



दून विश्वविद्यालय

मोथरोवाला रोड केदारपुर, पो0 अजबपुर, देहरादून
फोन नं. 0135-.2533105

निविदा सूचना

विश्वविद्यालय में पुरुष एवं महिला छात्रावास तथा अतिथि गृह की साफ सफाई एवं हाउसकीपिंग कार्य के लिए सीलबंद निविदाएं आमंत्रित की जाती हैं। निविदा फार्म विश्वविद्यालय से रू0 573.00 (रू0 500.00+73.00)का नकद भुगतान कर किसी भी कार्य दिवस में प्राप्त किये जा सकते हैं। निविदाएं दिनांक 25 अक्टूबर 2016 दोपहर 02 बजे तक कुलसचिव कार्यालय में जमा होगी और उसी दिन सायं 03 बजे उपस्थित निविदादाताओं के समक्ष खोली जायेगी। निविदा का आवेदन पत्र एवं विवरण विश्वविद्यालय की वेबसाईट www.doonuniversity.org में अपलोड है।

कुलसचिव



DOON UNIVERSITY

Mothrowala Road, Kedarpur, P.O. Ajabpur, Dehradun-248001

Cost of Form : Rs. 573.00/- (Non refundable)

Form No :

Last date for receipt of tenders : 25.10.2016 upto 2:00 PM

M/s _____ is/are hereby authorized to submit their Tender in response to the Tender Notice appeared in newspapers on _____ for providing Housekeeping Sweeping, Cleaning services to Doon University, Mothrowala Road Kedarpur, Dehradun as per the terms & conditions enclosed. The tender should be super scribed as “TENDER FOR PROVIDING HOUSEKEEPING SERVICES”.

Registrar

Technical Bid

1. Name of the Agency : _____
2. Complete address with contact No : _____

3. Registration No under Shop & establishment Act (Attach photocopy of the certificate) _____
4. ESI (Employees state insurance) code: _____
(Attach photocopy of certificate)
5. EPFO (Provident Fund) Code : _____
(Attach photocopy of certificate)
6. Registration under Contract Labour : _____
(Attach photocopy of the certificate)
7. Income and expenditure for the last three : _____
Years (Attach income tax return as proof)
8. Type of Establishment (Attach Proof) : _____
(Govt/Semi Govt./Pvt./Pvt. Ltd./Partnership Firm/Proprietorship Firm/Societies)
9. PAN No (Attach photocopy) : _____
10. Income tax return (Last 3 years) : _____
(Attach Photo copy)

11. Details of Contract executed of similar nature of work :-

(For last three years. Please attach relevant photocopies of work order)

Sr No	Name, Address and contact No of organization	Period	Contract Value
1.			
2.			
3.			

12. Present Assignment in hand

(Please attach relevant photocopies of work order)

Sr No	Name, Address and contact No of organization	Period	Contract Value
1.			
2.			
3.			

13. Earnest Money of Rs. 10,000/- in favour of Doon University, payable at Dehradun has been enclosed vide Demand Draft

No _____ dated _____ drawn
on _____ (bank name & branch).

14. The financial bid of technically qualified agencies only will be opened for consideration.

15. Copy of the attested documents in respect of information at serial No 3 to 10 above should be attached.

16. All pages of the tender documents should be signed by the tenderer.

Declaration :-**All terms & conditions as mentioned in the tender documents are acceptable to me/us.**

Signature of the Tenderer _____
Name & address of Tenderer with seal _____

Telephone/Mobile No _____



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DOON UNIVERSITY

Mothrowala Road, Kedarpur, P.O. Ajabpur, Dehradun-248001

Financial Bid

1. Name & Address : Doon University Dehradun
2. Area to be cleaned : Boys Hostel, Girls Hostel & Faculty Lodge
(Including surrounding area)
**(Physical observation of the area is
must before quoting the rates)**
3. Rates including material and labour charge : Boys Hostel & Surrounding _____
Girls Hostel & Surrounding _____
Faculty Lodge & Surrounding _____
4. No of days during the month for which the service required : All days of the week including Sunday & Holidays
5. Time of daily work : 8 Hrs
6. Total monthly charges inclusive Cost of the materials with all taxes & services etc. : _____

I hereby certify that I have visited the University Campus and understood the area to be cleaned. After that I have filled the rates.

Signature of the tenderer.....
Name & Address of the Tenderer with seal
Telephone/Mobile No.....



