pipes 50 meters	Rs.100/-
13	Phawra/Belcha	Rs.100/-
14	Drati for cutting grass	Rs.100/-
15	Draat for cutting tree branches	Rs. 100/-
16	Wheel barrows	Rs.200/-
17	Pick Axes	Rs.100/-
18	Electric extension board with 30 meters electric wire	Rs. 300/-
19	Any other item required for above scope of work	

15. Material

Sr. No.	Description
1	Broom (Soft broom)
2	Broom (Full broom)
3	Compound Broom
4	Mopping cloth
5	Toilet Cleaner (5 Liter) (Harpic/Lizol/Homeninza)
6	Black Phenyle (5 Liter)
7	White Phenyle (5 Liter)
8	W. C. Cleaning Brush
9	Vim (for tile cleaning) (1kg pack)
10	Duster
11	Room spray (170 ml)
12	Black polythene for dustbin (1 pkt of 30 pieces, 5 ltr.)
13	Hand wash refill pack (Savlon / Dettol / Godrej / Santoor (5 liter)
14	Soap (Dettol/Medimix/Lifeboy)
15	Dustpan
16	Glass Cleaner (Collin) (500 ml)
17	Urinal Cube (300 Gm each)
18	Toilet Air Freshener (Odonil/Goodhome-50 Gm each)
19	Floor Cloth (Poucha,XL Size)
20	Stick Broom (Tilli Jharoo)
21	Scrubber (10x15cm)
22	Toilet Tissue Role (Origami)
23	Toilet Brush (42-45cm in length)
24	Naphthalene Balls (80 Gm each)
25	Hand Guard Surgical Gloves/Disposable latex Examination Gloves (Nature to White Color, Powdered with absorbable dusting Powder, Large Size Box)
26	Mortein Spray/All Out Baygon(250ml)
27	Rubber Gloves (Pinhole free, Non-Sterile, No Filler Made from Natural Rubber (Latex size-8)
28	Acid Cleaner (1 Liter)
29	Wiper large Having blade size 41cm and M.S rod Length 120cm.

30	Wiper (Small) Having blade size 38 cm and M.S length 85-90 cm.
31	Window Cleaning Wiper Having Blade Length 25cm
32	Glass wiper
33	PVC Bucket (18 ltr)
34	Any other item required for above scope of work
	Total

Penalty of Rs. 100 will be charged for the non-availability of one of the above items.

16. Rates and Payments

1. Only quoted rates shall be considered. Where the rates quoted by the Agency in figures and in words don't tally, in that event the rates quoted in the words shall be considered as correct and final.
2. Rates quoted by the bidders shall be exclusive of all Taxes, GST, etc. nothing extra shall be payable. Recoveries as per the government norms shall be made while making payment.
3. The bill shall be paid monthly as per actual manpower deployed in campus and actual consumption of material used. The bidder should submit invoice of material consumed.
4. All payments shall be made in Indian currency by means of Electronic Clearance Service (ECS).
5. The Tax Deduction at Source (TDS) shall be deducted from every month bill as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Central University of Gujarat.
6. The Agency shall submit to the University monthly bills latest by 10th of the on-going month and after verification, same will be processed for release of payment.
7. The minimum wages rate shall be reimbursed only for the actual amount paid, if increased during the contract period in accordance to the Government notification so as to enable the Agency to meet the statutory obligation. Necessary proofs of such actual payment made as a result of Government Notification of the previous month shall be submitted by the Agency.
8. Each monthly bill must accompany the:
 - a. The amount of wages (The Agency shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/EPF/Bonus etc.).
 - b. Copies of authenticated documents of payments of such contributions to EPFO/ESIC.
 - c. Declaration of the Agency regarding compliance of EPF/ESIC/Bonus and other laws as applicable from time to time.
 - d. Duly Certified copies of per day trip performed for garbage & food waste collection and their disposal.
 - e. Certified stock inventory copies and distribution register copies.

