

CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament)

JAIPUR CAMPUS

(Formerly Rashtriya Sanskrit Sansthan, Deemed To Be University)

Under Ministry of Education, Govt. of India Triveni Nagar,

Gopalpura Bye-Pass, JAIPUR - 302018

Adv. 06/2022-23

Date:17.09.2022

Tender Document

Sub.: "Inviting Bids for engaging Service Provider Firm for out Sourcing the quality services for cleaning/Sweeping and filling of water in desert coolers during summer (when coolers are in operation) through Service contract.

Sir/Madam,

The Central Sanskrit University, Jaipur Campus Triveni Nagar Gopalpura Bypass, Jaipur-302018, is a study centre of Central Sanskrit University, New Delhi. The Campus is imparting Sanskrit Education and undertakes, aids, promotes and co-ordinates research in Sanskrit learning including teachers' training courses.

2. Sealed competitive Bids are invited by the Central Sanskrit University, Jaipur Campus, Jaipur from the reputed and registered Consultant\Service Provider Firms for providing manpower through quality service contract initially for a period of 01 (one) Year from date of award of contract which may be extended by a further period one year provided service are satisfactory.

A. Area of the Building :

85926 Sq. Mtrs. having approximately 140 Rooms and Toilets, Meeting Room, Auditorium, Corridors, Hostels and Stairs, as well as adjoining surrounding areas on the ground floor. Parties are advised to see the location Physically.

Address/Location of the Building:

Central Sanskrit University
Jaipur Campus Triveni Nagar
Gopalpura Bypass, Jaipur-302018

B. Man Power Required:

S.No.	Category of Manpower	Minimum qualifications or/ and Experience	Number of workers required	In the following way/timing
1.	Workers for cleanliness & water filling male	Primary Standard	03	8.30 AM to 4.30PM
2.	Workers for cleanliness – female	Primary Standard	02	8.30 AM to 4.30PM

Total five workers for cleanliness / filling of water in desert coolers during the summer season when the coolers are in operation and for cleaning of desert coolers etc.

Responsibilities for Complete housekeeping of the campus where worker is deputed and to fill the water in desert coolers, to clean the desert coolers during summer season when these are in operation and any other work assigned to them.

C. Material for cleanliness to be used as per attached annexure-B. The cost of material, however, will be charged extra by the contracting agency by showing rates of the same in the attached **annexure-A**.

D. Work will have to be got done in the following way:

- (i) Sweeping of entire building area including hostels etc. surroundings thereof and collection of all waste material and disposal of the same as per instructions of the Central Sanskrit University, Jaipur Campus, Jaipur.
- (ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc., once in the morning before opening the office and thereafter at an interval of every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/ anti-termite treatment and rodent control etc., are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.
- (iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
- (iv) Cleaning of carpets area of officers' rooms with vacuum cleaner to be provided by the contractor.
- (v) Sweeping and cleaning of entire building area including hostels etc., lawns, auditorium/meeting halls/canteen etc.
- (vi) Regular dusting/cleaning of Classes Rooms, office Rooms, Teachers Rooms, office furniture (table and chair) and equipments, telephones, book cases including Library, filling cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 9.00 AM.

- (vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and ordinal cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.
- (viii) List of items/cleaning material required is attached vide annexure-B.
- (ix) The Choking of the sanitary installations e.g. W.C.'s Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.
- (x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.
- (xi) Filling of water in all desert coolers during summer season when the coolers are in operation.
- (xii) Putting of kerosene Oil in Desert Coolers on each Friday/last working day of the week during the summer season when coolers are in operation and also cleaning of water tank of desert coolers with dusters every week throughout the year in order to make them dry when they are not in use.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- (i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- (ii) Acid cleaning of sanitary wares, without damaging their shines.
- (iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- (iv) Cleaning of corridors and staircases.
- (v) Cleaning of water storage tanks, water coolers, desert coolers.
- (vi) Polishing of name plates and number plates with basso (on each floor) and cleaning of all other name plates/Boards.
- (vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

3. Quoted price:

- (a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPS, ESI & other statutory costs and service Charges in the format of quotation attached (Annexure-A).
- (b) Being an educational institution the indenting office is exempted from payment of service tax.
- (c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. percentage of profits/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.

