Notice inviting tender to provide House Keeping Service for Bharathidasan University.

Bharathidasan University, Tiruchirappalli – 24 invites sealed offers from firm engaged in the business of providing housekeeping services. Tender forms along with terms and conditions can be downloaded or obtained from the Estate Maintenance Department, Bharathidasan University by making a written request in this regard on all working days.

Tenderer should pay the Earnest Money Deposit (EMD) of Rs.2,000/- in the form of demand draft in favour of Bharathidasan University, Tiruchirappalli – 24 along with the filled in tender form.

The last date for receipt of filled in tender form along with Earnest Money Deposit (EMD) is 28.07.2020 up to 15.00 Hours

REGISTRAR
<table>
<thead>
<tr>
<th></th>
<th>Building</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Administrative building</td>
<td>All toilet blocks in all floors (Four floors)</td>
</tr>
<tr>
<td>2.</td>
<td>Library building</td>
<td>All toilet blocks in all floors</td>
</tr>
<tr>
<td>3.</td>
<td>USIC building</td>
<td>All toilet blocks and cleaning the Floor area of entire building. (Sweeping &amp; Wet mopping)</td>
</tr>
<tr>
<td>4.</td>
<td>Language department building</td>
<td>All toilet blocks and cleaning (Sweeping &amp; Wet mopping) the floor tile area of entire building</td>
</tr>
</tbody>
</table>
TENDER PROCESS

1. The Sealed covers should be superscribed with Tender for house keeping services.

2. If the tenders are sent by post/courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/courier services.

3. Registrar, Bharathidasan University reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.

4. Registrar, Bharathidasan University reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without there by incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidders or Bidders of the grounds for such action.

5. The Tender forms shall be rejected if it is not complete in any aspect.

6. The Tender documents are not transferable.

7. Late submission of Tenders shall not be accepted.

TERMS AND CONDITIONS:

ELIGIBILITY CRITERIA

I. CONDITIONS TO BE SATISFIED:

a. Bidder should have minimum two years of experience in providing housekeeping services to various organization and should have completed at least two such works.

b. The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.

c. Within one month from the date of awarding the contract the successful Bidder must have obtained a license under the Contract Labour (R&A) Act, from the licensing authority.
OTHERS TERMS AND CONDITIONS:

1. The persons employed should work on all days except Sundays and National holidays.

2. The working hours will be from 08.30 Hours to 16.30 Hours daily.

3. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed.

4. If a particular person is absent on any day another person should be deployed in his/ her place.

5. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.15 a.m daily. The personnel will perform all the duties assigned to the contractor and as specified by the Junior Engineer (Civil) from time to time.

6. The personnel will report to the Junior Engineer (Civil), Estate Maintenance Department, Bharathidasan University.

7. In case of emergency and residual situations the contractor has to make the personnel available to cater for emergency services and urgent work entrusted by the Junior Engineer (Civil) as and when need arises.

8. The contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum wages act and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month.

9. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.

10. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages or there is any decrease in their applicable wages. The employees engaged by the Housekeeping agency will be in the employment of the Housekeeping Agency only.
11. Mode of payment will be monthly and payments to the House keeping Contractor will be through account payee Cheques only. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.

12. The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the house keeping / personnel shall be charged to the contractor and recovered from the bills.

13. Registrar, Bharathidasan University office reserves the right to terminate the services of the Housekeeping contractor at any time without giving any notice whatsoever.

14. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Housekeeping contractor and all records maintained there of should be available for scrutiny by this office. The Housekeeping Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and/or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.

15. The contractor will be in force from date of award of contract.

16. The contractor (Service provider) shall submit the bill for every month by the 1st day of the following month along with the statement. No interim bill will be entertained.

17. The Service provider should specify the materials supplied for the housekeeping services. All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet fresheners, Toilet roll, Urinal cakes, Cleaning power, phenyl, Hand wash Liquid, Toilet cleaning brush, Cleaning / Dusting Cloth, water, Dust bins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, Galls cleaner etc., as required to execute the above jobs are to be supplied by the Contractor.
18. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.

19. If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment/value of this job order shall be reduced on pro-rata basis by this office and would be binding on the Contract.

**SCOPE OF HOUSEKEEPING SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACT**

1. Daily sweeping and wet mopping of the entire toilet area.

2. Deep cleaning of the toilets including WCs and Urinals with attached water and wash basins by using disinfecting materials like phenyl, harpic, vim, surf etc., twice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.

3. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of waste water pit.

4. Collect all the sweepings, garbage and wastes and transport/ dispose of the same to the nearest pit.

5. Maintenance and upkeep of the entire toilet premises.

6. Artificial plants, door mats and carpets are to be cleaned daily. Natural plants are to be watered daily inside the admini block.
WEEKLY SERVICE

1. Removal of cobwebs in the lavatories.

2. Removal of dust accumulated on the wall, windows panes and ventilators in the toilets.

3. Thorough washing, rubbing and cleaning of toilets.

4. All name boards, wall panels paintings etc., should be wiped off dirt at regular intervals.

REGISTRAR

(Signature of Authorized Person)

Date:
Full Name:
Place:
Company’s Seal:
Annexure 1

HOUSEKEEPING

1. THE COMPANY

a) Name : ...........................................................................

b) Address : ...........................................................................

...........................................................................

...........................................................................

...........................................................................

c) Contact Person’s

i) Name & Designation : ....................................................

ii) Tel No. Landline : ..........................................................

Mobile ....................................................

iii) Email ID : ....................................................................

Experience of similar work in the field

Signatures of authorized signatory

Name __________________________

Designation _________________
DECLARATION

1. I, .......................................................... Son / Daughter of Mr........................................ Proprietor / Partner / Director / Authorized Signatory of ................................................... competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorized Person)

Date:

Full Name:

Place:

Company’s Seal
**Name of the Work:** Housekeeping Services to the Bharathidasan University.

**Quoting Format:**

<table>
<thead>
<tr>
<th>Description</th>
<th>No of Workers</th>
<th>Rate/Month (in figures and words)</th>
<th>Total Cost Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male sweeper/scavenger (Wage inclusive of ESI, PF, etc.,)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST if applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female sweeper/scavenger (Wage inclusive of ESI, PF, etc.,)</td>
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</tr>
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<tr>
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(Signature of Authorized Person)

Date:
Full Name:
Place:
Company’s Seal: