



# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

Newai P O Newai Distt. Durg PIN 491107

Ph. No. : 0788-2200062, Fax No. : 0788-22445020,

Website : [www.csvtu.ac.in](http://www.csvtu.ac.in), E-mail : [registrar@csvtu.ac.in](mailto:registrar@csvtu.ac.in)

## Tender form for Housekeeping Service

Issued

To .....

Tender form price Rs. 2360/- (With GST)

# CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

## Tender Notification for Housekeeping Service

Tender No.: 84/CSVТУ/Admin/2019, Date 13.06.2019

Sealed tenders are invited in two covers (Technical bid and commercial bid) from reputed firms for **Housekeeping Service**. The term & conditions are available on website [www.csvtu.ac.in](http://www.csvtu.ac.in) Interested parties may download the tender form (along with terms & conditions) from the website or collect the same from office of the University, Bhilai by paying Rs. 2360.00 each (with GST). The application fee shall accompany with downloaded form in the form of Demand Draft drawn in favour of Registrar, CSVТУ, Bhilai . The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai.

Date for sale of tender document :	18-06-2019 time 12.00 PM on wards
Pre bid meeting:	<b>27-06-2019</b> time 3:00 PM
Last date for Sale of Tender Document :	18-07-2019 time 5:00 PM
Last date for Submission of Sealed Tender:	19-07-2019 time 2:00 PM
Date of opening the received Tender:	19-07-2019 time 3.00 PM

Registrar  
CSVТУ, Bhilai

## **NOTICE INVITING TENDER**

1. Chhattisgarh Swami Vivekanand Technical University, Bhilai (here in after referred to as The University) conducts examinations in the Chhattisgarh State in the affiliated institutions.

It has been decided to avail House Keeping Service for Administrative Building at Nevai. Sealed Tenders are invited from reputed firms having relevant experience for providing housekeeping services to Government and private organization/institution

### **2. QUANTIFIED WORK FOR HOUSEKEEPING**

The purpose of housekeeping is that the whole office premises including all Toilets, Overhead water tank, Sump well, Wash Basins, Island, & Open terrace of the University Building Bhilai. It must look neat and clean every time and the contractor has to undertake all such jobs /activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.

#### **General Information**

Area of the Building – Approx. 62000 sq.ft.

Office working hours – 10.30 h to 17.30 h

**Inside Area      6884 Sqr. Mtr.      (Approximate)**

**Open Area        8675.74 Sqr. Mtr.      (Approximate)**

#### **Broad Details of Scope of Work:**

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.30 AM so as to complete all the dusting/cleaning/moping work before 9.30 AM.
2. Continuous moping to be done at Event's Places/floor and other floors during hours (10.00 AM to 6.00 PM)
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, printers, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the buildings.
6. Clearing of any choking's in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning of open area including Roads with brooms.
9. Removal of garbage from the office building and its premises.
10. Proper registers/records for the jobs carried out on daily basis will be maintained by the Supervisor of the bidder and will be countersigned by the University staff at regular intervals and at the end of each day.
11. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by the University.

**Work to be done daily:**

1. Booming, Sweeping and cleaning of all floors and staircase.
2. Dusting and cleaning of office furniture, Table top office equipment, tables, Paper trays and other installations.
3. Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
4. Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
5. If required, additional cleaning should be taken up as per the directions given by the University.
6. Replenishment of soap, naphthalene balls/air purifiers [As and when required].
7. Emptying of dustbins.

**Work to be done once in two weeks:**

1. Linen /Towel washing
2. Dusting of files, cleaning of side racks and office furniture items
3. Partition glass should be cleaned with cleansing liquid.
4. Cleaning of sofa sets with vacuum cleaners/soap water.
5. Dusting of false ceiling with soft cotton & cloth.
6. Lift lobby & all toilet floors & other areas as may be directed by Officer-In-charge shall be cleaned with floor scrubber machine.