- (d) The Bidder shall bid security total bid valuation of 5% approximately (per Year) deposit in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/Pay order drawn in the favor of Director, Central Sanskrit University, Jaipur Campus, Jaipur payable at Jaipur as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for fourteen months from the date of award of the contract or Demand Draft/Pay order drawn in favour of the the Director, Central Sanskrit University, Jaipur payable at Jaipur. The performance security shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency.
- (f) Telex of Facsimile Bid is not acceptable.

4. Each Bidder must submit only one Bid.

5. Validity of Bid:

The bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. Terms and Conditions:

- (a) The remuneration shall be disbursed through cheque/NEFT/RTGS at Central Sanskrit University, Jaipur Campus, Jaipur in the presence of representative of the Director, Central Sanskrit University, Jaipur Campus, Jaipur after satisfactory work.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their workers provided to the University's Jaipur Campus, Jaipur as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the workers provided to the University's Jaipur Campus, Jaipur Office/Premises supported with the following documents:
 - (i) Details of disbursement made to the staff furnishing cheque/NEFT/RTGS details for each payment.
 - (ii) Proof of payment of statutory obligation such as EPF, ESI, GST and any other applicable tax. Payment to the contracting agency will be released within 15 days from date of receipt of the invoice bill.
- (d) The contracting Agency will provide identity card to all his employees deputed as per the format suggested by the indenting office valid for the period of contract.
- (e) The contracting agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.

(f) The normal office hours of University's Jaipur Campus, Jaipur is from 9.30AM to 6.0PM five days from Monday to Friday. However, the contracting agency will deploy their workers and provide the services of cleanliness/filling of water in desert coolers (during summer reason when the coolers are in operation) for seven days in a week from Monday to Sunday according to the duty timings shown at pre-pages/above. University also reserves the right to request for the services of additional/Extra manpower. The contracting agency will be compensated, for the extra manpower provided by the indenting agency as per the rate quoted.

(g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly Remuneration minus (-) = A-1

Where A 1 = $\frac{\text{Monthly Remuneration} \times \text{No's of Days of absence}}{\text{Nos. of days in the month}}$

(h) The candidates/manpower provided by the contracting agency shall be accepted only after scrutiny by the University. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by University's Jaipur Campus, Jaipur. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency suitable then additional bio-data shall be made available by the contracting agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability for University Shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract with the Central Sanskrit University, Jaipur Campus, Jaipur as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

(j) In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the University reserves the right to claim and recover damages from Contracting Agency.

(k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting Agency will also ensure that the workers/ staff deployed are free from infectious disease and drug addiction consuming alcohol before deployment for work.

(m) The University shall provide a space for the workers/staff deployed by the Contracting Agency. No. Name Plate of agency shall be allowed and nobody will be allowed to stay in the office premises except the staff of contracting Agency on duty.

- (n) The Contracting Agency shall provide to their personnel deployed for cleanliness and for filling of water in desert coolers with impressive summer uniform as well as winter uniform with insignia.
- (o) The Contracting Agency will be responsible for ensuring the adherence of provisions of all the relevant Acts and rules and regulations.
- (p) Procurement of services in question will be subject to the provisions of procurement of goods and services as contained in the General Financial Rules.
- (q) The indenting office shall have absolute right to reject the bid without assigning any reason.
- (r) The contracting agency must insure that all services of cleaning as indicated in para 2 etc. is being done with sufficient use of cleaning material.