17. Termination

1. In case of breach of any of terms and conditions of the contract by the selected bidder, the competent Authority of the university shall have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by the university in that event and the Performance Security deposit in the form of Fixed Deposit Receipt shall be forfeited and encased. The decision of the Central University of Gujarat in this regard shall be final.
2. The agency goes bankrupt and becomes insolvent.
3. The University reserves the right to withdraw/relax any of the terms and conditions of the tender

document to overcome the problem encountered by the contracting parties.

18. Government Laws and Settlement of Dispute

1. Any claims, disputes and or differences (including a dispute regarding existence, the validity or termination of this contract) arising out of or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication of the arbitration of a sole arbitrator to be appointed by the Competent authority of university in accordance with the provisions of the Arbitration and conciliation Act 1996 and Rules made thereunder including any modifications, amendments, and future enactments thereto. The venue of the arbitration will be Gandhinagar and the decision of the arbitrator shall be final and binding on the parties. The arbitrator so appointed shall be an official of the Central University of Gujarat not below the rank of Deputy Registrar.
2. Jurisdiction of Court: This contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the Courts in Gujarat.

19. Company Details

1	Name of the Bidder (in Block Letters) attach certificate of registration	
2	Name of proprietor/ Director of Company/Bidder/Agency	
3	Full address of Registered Office	
4	Telephone No./FAX No./E-mail address	
5	Full address of Operating/Branch Office	
6	Telephone No./FAX No./E-mail address	
7	Self-attested copy of PAN No.	
8	Self-attested copy of GST registration Certificate	
9	Details of EMD	
10	Undertaking to the effect that the service provider having no legal suit/criminal case or has not been blacklisted/ banned by any Ministry/ Department/ Govt. Organization	
11	Self-attested copies for experience in a similar field in the Govt. Ministry/ Department for the last one consecutive year	
12	Bank Account Details Account Number IFS Code Bank Name Branch Name	
13	Additional information, if any: (Attach separate sheet, if required)	

20. Technical Bid cum Checklist

Sr. No.	Name of the Document	Submitted (Yes/No)	Page No. of the attached Document
1.	Tender Fee		
2.	EMD		
3.	Self-attested copy of PAN Card/TIN number.		
4.	Self-attested copy of GST Registration Certificate.		
5.	<p>The company Should have satisfactorily completed the works as mentioned below during the last Three years ending last day of month previous day of last date of submission of bids.</p> <ul style="list-style-type: none"> i. Three similar works each costing not less than Rs. 1 Crore in each year or ii. Two similar works each costing not less than Rs. 1.5 Crore in each year or iii. One similar work costing not less than Rs. 3 Crore in each year 		
6.	<p>The annual Turnover Vendor's Average Turnover for last three financial years (FY 2020-2021, FY 2021-2022, FY 2022-2023 or FY 2021-2022, FY 2022-2023, FY 2023-2024) should not be less than 9 Crore for the above-mentioned services. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for last three years along with copies of Income Tax Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted.</p>		
7.	<p>The company should attach list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender out of which one should be running contract. The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted.</p>		
8.	<p>The agency shall have at least 300 employees in its role in the preceding year ending December 2023. Out of these 300 employees, 100 should be a part of a single contract. An EPF statement indicating the number of employees from the Govt. EPFO website shall be submitted to substantiate the same.</p>		
9.	<p>Self-certification to the effect that the firm has not been banned/blacklisted by any Ministry/Government Department/Universities in the past.</p>		

10.	The bidder should not have incurred any loss (Profit after tax should be positive) in not more than two years during the last consecutive five financial years ending 31st March 2022/2023 (Form-A)		
11.	The agency should be approved /recognized/registered by Govt. of India/ State Govt. for providing mechanized housekeeping services. The agency should be ISO certified for housekeeping services. Proof of the same shall be attached with the tender.		
12.	The Agency should not have been blacklisted by any Govt./Semi Govt. or any other organization in the last three years. An Affidavit to this effect shall be given by the firm along with a technical bid, failing which the bid shall be rejected.		
13.	The Bidder should have its office in Gandhinagar/Vadodara/Ahmedabad (around 100 km radius) for operational conveniences. Proof of the same is to be submitted.		
14	Mention the details/Nos of Housekeeping Supervisor, Male Housekeeping staff, Female Housekeeping staff, to be deployed per month at CUG. (For Total numbers of PART A, B, C and D of Financial Bid)		
15	Mention detail and quantity of Tools and Equipment Required for Cleaning as per Annexure 2. (For Total QTY of PART A, B, C and D of Financial Bid)		
16	Mention detail and quantity of Material Required for Cleaning (Per Month) as per Annexure 3. (For Total Qty of PART A, B, C and D of Financial Bid)		