**Work to be done once a month:**

1. Dusting and cleaning of doors and window panes.
2. Cob-web removal, dusting of ceilings fans, tube lights, fixtures, furniture items specifically steel Almirah.
3. All floors in common area floors including staircase shall be cleaned thoroughly with floor scrubbing machine with soap & water to remove all stains etc.
4. Total office area floors to be cleaned with floor scrubbing machine wherever required as per direction of Officer-In-charge.
5. Overhead water tank (10,000 ltr.)
6. Sump well (1,00,000 ltr.)

In addition to above, in case of emergency, cleaning should be done at call on unforeseen events like breakage, spillage and special occasions.

**Waste disposal management :**

The bidder will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Municipal Corporation.

**Note: Interested agency shall visit our new administrative building at Newai bhata, Utai between 1130h to 1630h on all working days except Saturdays, Sunday and holidays and shall take note the office open area, carpet area, toilets etc to be cleaned.**

**3. Deposits-** the tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs 25,000/- (Rupees twenty five thousand only) refundable and a non-refundable tender fee of 2360/- (Rupees two thousand three hundred sixty only with GST) by way of demand drafts only. The demand drafts shall be drawn in favour of "Registrar, CSVTU Bhilai" payable at Bhilai. **The demand drafts for earnest money deposit & tender fee must be enclosed with the envelope containing the technical bid.**

4. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen without any cutting or overwriting. Use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.

**5. Envelopes of technical bid and financial bid should be separately sealed and be placed in third envelop, sealed and super scribed with tender number , name of tender and the due date of submission and addressed to**

**"The Registrar  
Chhattisgarh Swami Vivekanand Technical University  
Newai P O Newai Distt. Durg PIN 491107**

6. The Sealed tender should reach the University; latest by **18.07.19 upto 05 PM**. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or Fax.

7. **Pre-bid meeting** is scheduled on **27.06.19 at 03 PM** at the Conference hall of CSVTU BHILAI. The prospective tenderer(s) are requested to attend the pre-bid meeting on scheduled date and time. Terms & conditions and any other factor which may affect the contract, shall be open for discussion.

8. At any time prior to the deadline for submission of bid(s), the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender document by amendment and it will be published on the website.

9. **Technical bid(s) will be opened on 19.07.19 at 03 PM** at the Conference Hall, of the University in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time.

10. **Date and time of opening of financial bid(s) will be decided after technical bid(s) have been evaluated by the University. Financial bid(s) of only those tenderer(s) will be opened who qualify the technical evaluation. Date, time & place of opening of the financial bid(s) will be intimated in due course of time.**

11. In the event of due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

12. The University reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

## **INSTRUCTIONS TO TENDERER**

13. Tender should be submitted in two parts, **Part – I (Technical Bid) & Part – II (Financial Bid)**. The envelope of Part – I should be superscribed as “Tender for House Keeping, Part – I (Technical Bid)” and the envelope of Part – II should be superscribed as “Tender for Housekeeping Service, Part – II (Financial Bid)”.

14. **Part I (Technical Bid):** The Technical bid will be as per the format attached as **Annexure A**

(a) **Eligibility Criteria:**

The following shall be the minimum eligibility criteria for fulfilling the Technical evaluation. The Financial evaluation shall be carried out only in respect of those bidders whose bid meets the Technical criterion. **(A Proof in support of the following criterion by the Bidder shall be submitted).**

