

TENDER DOCUMENT

FOR

**PROVIDING HOUSEKEEPING SERVICES (CLEANING & SANITATION) FOR
THE GIRLS HOSTEL OF
GOVT GIRLS POLYTECHNIC, JAGDALPUR
(TENDER NO.: GGPJDP/HOSTEL/2019/02)**



शासकीय कन्या पॉलीटेक्निक, धरमपुरा-2,

जगदलपुर, छ0ग0-494001

(तकनीकी शिक्षा विभाग छत्तीसगढ शासन के अधीन एवं अ0भा0त0शि0प0 द्वारा अनुमोदित संस्था)

Tel. 91(07782)229364, 229230, 229240

Fax : 07782-229364, email : ggpoly@gmail.com www.ggpolyjdp.ac.in



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TENDER NO: GGPJDP/HOSTEL/2019/02

Jagdalpur, Dated : 23/08/2019

TENDER DOCUMENT FOR PROVIDING HOUSE KEEPING SERVICES FOR GIRLS HOSTEL OF GOVT GIRLS POLYTECHNIC JAGDALPUR

Principal, Govt. Girls Polytechnic Jagdalpur invites sealed tenders from eligible and reputed firms/companies for providing House Keeping Services at Girl's Hostel of Govt. Girls Polytechnic Jagdalpur.

Tender form can be obtained from the office during the office working hours on payment of Rs. 1000/- , also it can be downloaded from the Institute's official website "www.ggpolyjdp.ac.in" on payment basis by DD of Rs. 1000/- in favour of Principal, Govt. Girls Polytechnic Jagdalpur, payable at Jagdalpur.

The Tender document should be enclosed in one Single bigger envelope duly sealed and submitted in the office of the Principal, Govt. Girls Polytechnic Jagdalpur on or before below mentioned last date. No other means of submitting the documents like email etc will be entertained.

Issue of tender form	: 27/08/2019 (11:00 PM on wards)
Last date of sale of tender form	: 27/09/2019 (12:00 Noon)
Last date for submission of sealed Tender form	: 27/09/2019 (03:00 PM)
Date of opening of tender received within	: 27/09/2019 (04:00 PM)

Principal
Govt. Girls Polytechnic
Jagdalpur (C.G.)

GENERAL INSTRUCTIONS TO TENDERERS

1. Eligibility Criteria:

The Agencies that fulfill the following requirements shall be eligible to apply:

1. Registered under Company Act/Shops & Establishment Act 1958 issued by Chhattisgarh State Govt.
2. Registration under Labour Laws, EPF, ESI & Service Tax.
3. Have valid license issued by competent state Govt. authority under the private security agencies (Regulation) Act.2005
4. Minimum Three Years Experience in contractual security business.
5. Income Tax, PAN, income tax return for last three years.
6. At least three year experience in the field of security services of value not less than Rs.15 Lakh for each year.

2. Earnest Money Deposit:

The Tenderer shall deposit Earnest Money of Rs. 20,000/- (Twenty Thousand only) by way of demand draft drawn in favour of “Principal, Govt. Girls Polytechnic, Jagdalpur”. The earnest money deposit will be refunded to the tenderers whose offers have not been accepted within 30 days of opening of tenders. Earnest Money Deposit of the tenderer whose offer is accepted will be kept as interest free security deposit till successful completion of the contract.

3. Tender Procedure :

(i) Tender Must be submitted in an envelope superscribed as “ **Tender for House Keeping in Govt. Girls Polytechnic, Jagdalpur**”. The outer envelope should contain two inner envelopes containing Technical Bid and Price Bid in the prescribed forms superscribed as “Tender for House Keeping in Govt. Girls Polytechnic, Jagdalpur - Technical Bid” and “Tender for House Keeping in Govt. Girls Polytechnic, Jagdalpur – Price Bid” respectively.

(ii) Technical Bid:

Technical bid should contain self attested copies of documents required for qualification and other details. However, tenderers must produce the originals of the copies of the documents submitted for verification when required. The technical bids, which are not accompanied with documents prescribed above and EMD are liable for rejection forthwith. The technical bids consisting of the following documents shall be submitted by the tenderer:

- (i) Details of experience, copies of experience certificates i.e. only completion certificates of the experience issued by the employer as specified in the eligibility criteria supporting their claim of experience.
- (ii) Signed Tender Document
- (iii) EMD as specified
- (iv) Latest Balance sheet photocopy duly verified by CA showing annual turnover not less than Rs.15 Lakh.
- (v) Tender document can be downloaded from the website www.ggpolyjdp.ac.in . In such cases, agency will deposit Rs 1000/- in the form of D.D. as document cost along with EMD in favor of Principal, Govt. Girls Polytechnic, Jagdalpur (C.G.)