21. Bid Security Declaration

**To
The Registrar,
Central University of Gujarat,
Near Jalaram Mandir,
Gandhinagar – 382030. Gujarat.**

NOTICE INVITING TENDER FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES).

Sir,

We, the undersigned, declare that

1. We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.

2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the University for the period of **3 years** starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) Have withdrawn our bid during the period of bid validity specified in the letter of bid; or

(b) Having been notified of the acceptance of our bid by the University during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No:

22. Financial Bid

Name of Work: FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES).

Name of the Agency: _____

Address of the Firm: _____

Tender Ref No: _____

PART A (Phase-1) For Academic Block A1, A2, A3 Girls Hostel Double Occupancy, Girls Dinning Area, Substation-1 &2, Pump Room, All common area(i.e. Main Gate, Road and Parking) of 100 Acer of Land Parcel

Sr. No	Description of Items	Manpower proposed in Nos.	Rate per Month per person inclusive of all statutory payments and provision in Rs.	Total Amount for total manpower per Month in Rs.
1	Providing housekeeping services by engaging Housekeepers, Supervisor to perform various services as per terms and conditions of agreement and as per the directions of CUG Carrying out day-to-day mechanized House-keeping services at permanent campus of CUG, Kundhela, Vadodara such as : cleaning of roads, Paved footpath, i/c toilets, inside and outside flooring carpet, furniture, doors, windows, roof and walls by sweeping, scrubbing, wherever required including high pressure washing, vacuuming, shampooing, Polishing including covering/ uncovering of carpet and other related required activities as per scope of work, with the minimum frequency as detailed, using various machines with various chemicals and by deploying required manpower and supervisory staff complete as per direction of Engineer-in-Charge. The required frequency of cleaning is as per Annexure detailed.			
(i)	Housekeepers salary per month including replacement at holidays (numbers of manpower required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(ii)	Supervisors salary per month including replacement at holidays (numbers of manpower required may also be intimated			

	as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(iii)	Total agency Service charges per month to be quoted in Rupees consolidated			
B	Total (i + ii +iii)			
C	GST @18% on (B)			
D	Total (B+C)			
E	Total Cost of Material, tools and equipments etc (Furnished detail in Anx-2&3) for one month			
G	Total Uniform Cost one time (Annual) for the manpower proposed in Col. (i) and (ii) above			
H	Grand Total (per Month)			
Rate in Words _____				

PART B (Phase-2) For Academic Block B1, B2, Library and Admin Block, MP hall, Girls Hostel Triple Occupancy, VC bunglow

Sr. No	Description of Items	Manpower proposed in Nos.	Rate per Month per person inclusive of all statutory payments and provision in Rs.	Total Amount for total manpower per Month in Rs.
1	Providing housekeeping services by engaging Housekeepers, Supervisor to perform various services as per terms and conditions of agreement and as per the directions of CUG Carrying out day-to-day mechanized House-keeping services at permanent campus of CUG, Kundhela, Vadodara such as : cleaning of roads, Paved footpath, i/c toilets, inside and outside flooring carpet, furniture, doors, windows, roof and walls by sweeping, scrubbing, wherever required including high pressure washing, vacuuming, shampooing, Polishing including covering/ uncovering of carpet and other related required activities as per scope of work, with the minimum frequency as detailed, using various machines with various chemicals and by deploying required manpower and supervisory staff complete as per direction of Engineer-in-Charge. The required frequency of cleaning is as per Annexure detailed.			
(i)	Housekeepers salary per month including replacement at holidays (numbers of manpower			

	required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(ii)	Supervisors salary per month including replacement at holidays (numbers of manpower required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(iii)	Total agency Service charges per month to be quoted in Rupees consolidated			
B	Total (i + ii +iii)			
C	GST @18% on (B)			
D	Total (B+C)			
E	Total Cost of Material, tools and equipments etc (Furnished detail in Anx-2&3) for one month			
G	Total Uniform Cost one time (Annual) for the manpower proposed in Col. (i) and (ii) above			
H	Grand Total (per Month)			
Rate in Words _____				