7. Evaluation of Bid:

The indenter will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

The bid will be treated as non-responsive if following documents are not attached:

- (a) Brief profile of the firm and evidence to establish that bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years along with an attested copy of the valid registration
- (b) Audited Balance Sheet & Profit and Loss Account.
- (c) List of Clientele during last 3 years along with cost of assignment.
- (d) PAN and current IT return.
- (e) Attested copy of proof of EPF registration, if EPF is applicable.
- (f) Attested Copy of Proof of ESI registration, if ESI is applicable.
- (g) Attested copy of Proof of GST Registration.
- (h) Attested copy of Proof of Service Tax Registration.
- (i) The Bidder shall deposit total bid valuation of 5% approximately (per year) in the form of Bank

Guarantee valid for 135 days after the date of submission of bids or DD/pay order drawn in favor of Director, Central Sanskrit University, Jaipur Campus, Jaipur Payable at Jaipur as Earnest Money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.

- (ii) Basic rates of wages, quoted below minimum wages prescribed by the Central/State Govt. of Rajasthan for un-skilled cleaning and sweeping staff shall render the Bid disqualified for Evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder but the quality of Service is the prime concern of the indenter.

8. Award of Contract:

- (a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price as per Para 7 and the selected firm has to furnish performance security in the form of Bank Guarantee for an amount of 10 percent of the value of the contract valid for fourteen months from the date of award of the contract or Demand Draft/Pay order drawn in favour of the Director, Central Sanskrit University, Jaipur payable at Jaipur. The performance security shall be submitted within 10 days from the date of notification awarding the contract to the selected agency.
- (b) The Indenter reserves the right increase or decrease the requirement of manpower at the time of award of contract as indicated in Para 2 above at the time of award of contract.
- (c) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract without assigning any reason.

**FINANCIAL BID FOR
HOUSEKEEPING STAFF**

Annexure - A

Name of Firm/Bidder:

S.No.	Total No. of Man Power	Basic Wages + VDA (Variable Dearness Allowance per person) (Rs.)	Payment for weekly rest (Relieving Charges for 04 days per person) (Rs.)	EPF as per Govt. Rules	ESI +GST as per Govt. Rules (Rs.)	Service Charges in %/Charges uniforms/Bonus etc. Including overhead profit (Rs.)	Monthly Rate (Col.3+4+5+6+7)	Total Monthly Cost	Cost of Material per month for Housekeeping Staff
1	2	3	4	5	6	7	8	9	10

Note :

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. An employee whose pay at the time he is otherwise entitled to become a member of the Fund, exceeds (upto Fifteen Thousand rupees) per month is an excluded employee from the fund in such case EPF is not applicable.
3. Being an education Institute the in tender is exempted from payment of GST.
4. Service Charge Should not be less than 1%.

We agree to provide the above service of manpower including material and to abide by the terms & Conditions contained in the Bid Document and also agree to enter into the agreement in the format enclosed. Bid security of Rs.
(Rupees) is furnished herewith vide bank draft
No. Dated drawn on

(Bidder)

Signature

Name

List of Items/Cleanliness Material Required for Safai Etc. Quote the rate and amount of material to be used weekly.

1. Phenyl (liquid)
2. Cleanse Sanitizer
3. Pixel Sanitizer
4. Ordinal
5. Liquid Soap (Homocol)
6. Soap Cakes (Lifebuoy)
7. Vim Powder
8. Surf
9. Acid
10. Tat
11. Duster White
12. Floor Duster (Mops)
13. Room Freshner
14. Nap Balls
15. Teepol
16. Thinner
17. Scasso (Polish)
18. Mansion Floor Polish
19. Flit with flit pummp/Chemical for anti-termite treatment/rodent control
20. Homocol Cake
21. Hariyali Jhadoo
22. Phool Jhadoo
23. Bandco Jhadoo
24. Rehdi for Collection of Throw-out
25. Dustbin with Lid
26. Buckets
27. Plastic Jugs
28. Plastic Mugs
29. Cob Web's Remover
30. Sweeping Brush