



श्री वैष्णव विद्यापीठ विश्वविद्यालय, इन्दौर

Tender No. SVVV/RG/2020/Housing Keeping/0001

15 September 2020

'Housekeeping & Cleaning services at SVVV Campus and its surrounding/related locations' on outsource basis

(Working hours 7:30 AM to 7:30 PM except Sundays & Gazetted holidays)

(The last date for submission of tender documents is 30th Sept. 2020 till 3:30 PM)

Sealed Tenders are invited (under 2-bid system-Part-1 is Technical Bid, Part-2 Price Bid) by SVVV, Indore from experienced registered Contractors/firms/Cooperative Societies having a valid license under Contract Labour (Regulation and Abolition) Act, 1970 for providing **'Housekeeping & Cleaning services at SVVV Campus and its surrounding/related locations'**.

Eligibility Criteria:

1. The bidder who has an experience of minimum 7-10 years of running housekeeping services in Government departments, public undertakings and/or renowned educational institutions, University or elsewhere, may apply along-with sufficient proof of its experience/ability of running Housekeeping & Cleaning services .
2. The bidder must have PAN Number and GST/GSTN number. The bidder whom the contract is finally awarded shall have a GST number for the housekeeping Services in question as well, if the related law so requires.
3. The bidder must have its code numbers under the Employees State Insurance Act & Employees Provident Fund Act from the MP Government of the concerned departments.

Envelopes: Signed and sealed **Part-I (Technical Bid)** and **Part-II (Price Bid)** should be kept in separate sealed covers. The cover for Part-I should be super scribed as "Tender for Housekeeping and Cleaning Services on outsource basis at University Campus of SVVV, Indore **Part-I (Technical)**" and the cover for Part-II should be super-scribed as "Tender for Housekeeping and Cleaning services on outsource basis at University Campus, SVVV, Indore **Part-II (Price)**". **EMD should be in separate sealed covers** as mentioned above. All the three covers should be kept in a big single sealed cover super- scribed as "Tender for Housekeeping and Cleaning Services on outsource basis at University Campus, SVVV, Indore". Failure to comply with these instructions the tender/bid shall automatically be disqualified.

Those who are qualified in the technical bid, the price bid will be opened in their case only.

1	Collect/Download of tender document	15.09.2020 10:00 AM to 3:30 PM
2	Last date of receipt of tender	30.09.2020 at 3:30 PM
3	Opening of Part 1 of tender	01.10.2020 at 2:30 PM

Tender Document

'Housekeeping & Cleaning services at SVVV Campus and its surrounding/related locations' on outsource basis

Scope of Work:

1. Initially, the contract will be valid for 3 years out of which the first 1 year will be considered as probation period. If the services found satisfactory, the contract will be extended (renewed) up to the next term(2 years). If the performance is found satisfactory, the competent authority of SVVV may extend the contract for another term (3 years) on mutual consent.
2. Bidder must visit the University campus (site) and obtain information about the scope of work of services.
3. The contractor has to supply skilled manpower, sanitary/toilet kit, cleaning chemicals at its own cost. SVVV shall pay a lump sum amount towards the service charges.
4. The duties and responsibilities are cleaning and sanitization and dusting in all the class room, corridors, Auditorium, canteen, central library, laboratories, boardrooms, staircases, security parlor at main gate, toilets, tables, PCs etc. in offices and chambers at both old and new buildings **from 7:30 AM to 6: 30 PM** in all respects.
5. During housing keeping services, if the property of SVVV is broken/damaged, the cost of broken items will be deducted from the monthly service charge bill.
6. The contractor shall take all other service liability for engaged workers i.e. attendance, wages, (minimum wages as per prevailing Collector Rate) PF, Gratuity, health insurance (if any), ESI etc.
7. The contractor has to ensure that the salary/wages are released on or before the 7th of every month and that salary sheet along with PF deposition receipt (signed copy) shall be produced by the contractor to the Finance & Accounts Office of SVVV before claiming the monthly service charges from SVVV every month.
8. The contractor has to submit the list of engaged workers (with name and address) duly verified by local police station.
9. The contractor has to issue proper identity card with uniform while on duty to all their engaged workers.
10. The contractor would comply with all guidelines/instructions issued by the Registrar in consultation with the Chancellor/ Vice- Chancellor.
11. The Contractor shall ensure that its employees do not adversely affect the peaceful and congenial atmosphere of the University premises.
12. The contractor shall be liable to be penalized or fined in case of defaults and negligence on its part or for complaints in the manner provided hereafter at the discretion of the University