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DOON UNIVERSITY

Mothrowala Road, Kedarpur, P.O. Ajabpur, Dehradun-248001

Terms & Conditions

A. Scope of Work

1. Sweeping of the area (Inner & outer side of Boys Hostel, Girls Hostel & Faculty Lodge) and collection of all waste material and its disposal as per law of the land and as per instructions of the University.
2. Cleaning of the floor area with mechanicals as well as manual and other equipments. Wet floor dusters, detergents, disinfectants and other materials as necessitated for cleaning shall be provided by the contractor in sufficient quantity. Only quality and branded products (Harmless items) shall be allowed to be used. **The cleanliness operation shall be completed once in the morning before 10:00AM and thereafter every hourly especially in the area like toilets, corridors, stairs and reception etc. Spray of Finit & Room Freshner in the rooms etc, is also required.**
3. Cleaning and washing of toilets and using deodorants, detergents and disinfectants will be done daily.
4. Sweeping and cleaning of open areas, roads, passages etc. surrounding area of responsibility as per requirement.
5. Provision of soaps, naphthalene balls/cakes etc. as per the requirements. The Contractor will ensure that materials mentioned above are always available at the prescribed locations in the lavatories.
6. List of items/cleaning materials required are attached as per Annexure I.
7. The choking of the sanitary installation i.e. W.C.S. Traps, Gully traps, manholes, gratings is to be cleared within 24 hours of reporting the complaint.

Signature of the Tenderer with Seal

B. Items of Work to be done

1. Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
2. Cleaning of sanitary areas without damaging their shine/luster.
3. Removing of stains from floor, doors and partitions etc. by using surf or any suitable detergents/floor cleaner, without leaving undesirable spots/cleaning marks.
4. Cleaning of water coolers tanks and space underneath water coolers
5. Cleaning the filled surface in the corridors and stair cases.
6. Dusting and cleaning of fans, electrical fittings, railings and windows panes with glass cleaning chemicals/agents and cleaning of partitions, paneling etc.

C. Duties, behavior, Staff Requirement etc.

1. The agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
2. The agency staff shall not disturb the employees of the University or make any sort of noise in the premises.
3. The agency's workers shall be polite, courteous, well behaved and honest.
4. The agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
5. The character and Antecedents of all the workers on job will be got verified from police by the Agency before deployment of work. A certificate to this effect shall also be submitted by the Agency at the time of undertaking of work.
6. The agency workers shall not enter-into any unlawful activity within the University premises and shall have good moral character. Police verification of the workers will be carried out by the firm and provided to the University within 15 days.
7. The University shall have the right to impose case penalty on the agency or deduct such amounts from the security deposit as deemed fit in case the University is put to any financial loss or other convenience directly or indirectly by any act or omission on the part of the Agency's workers.
8. The agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt and statutory benefits available under the rules to its employees. The University shall not entertain any such claim of the persons employed by the agency.
9. Insurance and accidents of the workers will be the responsibility of the agency.
10. All the workers of the agency shall be free from infectious/contagious diseases.
11. The agency shall in no case sublet the services, it is required to perform under this agreement to any other agency or person without the permission of the University.
12. **Agency shall deploy sufficient number of workers to ensure that the work is done to the satisfaction of the University.** Being examining body, agency deputed cleaning staff will be subject to security check. The agency will depute faithful cleaning persons so that confidentiality of the office is fully maintained.
13. **The minimum staff required compulsorily for Doon Univesity shall be not less than 08 Sweepers.**
14. The University reserves the right to order any worker of the agency to leave the premises of the University if his presence at any time is felt undesirable.
15. In the event of any dereliction/negligence of duty or defaults or breach of terms of agreement on the part of agency, the University shall be free to make alternate arrangements as deemed fit. Any additional cost borne by the University on this account shall be recovered from the payment to be made to the agency/ performance security deposit of the company.

16. The University reserves the right to recover liquidated damage for defaults on the part of the agency.

D. General Conditions

1. **Agreement**. For one year extendable for one more year on mutual consent of both the parties, if the performance of the agency is outstanding/excellent. The agreement shall be executed on a stamp paper of Rs. 100/- incorporating all the tender conditions. The cost of stamp paper and agreement shall be borne by the agency.
2. **Terms & Conditions of Payment**. The University shall pay the agreed amount on monthly basis after completion of the month and on receipt of bill from the agency alongwith a certificate by the administration of the University “that the work has been done satisfactorily”. The agency shall also have to submit the proof to the effect that the payment of the workers deployed are being paid as per approved wages of Govt of Utrakhand and their ESI and PF contribution for the preceding month has been deposited before payment for the month is released. In case the work is found unsatisfactory, deduction as deemed fit shall be made from the monthly bill and warning shall be issued in writing. In case no further improvement is noticed, the work shall be terminated and security deposit shall be forfeited. The agency will also liable to be debarred by the University for further work. If the services are not satisfactory and as per terms & conditions, proportionate deduction from monthly payment will be made. Continued poor services will lead to forfeiture of EMD and debarment.
3. **Room Facility**. The University shall provide a small room/space for storage of materials etc. to the agency free of cost during the period of contract on temporary basis. No name of agency shall be allowed on the room and nobody will be allowed to stay in the office unnecessarily after office hours without permission.

E. Penal Clause.

1. If toilets are found stinking Rs. 200/- per reported incident will be levied.
2. If soaps, liquid soap, naphthalene balls/cakes odonil cakes etc, are not found in the toilets, Rs. 150/- per reported incident will be levied.
3. If corridors are found dirty & filthy, Rs. 100/- per reported incident will be levied.
4. If stair cases are found dirty & filthy, Rs. 100/- per reported incident will be levied.
5. If open spaces including parking area are found dirty & filthy, Rs. 50/- per reported incident will be levied.
6. If terraces are found dirty & filthy, Rs. 50/- per reported incident will be levied.

F. Notice of Termination of Contract.

The contract can be terminated before completion of one year by the University without assigning any reasons by giving one month notice in writing.

Signature of the Tenderer with seal

G. Stock and Supply

The agency shall maintain sufficient stock of items such as Brooms, Pouchha, Dusters, Lizol, Harpic, Detergent, Wipers, Odonil, Nephthlene ball/cakes, Finit, Baygons. Acid chemical required for cleaning of equipment, marble flooring, Dholpur Stone etc. so as to meet normal requirement. The agency shall not be permitted to stop supplying any items for any reason whatsoever. The quality of the material shall be as per prescribed standard and approved in advance.

H. Supervision/Inspection

The Agency representative will weekly once meet Deputy Registrar for feedback & housekeeping status.

I. Arbitration.

In case of any dispute between the agency and the University arising out of or in relation to the agreement, the dispute shall be referred to a sole arbitrator to be appointed by the authorities of the University and decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act 1940 and subsequent amendments therein.

J. Jurisdiction

The Court of Dehradun will have jurisdiction over all legal disputes under this agreement.

K. E.M.D.

The Tender will be accepted only along with Earnest Money of Rs. 10,000/- through A/c payee demand draft in favour of Doon University, payable at Dehradun.

L. Security Money.

The successful bidder will have to deposit the security money as per procurement rule 2008.. The amount should be payable through A/c payee Demand Draft in favour of Doon University, payable at Dehradun. The security deposit shall be refunded to the agency within sixty days beyond the date of completion of all contractual obligations by the agency.

M. Rates.

Rates may be charges per month for whole unit including covered area, open area, surrounding area, stairs, lobbies, corridors, toilets, etc. for all the items of works including cost of materials. The rates once decided shall be final no upward revision of rates will be made during the concurrency of agreement.

N. The decision of the competent authority of the University in all matters of this contract shall be final and binding on both the parties i.e. the University and the Agency.

Signature of the Tenderer with seal



Annexture-I

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DOON UNIVERSITY

Mothrowala Road, Kedarpur, P.O. Ajabpur, Dehradun-248001

List of materials (good quality) to be procured for sweeping/cleaning work at Doon University.

Sr No.	Description of materials
1.	Harpic
2.	Lizol
3.	Floor Duster (Pouchha)
4.	Dusting cloth
5.	Phool Jharoo
6.	Seek Jharoo
7.	Jala Brush
8.	Toilet Brush
9.	Wiper
10.	Long Broom for Road cleaning
11.	Odonil
12.	Dettol Hand Wash
13.	Toilet Soap (Dettol/Lux)
14.	Tissue Roll
15.	Fena Washing Powder
16.	Hand Towel
17.	Colin
18.	Fena Soap
19.	Dust Pan
20.	Room Freshner
21.	Nepthlene Ball
22.	Any other item required for cleaning
23.	Surf Excel

The above mentioned materials shall be got procured before taking over the site as per direction of the University.

Signature of the Tenderer with seal