PART C (Phase-3) For Boys Hostels Double and Triple Occupancy, Boys Dinning, Guest House, STP and WTP

Sr. No	Description of Items	Manpower proposed in Nos.	Rate per Month per person inclusive of all statutory payments and provision in Rs.	Total Amount for total manpower per Month in Rs.
1	Providing housekeeping services by engaging Housekeepers, Supervisor to perform various services as per terms and conditions of agreement and as per the directions of CUG Carrying out day-to-day mechanized House-keeping services at permanent campus of CUG, Kundhela, Vadodara such as : cleaning of roads, Paved footpath, i/c toilets,			

	inside and outside flooring carpet, furniture, doors, windows, roof and walls by sweeping, scrubbing, wherever required including high pressure washing, vacuuming, shampooing, Polishing including covering/ uncovering of carpet and other related required activities as per scope of work, with the minimum frequency as detailed, using various machines with various chemicals and by deploying required manpower and supervisory staff complete as per direction of Engineer-in-Charge. The required frequency of cleaning is as per Annexure detailed.			
(i)	Housekeepers salary per month including replacement at holidays (numbers of manpower required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(ii)	Supervisors salary per month including replacement at holidays (numbers of manpower required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(iii)	Total agency Service charges per month to be quoted in Rupees consolidated			
B	Total (i + ii +iii)			
C	GST @18% on (B)			
D	Total (B+C)			
E	Total Cost of Material, tools and equipments etc (Furnished detail in Anx-2&3) for one month			
G	Total Uniform Cost one time (Annual) for the manpower proposed in Col. (i) and (ii) above			
H	Grand Total (per Month)			
Rate in Words _____				

PART D (Phase-4)For Staff Housing Blocks

Sr. No	Description of Items	Manpower proposed in Nos.	Rate per Month per person inclusive of all statutory payments and provision in Rs.	Total Amount for total manpower per Month in Rs.
1	Providing housekeeping services by engaging Housekeepers, Supervisor to perform various services as per terms and conditions of agreement and as per the directions of CUG Carrying out day-to-day mechanized House-keeping services at permanent campus of CUG, Kundhela, Vadodara such as : cleaning of roads, Paved footpath, i/c toilets, inside and outside flooring carpet, furniture, doors, windows, roof and walls by sweeping, scrubbing, wherever required including high pressure washing, vacuuming, shampooing, Polishing including covering/ uncovering of carpet and other related required activities as per scope of work, with the minimum frequency as detailed, using various machines with various chemicals and by deploying required manpower and supervisory staff complete as per direction of Engineer-in-Charge. The required frequency of cleaning is as per Annexure detailed.			
(i)	Housekeepers salary per month including replacement at holidays (numbers of manpower required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(ii)	Supervisors salary per month including replacement at holidays (numbers of manpower required may also be intimated as per scope of work) (The above rates should include minimum wages, ESI, PF,bonus etc as per various Acts applicable			
(iii)	Total agency Service charges per month to be quoted in Rupees consolidated			
B	Total (i + ii +iii)			
C	GST @18% on (B)			
D	Total (B+C)			
E	Total Cost of Material, tools and equipments etc (Furnished detail			

	in Anx-2&3) for one month			
G	Total Uniform Cost one time (Annual) for the manpower proposed in Col. (i) and (ii) above			
H	Grand Total (per Month)			
Rate in Words _____				

Notes: - Attached Filled copy of Annexure 2 and Annexure 3 with Financial Bid.