1. EMD of Rs 25,000 /- is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of “REGISTRAR, CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY” Payable at Bhilai.
2. The agency should be a Limited Company or a Private Limited Company registered under the companies Act 1956/partnership firm or a proprietorship. **For proof, self attested/attested copy of Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted. In case of Proprietorship firm, Self-declaration or self-certificate supported by PAN in the proprietor name would suffice.** The Bidder should have a valid PAN issued by the Income Tax department. Bidder shall have valid Service Tax Registration and valid **Labour Licence registration No. of C G Government.**
3. The agency should be registered with Employees Provident Fund Organization and Employees State Insurance Corporation. Attested copies of relevant document in this regard should be attached in the tender document.
4. The Agency should have minimum three years experience the in **last 05 years** in the Government departments / Public sectors (Central or State) /Private limited company/**Pvt. Institutions** at the time of submitting the tender. Attested copy of relevant document in this regard should also be attached in the tender document
5. Annual turnover of the tenderer for each of the last three financial years (FY 2015-16, FY 2016-17 & FY 2017-18) should not be less than **Rs 5.00 lacs** (Rs five lacs only).Financial Statements with net profit only duly audited/certified by Chartered Accountant (CA) of last three years along with the copies of Income Tax returns,must be enclosed with the technical bid.
6. **Income Tax Return of the company/firm /proprietor for the past three years** should be enclosed.
7. **Service Tax Return of the Company/firm for the past three years** should be enclosed.
8. **EPF (monthly return) for the month of March 2015 & April 2016** may be attached.

(b) **Rejections** The bid of any tenderer who has not complied with one or more of the conditions of eligibility criteria and / or fails to submit the required documents as required / or mentioned in tender document are liable to be summarily rejected.

(c) The University reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of the contract without assigning any reason whatsoever.

#### 15. **Earnest Money Deposit:**

(a) The tenderer shall be required to deposit the earnest money for an amount of **Rs 25,000/-** (Rupees Twenty Five Thousands Only) refundable and a non- refundable **tender fee for an amount of 2360/-** (Rupees two thousand three hundred sixty only with GST) by way of demand draft only. The demand draft shall be drawn in favour of “Registrar, CSVTU Bhilai ” payable at BHILAI

(b) **The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.** Any technical bid without the demand drafts of earnest money deposit and tender fee is liable to be rejected. Earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.

(c) **The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security.** Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract.

d) **Refund of EMD** After the award of the contract to the successful tenderer, the earnest money deposit of all the other tenderers will be refunded

16. **Validity:** Quoted rates must be valid for a period of 90 days from the stipulated last date of submission of tender. **The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity.** In case the tenderer(s) withdraws his offer during the validity period, the earnest money deposited by him shall be forfeited without assigning any reason thereof. The tenderer(s) should be ready to extend the validity, if required.

#### 17. **PART – II (Financial Bid):**

(a) The financial bid should be in the format enclosed with tender as **Annexure C** and kept in separate sealed cover. Failure to provide financial bid in a separate sealed cover will result in invalidation of the offer.

(b) The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in the words will be treated as the valid offer.

- ❖ The rate quoted ( In Annexure 'C' ) shall include minimum wages as notified by Govt. of CG time to time + ESI/EPF/EDPL + Bonus etc. All applicable levies & others expenses + over heads and profit etc.
- ❖ No variation in the rate shall be allowed on any account/reason The awarded composite rate will remain unchanged during entire contract period.

❖ **GST will be paid separately**

18. **Tender Evaluation** The University will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:

**(a) Stage – I (Technical Evaluation):**

- (i) The University shall evaluate the technical bid(s) to determine, whether they qualify the essential eligibility criteria, whether the tenderer has submitted the EMD & tender fee, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bid are completed and generally in order.

During this process, the University may get opinion from the organizations, if considered necessary, where services are being provided by the contractor / vendors.

The decision of the University arrived at as above shall be final and representation of any kind shall not be entertained on the above.

- (ii) After evaluation of technical bid(s), a list of the qualifying tenderer(s) shall be made. **Short-listed tenderer(s) shall be informed for the date, time and place of opening of financial bid(s)** and they may depute their representative/s to attend the opening of financial bid(s) on the scheduled date & time.

**(b) Stage – II (Financial Evaluation) –Among eligible tenderer, the evaluation committee shall select the bidders who are charging reasonable rates.**

19. **Performance Security:**

- (a) The contractor shall be required to furnish a Performance Security on or before the date of commencement of the contract for an amount equal to 10 % of the contract value for one year in the form of **fixed deposit receipt (FDR)** / or irrevocable bank guarantee issued by any nationalized bank in prescribed format.