13. Any indisciplined act (misbehaviour with other persons/use of wine etc.) during the working hours by the workers/supervisor of the Contractor will be considered as a serious offence and appropriate action shall be taken.
- 14. The tender documents are free of cost.**
15. EMD of Rs. 25,000/- (Rs. Twenty Five Thousand only) will be refunded to all unsuccessful bidders within two weeks. **The NSIC registered parties are exempted from EMD.**
16. Successful bidders have to deposit Security Deposit in the form of **PBG (Performance Bank Guarantee)** of Rs. 2,00,000/- (Rs. Two Lac only) which is valid for a period of 3 years and 2 months. EMD money of successful bidder will be refunded within 2 weeks time after deposition of **PBG money**.

Termination of contract:

1. All disputes are subject to Indore jurisdiction only.
2. Either party may terminate the contract by giving 30 days notice to the other party without assigning any reasons, whatsoever.
3. The contract may be terminated in terms of any provisions stipulated elsewhere in the contract.
4. In case, the contract is terminated or it comes to an end by efflux of time, the contractor shall handover the vacant possession of the licensed premises within 07 days of contract coming to an end. Failure to handover the vacant possession of the premises as aforesaid, the security money will be forfeited.

Signature of the Tenderer



श्री वैष्णव विद्यापीठ विश्वविद्यालय, इन्दौर

Part-I Technical Bid

Documents/details to be mandatorily submitted:-

S.N.	Particulars	Fill in the details
1.	Name of Firm/Tenderer/Company (in block letters)	
2.	Permanent Address with Phone Numbers	
3.	Details of infrastructure, persons employed, and number of offices/branches available	
4.	EMD, Bank Draft No. & Date, Banker's Name & Branch	
5.	Annual turnover in Indore/outside Indore (Approximate)	
6.	Name of Bank, Address, Account Number & IFSC Code	
7.	An affidavit duly certified by a Notary that the partners of the firm or sole Proprietor or Company has never been black listed or has not changed the name of the firm (In original)	
8.	An affidavit duly certified by a Notary that the partners of the firm or sole Proprietor or Company is/are not involved in any Public Case/Vigilance enquiry pending or ever been punished by any Hon'ble Court (In original)	
9.	Income Tax Return (last three years) TAN No. PAN No. Professional Tax	

	VAT & Service Tax Regn. No. (attached photocopy)	
10.	Copy of a valid License issued by the State/Central labour Department under Contract Labour Act duly attested by the Contractor.	
11.	Details of ESIC Registration with Date and proof of registration	
12.	Details of EPF Registration with date and proof of registration	
13.	Any other relevant information	

I/We certify that the above information is true to the best of my/our knowledge.

Signature & Seal of the Tenderer



श्री वैष्णव विद्यापीठ विश्वविद्यालय, इन्दौर

Part-2 Price Bid

Minimum Numbers of workers by the contractor after survey of University Campus:

No. of Site **Supervisors** at the Contractor's cost:

No. of Male **cleaners** at the Contractor's cost:

No. of Female **cleaners** at the Contractor's cost:

A) I/We shall charge the Total Service Charges % (in figure)
.....percentage (in words) on the total monthly package (for manpower cost only) reimbursement bill as per the Terms and Conditions of the Tender document.

B)

S.N.	Total manpower cost per Month for the Housekeeping & Cleaning work including Service Charges	Rate in Figure (Rs.)	Rate in words (Rs.)
1.	Fixed Monthly charges for Cleaning Materials, Instruments/Machinery, Chemicals etc. per month		
2.	Grand Total (1+2) per month		
3.	Amount for one year		

Signature & Seal of the Tenderer

Date

The Hon'ble Chancellor, SVVV, Indore reserves the right to:

- a) Reject any or all the tenders without assigning any reason whatsoever;
- b) Not bind himself/herself to accept the lowest or any tender; and
- c) Accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
- d) Canvassing in connection with tender/quotation is strictly prohibited.

Registrar, SVVV