1. It is Certified that our establishment is complying with all labour and other related laws including the EPF & MP Act, 1952, minimum wages act 1948 and wages as notified by the commissioner of labour (Central) for the relevant categories, and we undertake to continue the said compliance for the entire period for which the tender is submitted.
2. Cost of Material and Uniform cost quoted will be includes GST also. Hence no additional GST will be paid on the material invoice.
3. Solid waste should be disposed of by the agency in the approved dumping site of Municipal Corporation, Vadodara/ Gram Panchayat Kundhela. The rate per trip of loading vehicle will be paid as per the rate mentioned in the CPWD SOR 2023.

Seal & Sign of Bidder

(To be printed on Supplier's letterhead)

23. Integrity Pact

General

This pre-bid pre-contract Agreement herein after called the Integrity Pact is made on..... day of the month of, between, on one hand, the President of India acting through Registrar, Central University of Gujarat, Gandhinagar, hereinafter called the “BUYER” of the first part and M/s..... represented by Shri , Director /Chief Executive Officer/ General Manager hereinafter called the “BIDDER/Seller” of the second part.

WHEREAS the BUYER proposes to take **FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES)** and the BIDDER/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is an Autonomous Body/Department of the Government of India performing its functions on behalf of the President of India.

NOW, THEREFORE, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER:

The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.

The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the

BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS:

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government.

BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defence stores and has not engaged any individual or bidder or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, bidder or company in respect of any such intercession, facilitation or recommendation.

The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.

The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

Previous Transgression:

The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

The BIDDER agrees that if it makes an incorrect statement on this subject, the BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such a reason.

Security deposit /performance guarantee:

Performance Bank Guarantee is mandatory.

Successful tenderer/ bidder should submit performance guarantee to be received in the office of Registrar, Central University of Gujarat, Gandhinagar on or before 30 days from the date of issue of order acknowledgement. The performance bank guarantee is to be furnished in the form of Bank Guarantee as per the tender document, for an amount covering 5% of the tender value.

The Performance Bank Guarantee should be established in favour of “**Registrar, Central University of Gujarat, Gandhinagar**” through any Bank situated at Gandhinagar or outstation with a clause to be enforced the same on their local branch at Gandhinagar.

Performance Bank Guarantee shall be for the due and faithful performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms and conditions of acceptance to tender.

The successful tenderer is entirely responsible for due performance of the contract in all respects

according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

The performance bank guarantee shall be kept valid during the entire period of the contract and shall continue to be enforceable for a period of 90 days beyond the date of fulfilment of all contractual obligations including the warranty period.

Sanctions for Violations:

Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required.

To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason, therefore.

To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.

To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

To encash the advance bank guarantee and performance guarantee/warranty bond, if furnished by the BIDDER, to recover the payments already made by the BUYER, along with interest.

To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.

To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

Forfeiture of Performance Bank Guarantee in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

The BUYER will be entitled to take all or any of the actions mentioned above of this Pact also on the Commission by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent monitor(s) appointed for the purposes of this pact.

Fall Clause:

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Government of India or PSU or autonomous body and if it is found at any stage that similar product/system or subsystem was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU or autonomous body at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

Independent monitors:

The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this pact in consultation with the Central Vigilance Commission (Chief Vigilance Officer, Central University of Gujarat, Gandhinagar). The following officers are appointed as Independent External Monitor (IEMs).

Sr. No.	Name	Email ID
01	Shri Srinivasan Rangarajan, IRSME (Retd.), Trichy, Tamil Nadu	ramasalperi@gmail.com
02	Dr. Sandeep Tripathi, IFS (Retd.), Bhopal, Madhya Pradesh	sandeeptrip.ifs@gmail.com

The task of the Monitor shall be to review independently and objectively whether and to what extent the parties comply with the obligations under this pact.

The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.

Both the parties accept that the Monitor has the right to access all the documents relating to the project/procurement, including minutes of the meetings.

As soon as the Monitor notices, or believes to notice, a violation of this pact, he will inform the Authority designated by the BUYER.

The BIDDER(s) accepts that the Monitor has the right to access without restriction all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same applicable to sub agencies. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subagency(s) with confidentiality.

The BUYER will provide the Monitor with sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer the Monitor the option to participate in such meetings.