(b) The performance security, as furnished by the tenderer, shall remain valid for a period of **sixty days beyond the date of completion of all contractual obligations** of the contractor under the agreement to be executed by and between the University and the Contractor.

(c) In case the period of contract is extended further by the University in consultation with the contractor, the validity of performance security shall also be extended by the contractor accordingly, so that such **performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.**



(d) Failure of the successful tenderer to comply with the requirements of any of the above clauses shall constitute sufficient grounds for the annulment of the award of contract and forfeiture of earnest money / performance security.

## 20. Terms & Conditions:

1. The purpose of housekeeping is that the whole office premises including all Toilets, pantry area their fixtures of & Wash Basin of new administrative building newai bhata Utai. Bhilai must look neat and clean every time and the contractor has to undertake all such jobs/activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.
2. All the cleaning personnel for undertaking the housekeeping services in new administrative building, Bhilai should be provided with required uniform and cleaning equipment by the contractor and they should maintain decent behavior.
3. All the cleaning personnel provided for the housekeeping services shall be governed by Ordinance **Minimum Wages Act Govt. of Chhattisgarh**, EPF and ESI and all statutory recovery & remittance shall be taken care by the Contractor
4. **Payment of wages.**
  - i) The contractor shall be liable to pay the monthly wages on or before 07<sup>th</sup> of succeeding month to his deployed housekeeping personnel in accordance to applicable minimum wages Act.
  - ii) Wages due to every worker shall be paid by Cheque/NEFT/RTGS and quarterly bank statement shall be furnished by the firm.
  - iii) Wages shall be paid without any deductions of any kind except those specified by Central Govt.by general or special order in this behalf or permissible under the Payment of Wages Act 1956.
5. **Penalties:**
  - i. In case any complaint is received pertaining to misconduct/misbehavior of agency's personnel a penalty of Rs. 500/- each such incidents shall be levied and the same shall be deducted from the agencies bill. Further the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or un-satisfactory performance or does not meet the statutory requirements of the contract, the CSVTU, Bhilai reserves the right to impose the penalty as 2% of cost of order/agreement per week.
  - ii. For not reporting to the duty by the House-Keeping Personnel in time a minimum penalty of Rs. 500/- will be imposed per default and maximum penalty as decided by the Competent Authority.
  - iii. For causing damage to the University property: Three times the market value of the damaged property or Rs. 1000/- whichever is higher per default.
  - iv. If House-keeping work/cleaning is not observed up to the satisfaction of the CSVTU, Bhilai, a penalty of minor fine of Rs. 1000/- per incident or a major fine of Rs. 5000/- per incident will be imposed on the agency.
  - v. The **House-keeping Personnel** engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which it shall invite a penalty for Rs. 200/- on each occasion and habitual offender in this regards shall be removed from the CSVTU, Bhilai. The penalty o this account shall be deducted from the agency's bill.

- vi. For persistent breach or unsatisfactory services: termination of contract along with forfeiture of performance security ad blacklisting.
6. The contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:
- Are always in agency dress code with smartly turned out and vigilant .
  - Are punctual and arrive at least 10 minutes before start of their duty time.
  - Perform their duties with honesty and sincerity.
  - Read and understand their post and site instructions and follow the same.
  - Extend respect to all Officers and Staff of the office of the UNIVERSITY
  - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
  - Will not gossip or chit chat while on duty.
  - Will never sleep while on duty post.
  - Will not read newspaper or magazine while on duty.
  - Will immediately report to the Section Officer or any other concerned officer/staff for any untoward incident/ misconduct or misbehavior.
  - Do not entertain visitors.
  - Shall not smoke in the office premises.
7. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to the University's assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.
8. The contractor shall follow the instruction of the University from time to time in discharging the duty every day.
9. The University shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be undesirable.
10. The contractor shall exercise adequate supervision to reasonably ensure proper performance of housekeeping work in accordance to the schedule of work.
11. The contractor shall issue photo-identity cards to his personnel deployed in the building for performing duty, which will be signed by him and displayed by them on their person while they are in the premises of the University.
12. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the University and at regular meeting will be held with the University.
13. The contractor shall not employ any person of age below 18 years and above the age of 55 years and they should be of sound health while carrying out the duty and should not have infected diseases.
14. The contractor shall not subcontract the assigned work to any other agencies.
15. The University shall comply with and fulfill the recommendations (if any), if deemed necessary by the University, made in writing by the Contractor in connection with the performance of the services. The University shall notify the contractor of any dishonest, wrongful or negligent acts or omissions of the contractor's employees or agents in connection with the assigned services as soon as possible after the University becomes aware of them.
16. If required amendment to the contract shall be effected from time to time in accordance to Government notifications or otherwise.
17. The contractor shall raise the invoice/Bill before 07<sup>th</sup> of the succeeding month for the payment.

18. All the payments to the contractor by the University shall be made through NEFT/RTGS/Cheque only with applicable TDS in accordance with the Govt. of India guidelines from time to time.
19. Administrative Service charge (Bid Value) claimed for providing housekeeping contract shall not be raised at any cost during the contract period for any reason, force majeure etc.
20. **Cleaning, Washing & Dusting etc are to be carried out daily in a mechanized way for which all the materials like brushes, presser pipe, phenyl, naphthalin balls, dusters, wire buckets, brooms, swabs required, flush clean soaps, chemicals etc apart from Single Disc machine, Vacuum Cleaners, Auto Scrubber, Jet High pressure, Bag cleaner, Wet and Dry machine, Road Sweeping (cleaning of dust) will be provided by the tenderer. The use of acids(s) shall be avoided to the maximum.**

**All materials/consumables other related item is to be provided by Agency has to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard and finalization with officer-In-charge. The firm shall assess the quantity of consumables to be used and store them fortnightly basis.**

21. On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the University sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
22. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
23. **The contract shall be for a period of one year from the date of awarding of contract service and the same shall be extended for further period of one year with same rates and Terms & Conditions subject to mutual consent between the University and Contractor and satisfactory performance by the contractor.**
24. The contract may be terminated by either party by giving two month notice in writing.
25. The contract may be terminated by the University by giving notice in writing to the Contractor, in case of serious negligence or serious breach of any of the terms and conditions of the contract by the contractor, and the University is of the opinion that any further continuance of the contract is not in the interest of the University, then the University shall have the right to terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by the University as well as the performance security is liable to be forfeited.
26. Any claims, disputes and or differences (including a dispute regarding the existence, 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 to the arbitration of a sole arbitrator to be appointed by the University in accordance with the provisions of the Arbitration and Reconciliation Act 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Bhilai and the decision of the arbitrator shall be final and binding on both parties.
27. 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 Durg.

28. Indemnification: That the contractor shall keep the University indemnified against all claims whatsoever in respect of the manpower deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever it will be the primary responsibility of the contractor will be to contest the same. In case the University is made party and supposed to contest the case the University will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the contractor to the University on demand. Further, the contractor shall ensure that no financial or any other liability comes on the University in this respect of any nature whatsoever and shall keep the University indemnified in this respect. The contractor shall further keep the University indemnified against any loss to the University property and assets. The University shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract .

29. **INSURANCE:** - Without limiting any of his other obligating or liabilities, the contractor shall, at his own expense, take and keep comprehensive insurance including third party risk for the plant, machinery, men, materials etc. brought to the site and for all the work during the execution. The contractor shall also take out workmen's compensations insurance as required by law and under take to indemnify and keep indemnified the University from and against all manner of claims and demands and losses and damages and cost (including between attorney and client) charges and expenses that may arise in regard the same or that the University may suffer or incur with respect to end/or incidental to the same. The contractor shall have to furnish originals and/ or attested copies as required by the Registrar of the policies of insurance taken within 15 (fifteen) days of being called upon to do so together with all premium receipts and other papers related thereto which the University may require.

30. The university shall have no responsibility towards employee of the contractor regarding payment of wages, injury, accidents etc.

**CONTACT DETAILS FORM**

**General Details of Bidder**

- 1. Name of the Company  
.....
- 2. Name and Designation of  
Authorised Signatory  
.....
- 3. Communication Address  
.....  
.....
- 4. Phone No. / Mobile No.  
.....
- 5. Fax  
.....
- 6. E-Mail ID.  
.....
- 7. S.T. Regn. No.  
.....
- 8. PAN No.  
.....
- 9. Labour Licence Regn. No.  
.....
- 10. EPF registration no.  
.....
- 11. ESI registration no.  
.....
- 12. TIN No.  
.....
- 13. GST No. ....

**Particular Details of the Bidders Representative**

**1. Name of the Contact Person**

.....

**2. Designation**

.....

**3. Phone No.**

.....

**4. Mobile No.**

.....

**5. E-Mail ID.**

.....

**Infrastructural details :**

- 1. Work force ..... no.
- 2. Industrial/mechanical scrubbing machine ..... no.
- 3. Vacuum cleaner ..... no.
- 4. Floor scrubbers/electrically operated ..... no.
- 5. Hand trolley ..... no.

**UNDERTAKING**

- 1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
- 2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
- 3. I/We give the rights to the CSVTU to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
- 4. I hereby undertake to provide the housekeeping services as per the provisions in the tender document/ contract agreement.

**Date:**

**Place:**

**Designation:**  
(Office seal of the Bidder)

## Annexure-B

**Mandatory details to be provided with seal & signature else tender will be rejected summarily.**

Sl. No.	Particulars	***
1	Name of the Tenderer /Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2	EPF Registration No. Document of Monthly Return submitted for the last two months	Copies shall be enclosed
3	ESI Registration No., Labour Licence if applicable	Copies shall be enclosed
4	Present Employers certificate	Copies shall be enclosed
5	Experience certificate from existing employer /past employer Experience certificate should be enclosed for Three years.	Copies shall be enclosed
6	Income Tax Return for the Past three years (2014-15, 2015-16 & 2016-17)	Copies shall be enclosed
7	Service Tax Return for the past three years (2014-15, 2015-16 & 2016-17)	Copies shall be enclosed
8	DD towards EMD in favour of “REGISTRAR, Chhattisgarh Swami Vivekanand Technical University, Bilai” payable at Bilai	No.....dt.....
9	All the bid documents to be duly signed with seal..	

Date:

Place:

**(Name and Signature of Tenderer  
with stamp of the firm)**

**FINANCIAL BID DOCUMENT**  
(to be submitted separately in sealed envelope)

Sl. No.	Details of Scope of work	Rate (per sq. mtr. Per month inclusive of all But excluding GST)
1.	Carrying out the housekeeping work as per the scope of work/requirement shown in <b>clause (2)</b> by deploying appropriate man power & equipments including consumables. <b>Building</b>	Rs. ....  ( In word rupees ..... ..... .....)
2	Cleaning of open area including road with broom	Rs. ....  ( In word rupees ..... ..... .....)

- ❖ Inside Area **6884** Sqr. Mtr. (Approximate)
- ❖ Open Area **8675.74** Sqr. Mtr. (Approximate)

Date:

Place:

**(Name and Signature of Tenderer  
with stamp of the firm)**



**Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I / We ----- (Tenderer) hereby declare that the firm / agency namely M/s.-----has not been blacklisted or debarred in the past by Union / State Government or any organisation from taking part in Govt tenders.

**(Or)**

I / We \_\_\_\_\_ (Tenderer) hereby declare that the firm / agency namely M/s.\_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of -----years wef \_-----to -----  
The period is over on -----\_and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Registrar CSVTU BHILAI and EMD / performance security shall be forfeited.

In addition to the above, Registrar CSVTU BHILAI, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name

Address

**Attested:**  
(Public Notary / Executive Magistrate)