(iii) Price Bid:

The Price Bid enclosed to the tender shows charge payable per month (26 days) for each house keeping person per 8 hour shift. The tenderer shall quote their rates in the relevant column.

Principal, Govt. Girls Polytechnic, Jagdalpur will deduct TDS for Income Tax and GST at the prescribed rate from the payment.

The Price bids shall be valid up to one year from the date of opening of tenders.

The tender document should be signed on every page by the tenderer and should be enclosed with technical bid as an unconditional acceptance of the terms and condition mentioned therein.

4. Scope of work:

1. Housekeeping Services are required at the Government Girls Polytechnic, Jagdalpur Girls Hostel premises and at other places as and when specified by the Principal, Government Girls Polytechnic, Jagdalpur.
2. Housekeeping Services will include following

a) Daily Operations:

- 1) Brooming, sweeping and washing of corridors and staircase.
- 2) Sweeping and mopping of toilets, bathrooms, urinals twice a day.
- 3) Dusting and cleaning of office furniture, office tables, chairs, side tables, racks, and doors, paper trays.
- 4) Sweeping of floors, mopping of floors.
- 5) Dusting of doors, cleaning of wash basin and mirror, cleaning of toilet seats/ urinals (with sanitary and water) twice a day.
- 6) Sweeping of open space and removal of garbage there from.
- 7) Complete cleaning of building with soft brooms.
- 8) Removal of discarded material to the designated places. Removal of sweeping and discarded/unwanted, un-useful materials.(as decided and directed by authorities)
- 9) Sweeping of lawns and open area.
- 10) Emptying of dustbins of all rooms/sections.
- 11) Dumping of garbage from hostel premises, outside and away from college premises at suitable dumping area to be arranged by the contractor.

b) Weekly Operations:

- 1) Washing and wiping/mopping corridor of floors through with suitable cleaning agents.
- 2) Wiping and cleaning of fixture and fitting.
- 3) Brooming and sprinkling in open area.
- 4) Cleaning of drains.
- 5) Dusting of room coolers, air conditioner.

// Terms and Conditions //

1. Contract shall be awarded initially for a period of one year to the successful bidder which can be extendable up to next one year or more, subject to monthly appraisal and review by Principal, Government Girls Polytechnic, Jagdalpur and its authorized officer/s and this period will be treated as an extended agreement for which terms & conditions will be applicable without any change or modifications.

The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.100/-

In the event of bidder backing out before actual award or execution of agreement, his 100 % of the EMD shall be forfeited.

2. The housekeeping agency should be a registered agency. Unregistered agencies application will be not accepted.
3. There should be no case pending with the police/Labor court against the firm/ partner/ proprietor or the company (Agency). The firm should give such an undertaking with their bid.
4. Total duration of contract shall be of one year, In case of performance of the Housekeeping agency is not found to be satisfactory as per terms & conditions of contract, the contract shall be terminated even before the scheduled time by giving notice period of 1 month. In the event of premature closer of contract for any reasons 100 % of security deposit shall be forfeited.
5. The purpose of housekeeping is that the whole premises of Hostel of Government Girls Polytechnic, Jagdalpur must look neat and clean every time and the contractor has to undertake all such jobs/activities required to maintain the premises neat and clean whether such activities are elaborated hereunder or not.
6. All the cleaning personnel to be provided for undertaking the housekeeping services in Government Girls Polytechnic, Jagdalpur shall be provided with cleaning equipments as per the requirement weekly or monthly and should maintain decent behavior.
7. All the cleaning personnel provided for the housekeeping services shall be governed by Govt. of India Ordinance Minimum Wages Act/Govt. of Chhattisgarh Minimum Wages Act whichever is beneficial to the employee, EPF and ESI and all statutory recovery & remittance shall be taken care by the Contractor.
8. At the end of every month the housekeeping agency should strictly submit all the relevant documents such as their attendance record, bill, and proof of wages provided to the employee, EPF and ESI and all statutory recovery & remittance. Absence of any of these documents in any month may leads to termination of the contract.
9. All the cleaning personnel to be provided for housekeeping services are bound to work all the days and they should reach the office premises well in advance at-least the working hours will be decided by hostel management.
10. Every personnel deployed by the housekeeping agency must be literate, and shall be able to recognize at least numbers in Hindi and English both. Also shall be able to communicate fluently in Hindi.

11. The housekeeping agency personnel must carry an identity card duly attested by the Executive of Security Agency. A photocopy of these cards along with soft copy of detailed data of all deployed personnel shall be submitted to Principal, Government Girls Polytechnic, Jagdalpur for record, verification etc.
12. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to Hostel's assets while discharging the duty, suitable amount will be deducted from the contractor's monthly payment.
13. Before deputing the personnel, housekeeping agency shall verify history and character of all their employees and submit a complete record of particulars of each security personnel proposed to be deployed to the institute and concerned police station.
14. The housekeeping agency shall be responsible for the good conduct and behavior of its employees. If any employee of the housekeeping agency is found misbehaving with the officers, staff or students of the institute, the housekeeping agency shall terminate the service of such employee immediately and shall replace him with substitute personnel.
15. The institute shall have the right to check up, from time to time, reasonably ensure proper performance of housekeeping work in accordance to the schedule of work up to the satisfaction of the institute. The Principal, Government Girls Polytechnic, Jagdalpur or his authorized officer shall also have the right to check and supervise the housekeeping personnel on duty.
16. The personnel deployed by the housekeeping agency at the Girls Hostel of Government Girls Polytechnic, Jagdalpur shall be removed immediately if the Principal, Government Girls Polytechnic, Jagdalpur considers such removal necessary on administrative grounds. The housekeeping agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel. In case of removal of such personnel, no claim shall be entertained against the Principal, Government Girls Polytechnic, Jagdalpur.
17. The housekeeping agency shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases.
18. In case of any type of leave, absence, long term absence due to sickness etc housekeeping agency shall ensure replacement and manning of all housekeeping points by overtime or alternative arrangements without any additional liabilities to the institute.
19. In addition to the number of personnel listed in the price schedule, the housekeeping agency shall undertake to engage / employ and provide additional number of cleaning female staff as and when required by the Principal, Government Girls Polytechnic, Jagdalpur on advance notice of 07 days as per the accepted rate given in the price schedule only.
20. The personnel employed by the housekeeping agency for Government Girls Polytechnic, Jagdalpur Campus will be the employees of the housekeeping agency only. Under no circumstances any liability in respect of matter connected with their employment shall be held against the Principal, Government Girls Polytechnic, Jagdalpur and the cleaning personnel employed by housekeeping agency shall have no right whatsoever to claim employment from the Principal, Government Girls Polytechnic, Jagdalpur.
21. None of the employees of housekeeping agency will form and / or join any union nor shall they make any claim on service or other matters under any circumstances.

22. None of the employees of the housekeeping agency shall enter into any kinds of private work within or outside the campus of the Government Girls Polytechnic, Jagdalpur under any circumstances.
23. Any expenses incurred in connection with the deployment of the employees at the campus / place of duty will be borne by housekeeping agency only.
24. Principal, Government Girls Polytechnic, Jagdalpur will not provide any residential space for accommodation to female cleaning personnel.
25. Housekeeping agency shall comply with all statutory requirements existing as well as those promulgated from time to time viz. the minimum wages act, Labor law, Provident Fund Act, Employee State Insurance Scheme, family pension fund act, Bonus, Gratuity Act, Shop & Establishment Act, Contract Act. Etc. whichever is/are applicable to the organization and shall be held solely responsible, accountable, answerable, explainable, as the case may be, for the lapses committed by them in this regard.
26. Further, housekeeping agency shall not involve the Principal, Government Girls Polytechnic, Jagdalpur in any way whatsoever in any dispute with regard to compliance of statutory provisions. In case due to violation of any law any liability is put upon the institute, the housekeeping agency hereby indemnifies the Principal, Government Girls Polytechnic, Jagdalpur completely.
27. The housekeeping agency shall submit certified copies of their registration under Company Act / Shops & Establishment Act 1958 issued by Chhattisgarh State Government, Provident Fund Act, ESI, Labor laws, Service Tax, valid license issued by competent State Govt. authority under the private housekeeping agencies (Regulation) Act.2005, PAN and Income Tax details of last three financial years as well as any relevant documents.
28. The housekeeping agency shall make serious effort to control cattle menace, clean the surrounding if cattle (including cows, buffaloes, goats, pigs, donkeys and all other domestic animals etc).
29. The responsibility for taking appropriate security measures shall be entirely that of the housekeeping agency. In case of any type of theft / loss / damage (either partially or in full) has been caused due to cleaning staff allotted by housekeeping agency, Principal, Government Girls Polytechnic, Jagdalpur will appoint inquiry committee which will be headed by him to assess the cost of theft / loss / damage (as per government records) which will be indemnified / compensated by the housekeeping agency on actual basis within 07 days of occurrence of such event.
30. In case of any declination of duty, gross neglect an unintended or intended damage caused by the housekeeping agency or its employees or otherwise any harm done to the assets of Government Girls Polytechnic, Jagdalpur, its designated officers, staff and students, Principal, Government Girls Polytechnic, Jagdalpur will appoint inquiry committee which will be headed by him to assess the loss or to fix compensation and / or refund expenditure on legal/ judicial proceedings as well as penalty which may deem fit.
31. The Principal, Government Girls Polytechnic, Jagdalpur shall identify the requirement of personnel and cleaning and sweeping equipments to be deployed for the sound security of the campus.
32. The housekeeping agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them in the campus of the Principal, Government Girls Polytechnic, Jagdalpur

have been paid at least minimum wages, as in force from time to time, in accordance with the provisions of the minimum Wages Act and that all other statutory requirements in this regard have been complied with. Any violation of the provision of minimum wages act shall render the contract liable for termination. The Principal, Government Girls Polytechnic, Jagdalpur shall also proceed against the defaulting agency as per provision of the relevant laws.

33.

- a. If a firm quotes NIL charges/ consideration after deduction of applicable 2% TDS(Income Tax), the bill shall be treated as unresponsive and will not be considered.
- b. Rates offered in the tender will not enhanced during period of contract except minimum wages and other statutory charges.
- c. The Principal, Govt. Girls Polytechnic, Jagdalpur is not bound to award contract at the lowest price received in the tender and reserves the right to decide on fair and reasonable price of the services of the tenderer. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidder.
- d. In case more than one price bid quoting the same L-1 rates are received, L-1 bidder will be selected from such bidders on the basis of the following criteria–
 - i. Length of experience of the bidder in house keeping services in years (financial years).
 - ii. Total number of cleaning personnel provided during financial year 2018-19 at Central/ State Govt /Autonomous Institution/Corporate establishment of repute.
 - iii. Agencies from Chhattisgarh will be preferred.
 - iv. Number of Central/ State Govt /Autonomous Institution/ Corporate establishment of repute where bidder has provided house keeping services upto financial year 2018-19.

Note : L-1 bidder will be selected from such bidders firstly on the basis of criteria (i) then by (ii) then by (iii) and lastly by (iv) above

- e. Wage Rate quoted should be equal to or more than prevailing minimum wages as per CG Govt. under minimum wages act. Price bid quoting wage rate less than prevailing minimum wages as per CG Govt will not be considered.
 - f. If any of the statutory liability not included in the price bid, the bid shall be rejected.
34. The contractor should produce each month records of payment made to minimum wages and statutory compliance EPF/ESI etc. Payment will be made on production of proof of payment of minimum wages and statutory compliance EPF/ESI etc
35. Any payment required to be made by the housekeeping agency to its personnel in compliance with any of the laws or the laws of the land shall be the sole responsibility of housekeeping agency. The Principal, Government Girls Polytechnic, Jagdalpur will in no case be responsible for default, if any, in this regard.
36. The housekeeping agency should be open minded to perform the assigned jobs even though the same may not have been included in the schedule of services. The charges for the extra services not mentioned in the price schedule can be settled mutually.
37. The housekeeping agency shall not appoint any sub-agency to carry out any obligations under the contract.
38. The housekeeping agency shall have a proper system of checking their cleaning staff on duty hours. Record of the same should be effectively maintained and shortcomings, if any, should be immediately reported and rectified.

39. Provided, also that if the contract is terminated under this clause, the institute shall be at liberty to take over from the housekeeping agency the personnel, vehicles & equipment deployed in the campus until a new housekeeping agency is appointed and commences the operation.
40. The housekeeping agency should note that the institute will not be responsible in any circumstances for any kind of natural disaster, explosion, quarantine restrictions or act of God happens to the person appointed by the agency, no claim for the damages can be asked from the institute.
41. All matter and disputes arising out of this agreement will be subject to the jurisdiction of the court located at Jagdalpur.

**DATED SIGNATURE OF
AUTHORIZED PERSON OF
HOUSEKEEPING AGENCY WITH SEAL,
FULL ADDRESS AND MOBILE NO**

OFFICE OF THE PRINCIPAL

GOVT. GIRLS POLYTECHNIC, JAGDALPUR (C.G.)

01. Name of the Tenderer's Firm:

02. Office address :

Tel no. :

Fax no. :

E- mail address :

03. Name of authorized representative (s) :

04. Document to be enclosed :

1. Registration under company act / shops & Establishment act 958 issued by Chhattisgarh state govt.
2. Registration under labour laws, EPF, ESI & Service tax.
3. Latest balance sheet showing minimum 15 lakh turnover duly signed by C.A..

05. Registration certificate for

PF	Enclosed/ Not Enclosed
ESI	Enclosed/ Not Enclosed
Income Tax and PAN	Enclosed/ Not Enclosed
Service Tax	Enclosed/ Not Enclosed

06. Turnover during the last three years

Years	Turnover in Rupees (in words and figures)
2016-17	
2017-18	
2018-19	

Please enclose documentary evidence for above facts.

07. Earnest money deposit of Rupees 20,000/- is enclosed vide

D.D. No. _____ Bank _____

Date _____

08. Details of experience in Central/ State Govt /Autonomous Institution/Corporate establishment of repute -

Financial Year	Name of Employer /Address/Tel.No.	Total Number of cleaning staff Employed.

Note : Please give complete details as per the above format along with experience certificate issued by clients/organizations for all previous years upto 2018-19. Separate sheet may be used if required.

SIGNATURE OF AUTHORIZED PERSON/ AGENCY WITH SEAL.

OFFICE OF THE PRINCIPAL
GOVT. GIRLS POLYTECHNIC, JAGDALPUR (C.G.)
TENDER FOR HOUSE KEEPING SERVICES

Price Bid

S.No.	Description	Amount (Rs.) For female claeaning staff	Amount (Rs.) For female sweeper
1	Gross Wages per person / month (26 days)		
2	ESI (Employee contribution)		
3	EPF (Employee contribution)		
4	Net Payment per person / month (26 days)		
5	EPF (Employer contribution) per person per month		
6	ESI (Employer contribution) per person per month		
7	Contractor's profit {(if a firm quotes NIL charges after deduction of applicable 2% TDS (income tax), the bid shall be treated as unresponsive and will not be considered)}		
8	Any other charges		
9	GST @%		
	Total(1+5+6+7+8+9)		

SIGNATURE OF AUTHORIZED PERSON OF AGENCY
WITH SEAL & ADDRESS

**LETTER OF SUBMISSION OF TENDER FROM THE CONTRACTOR
OFFICE OF THE PRINCIPAL
GOVT. GIRLS POLYTECHNIC, JAGDALPUR (C.G.) 494001**

“Providing security service” at Govt. Girls Polytechnic, Jagdalpur

1. I / We have examined the scope of work, specifications and schedule of quantities and terms and condition relating to the tender for the said work after having obtained the tender invited by you.
2. I / We have visited the site, examined the site of work specified in the tender document and acquired the requisite information relating as affecting the Tender.
3. I /We hereby offer to execute the complete the work in strict accordance with the tender document at the item rates quoted by me / us in all respect as per the specifications and scope of works described in the tender document and the annexure containing terms and condition.
4. I / We agree to pay all Government (Central and State) taxes prevailing from time to time.
5. Should this tender be accepted, I / We hereby agree to abide by and fulfill all the terms and conditions and provision of the said contract document annexed hereto.

Names of the person authorized to be present at the time of opening of the tender

i. _____

ii. _____

Documentary proof in respect of letter of authority / power of attorney to be enclosed along with the tender.

Place : yours faithfully,

Date :

(Signature of the tenderer)
Name and address of the tenderer