The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the

Department within 08 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

Facilitation of Investigation:

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

Law and Place of Jurisdiction:

This Pact is subject to Indian Law. The place of performance and Jurisdiction is Gandhinagar, Gujarat.

Other Legal Actions:

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

Validity:

The validity of this Integrity Pact shall be from the date of its signing and extend up to 2 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

Should one or several provisions of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

The parties hereby sign this Integrity Pact.

BUYER

BIDDER

The Registrar,
Central University of Gujarat
Date & Place:
Witness:

Signature with seal
Date & Place
Witness:

1. _____
2. _____

1. _____
2. _____

24. Format for Performance Bank Guarantee

(To be typed on non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GANDHINAGAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GANDHINAGAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GANDHINAGAR. GUARANTEE/BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTABLE.)

LETTER OF GUARANTEE

**To,
The Registrar,
Central University of Gujarat,
Near Jalaram Mandir,
Gandhinagar – 382030. Gujarat.**

WHEREAS Central University of Gujarat, Gandhinagar (Buyer) have invited Tenders vide Tender No..... Dt. **FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES)** AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to service in response there to establish an irrevocable Performance Guarantee Bond in favour of **“Registrar, Central University of Gujarat, Gandhinagar”** in the form of Bank Guarantee for Rs and valid till [180 (One Hundred eighty) days beyond the date of completion of the installation, commissioning and all other contractual obligations of the supplier including the free warranty period, may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.]

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order/performance of the equipment / machinery, etc. this bank shall pay to Central University of Gujarat, Gandhinagar on demand and without protest or demur Rs.(Rupees.....)

This bank further agrees that the decision of Central University of Gujarat, Gandhinagar (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/or Central University of Gujarat, Gandhinagar (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupeesonly).
2. This Bank Guarantee shall be valid up to.....(date)

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if the University serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims, if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. The bank is requested to take appropriate necessary action on or after expiry of bond period.

25. Self-Declaration – No Blacklisting

**To,
The Registrar,
Central University of Gujarat,
Near Jalaram Mandir,
Gandhinagar – 382030. Gujarat.**

Dear Sir/Madam,

Ref: FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES).

In response to the Tender Document FOR PROVIDING HOUSEKEEPING SERVICES AND WASTE MANAGEMENT AT PERMANENT CAMPUS OF CENTRAL UNIVERSITY OF GUJARAT AT VILLAGE KUNDHELA, VADODARA, GUJARAT. (SH: PROVIDING MECHANIZED HOUSE KEEPING SERVICES), I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm__is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender, if any to the extent accepted, may be cancelled.

Thanking you,

Yours faithfully,

Place:

Date:

Signatures:

Name:

Seal of the Organization

26. Annexure 1: Frequency of Cleaning

Sr. No.	Type of Building	Activities	Frequency
1	Hostels Buildings	(1) Sweeping/Cleaning of all open circulation area inside and outside the building	Twice a day (Morning and afternoon)
		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water in all the circulation area inside the building and cleaning of S.S. Railing	Twice a day (Morning and afternoon)
		(3) Washing of all open circulation area inside the building with water mixed with detergent/ phenol etc.	Thrice a week (every alternate day)
		(4) Mechanical cleaning of floors by Machine	Once in a week
		(5) Cleaning of toilets	Thrice a day
		(6) Washing of floors and wall tiles of toilets with detergent / phenol	Daily once a day
		(7) Cleaning of glasses(glazing) from outside & inside, removal cobwebs Note:- Open circulation area inside the hostels consists of Study room, Warden Room or any other area (except Hostels rooms)	Once in a month
2	Academic Buildings, Faculty offices and Admin building offices	(1) Sweeping/Cleaning	Once a day (every Morning)
		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water	Once a day (every Morning)
		(3) Washing with water mixed with Detergent / phenol etc.	Twice a week
		(4) removal of cobwebs	One in a month
3	Classrooms	(1) Sweeping/Cleaning	Twice or thrice a day depending on the requirement.
		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water	Twice a day
		(3) Washing with water mixed with detergent/ phenol etc.	Thrice a week (Every alternate day)
		(4) removal of cobwebs	One in a month
4	Laboratories, Library, Computer Center and Health Centre	(1) Sweeping/Cleaning	Twice or thrice a day depending on the requirement.

		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water	Twice a day
		(3) Washing with water mixed with detergent/phenol etc.	Thrice a week(Every alternate day)
		(4) Removal of cobwebs	Once in a month
5	Staff Housing, VC Bungalow and Guest House	(1) Sweeping /Cleaning of all open circulation area inside and outside the building	Once a day (every Morning)
		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water in all the circulation area inside the building and cleaning of S.S. Railing	Once a day (every Morning)
		(3) Washing of all open circulation area inside the building with water mixed with detergent/phenol etc.	Twice a week
		(4) Mechanical cleaning of floors by Machine	Once in a week
		5) Removal of cobweb from the building	Once in a month
6	Open circulation area inside the buildings	(1) Sweeping /Cleaning of all open circulation area inside and outside the building	Twice a day (Morning and afternoon)
		(2) Mopping with wet cloth (Pocha) mixed with Phenol Water in all the circulation area inside the building and cleaning of S.S. Railing	Twice a day (Morning and afternoon)
		(3) Washing of all open circulation area inside the building with water mixed with detergent/ phenol etc.	Thrice a week(every alternate day)
		(4) Mechanical cleaning of floors by Machine	Once in a week
		(5) Cleaning of glass from outside & inside, removal of cobweb	Once in a month
7	Toilets	(1) Sweeping & Cleaning by wet Cloth	Twice a day
		(2) Washing with water mixed with detergent/ phenol etc.	Once a day (every Morning)
		(3) Cleaning of glass from outside & inside	Once in a month
8	Roads and Open Area	(1) Sweeping of roads	twice a day by 10.30am and 3.30pm
9	Miscellaneous works	(1) Removal /cleaning of vegetation growth in the open area	Once in a month.

		(2) Sewage drain blockage and Removal of Malba obtained after cleaning of Sewer line and Storm water drains	Within two hours. Immediately after cleaning.
10	Water Tank (Overhead and Underground)		Once in quarter
11	Open Terrace area		Once in a Month and weekly in rainy season
12	Back Courtyard Area		Once A Day
13	Front Paver Area		Once A Day
14	Cleaning of Shafts		Weekly
15	Wall, ceiling, doors, Lift doors and lift facia		Weekly
16	Electrical fixtures		Monthly
17	Pest Control	Fogging, Treatment of Mosquito flies insects, cockroaches, rodent and termites	As & When required
18	Perfuming	Perfuming of area of scope of work.	As per direction

27. Annexure 2: Tools and Equipment Required for Cleaning Phase wise

Item No.	Description of the Equipment	Qty.	Total Rate per month for each item
	EQUIPMENTS		
1	Electric Scrubber driers -50		
2	Wet & Dry Vacuum Cleaner 1350-watt, VAC-50 N with Pneumatic auto ON/OFF, Autoclean & Blower Function Make: -From any reputed brand		
3	Vacuum Cleaner Eureka Forbes 400 Watts Make:- From any reputed brand		
4	High Pressure Jet150 Make: -From any reputed brand		
5	Double Bucket/wringer trolley with press (with mop) Make:- From any reputed brand		
6.	Single disc scrubber 2HP Make:-From any reputed brand		
7	Flexible Chrome Drainage Cleaning Rod as per specification:20 m+/- 1 meter long		
8	Sewer Rodding Machine		
9	Multifunctional Telescopic Ladder		
10	Grass Cutter machine (With fuel)		
11	Climbing harnesses of good quality with rope		
	TOOLS		
12	Pipes 50 meters		
13	Phawra/Belcha		
14	Drati for cutting grass		
15	Draat for cutting tree branches		
16	Wheel barrows		
17	Pick Axes		
18	Electric extension board with 30 meters electric wire		
19	Any other item required for above scope of work		
20	Total		

Note: Equipments listed above should not be 3 years old and should be in good running condition. Appropriate Quantity required for the above scope of work may also be mentioned and after filling the quantity same may be attached along with technical and Financial bid.

It is not mandatory to quote the rate of all above items. If agency desired to add or remove some item from above, they may change and quote the rate accordingly keeping in view of total scope of work and quantity.

28. Annexure 3: Material Required for Cleaning (Per Month)
Phase wise

Item No.	Description	Qty proposed	Total item Amount in Rs.
1	Broom (Soft broom)		
2	Broom (Full broom)		
3	Compound Broom		
4	Mopping cloth		
5	Toilet Cleaner (5 Liter) (Harpic/Lizol/Homeninza)		
6	Black Phenyle (5 Liter)		
7	White Phenyle (5 Liter)		
8	W. C. Cleaning Brush		
9	Vim (for tile cleaning) (1kg pack)		
10	Duster		
11	Room spray (170 ml)		
12	Black polythene for dustbin (1 pkt of 30 pieces, 5 ltr.)		
13	Hand wash refill pack (Savlon / Dettol / Godrej / Santoor (5 liter)		
14	Soap (Dettol/Medimix/Lifeboy)		
15	Dustpan		
16	Glass Cleaner (Collin) (500 ml)		
17	Urinal Cube (300 Gm each)		
18	Toilet Air Freshener (Odonil/Goodhome-50 Gm each)		
19	Floor Cloth (Poucha,XL Size)		
20	Stick Broom (Tilli Jharoo)		
21	Scrubber (10x15cm)		
22	Toilet Tissue Role (Origami)		
23	Toilet Brush (42-45cm in length)		
24	Naphthalene Balls (80 Gm each)		
25	Hand Guard Surgical Gloves/Disposable latex Examination Gloves (Nature to White Color, Powdered with absorbable dusting Powder, Large Size Box)		
26	Mortein Spray/All Out Baygon(250ml)		
27	Rubber Gloves (Pinhole free, Non-Sterile, No Filler Made from Natural Rubber (Latex size-8)		
28	Acid Cleaner (1 Liter)		
29	Wiper large Having blade size 41cm and M.S rod Length 120cm.		
30	Wiper (Small) Having blade size 38 cm and M.S length 85-90 cm.		

31	Window Cleaning Wiper Having Blade Length 25cm		
32	Glass wiper		
33	PVC Bucket (18 ltr)		
34	Any other item required for above scope of work		
	Total		

Appropriate Quantity required for the above scope of work may also be mentioned and after filling the quantity same may be attached along with Technical bid and with rates in financial bid.

29. Annexure 4: Area Statement of Various Blocks.

Sr. No.	Block Code	Block Name	Total Area in Square Meter
1	A1	Jhaverchand Meghani Bhawan	8938.79
2	A2	Mahatma Gandhi Bhawan	6342.28
3	A3	Sardar Patel Bhawan	4263.02
4	B1	Dr. Tribhuvandas Gajjar Bhawan	8949.43
5	B2	Dr. Vikram Sarabhai Bhawan	6222.46
6		Admin Block	6353.43
7		Library	3230.17
8		MP Hall	921.3
9		Sub Station 1	268.09
10		Sub Station 2	196.67
			45685.64
11		Girls Dining (G)	770.42
12		Boys Dining (G)	679.35
13		Girls Hostel (Double Occupancy)- G+3	4431.06
14		Girls Hostel (Tripple Occupancy) - G+3	5446.2
15		Boys Hostel (Double Occupancy) - G+3	4431.06
16		Boys Hostel (Tripple Occupancy) - G+3	5446.2
17		Guest House - G	660.19
18		VC Bungalow - G+1	466.79
19		Type II (12 Nos.) Residential Qtrs. - G+3	941.66
20		Type III (12 Nos.) Residential Qtrs. - G+3	1073.89
21		Type IV (8 Nos.) Residential Qtrs. - G+1	1122.2
22		Type-IV Special (8 Nos.) - G+1 Residential Qtrs.	1293.63
23		Type-VI (4 Nos.) Residential Qtrs - G+1	1160.72
			27923.37
			73609.01

Blocks Will be handed over to agency in Phased manner.