

Central University of Jammu

Rahya-Suchani (Bagla), District Samba, (J&K)

Website: www.cujammu.ac.in

No: CUJ/EST/H.K/2017/02

Date: 30 June, 2017

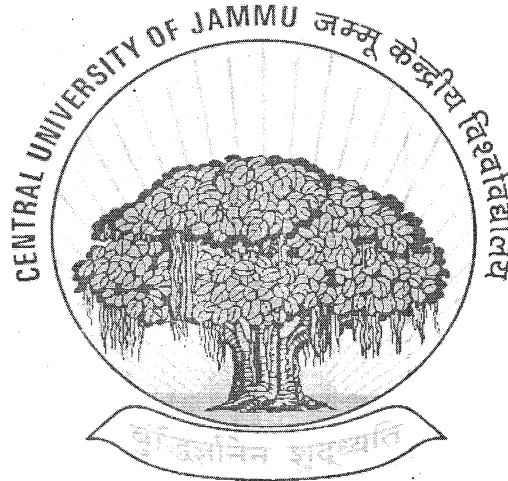
Cost of tender documents: **Rs. 1,000/-**

Issued to: M/s.

TENDER DOCUMENT

FOR

**HOUSEKEEPING, AND MULTI SKILL/ MULTI TASKING SERVICES
INCLUDING CONSERVANCY, GARDENING,
PLUMBING, ELECTRICIAN SERVICES,
OFFICE ASSISTANT, OFFICE ATTENDANT ETC.**



Last date and time to submit the bids : 21.07.2017 by 03.00 p.m.

Date and time of opening of bids at : 21.07.2017 by 03.30 p.m.
Campus Rahya-Suchani (Bagla), District
Samba

I: Instruction to the Bidders

1. **Preface:** The Central University of Jammu (CUJ) is presently functioning from two campuses, Temporary Academic Block (TAB) & Hostels at Sainik Colony and Headquarters at Village Rahya-Suchani (Bagla), District Samba.
2. The Central University of Jammu invites the sealed tenders in **Two-bid system**. Interested Agencies/Service Providers are requested to submit their bids using **Two-Envelope method** i.e there shall be two separate envelopes. The first envelope i.e Technical Bid shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions. The second envelope i.e Financial Bid shall contain the financial quote in the prescribed format (Annexures C&D). The sealed envelope shall contain both first and second envelope i.e Technical and Financial Bids respectively and should be superscribed "**Tenders for Housekeeping & Multi Skill/Multi Tasking Services**" along with tender number and date, addressed to the Assistant Registrar (Estates) Central University of Jammu, Bagla (Rahya-Suchani) Distt Samba-181143.
3. The tender documents can be obtained in person from the office of Assistant Registrar (Estates), Central University of Jammu, Rahya Suchani on payment of **Rs. 1,000/-** (Rupees one thousand only) through demand draft favouring "*Finance Officer Central University of Jammu*" payable at Jammu during working hours (10:00 to 17:00 hrs). The tender documents can be downloaded from University website www.cujammu.ac.in and must be submitted along with Demand Draft of Rs. 1000/- favouring "*Finance Officer Central University of Jammu*" payable at Jammu as cost of tender form. Tender document will contain EMD. Details are given at para 62. Last date to submit the tender is **21.07.2017** by **3:00 p.m.** The bids will be opened on the same day in presence of the bidders at **3:30 p.m.** or any other date convenient to the University authorities, which shall be intimated separately. The firm must write phone number, fax number and email ID on the sealed envelope to pass on the information, if required.
Note: Those firms who have already submitted the bids for tender No. CUJ/EST/H.K/2017/01 dt. 09.06.2017, need not re-submit the bid.
4. All entries in the tender should be legible and filled clearly. The amount should be written in words and figures. Any unavoidable overwriting / cutting shall be signed by the authorized signatory. The variation in words and figures, if any, the lowest shall be treated authentic. The bid shall be valid for 90 (ninety) days from the date of opening.
5. The rates shall include wages on monthly basis (30 days) and not on daily basis rates.
6. Financial bid of only technically qualified bidders will be opened for evaluation in presence of the qualified bidders.
7. The **format for submission of technical bid** is as follows:
 - a) Covering letter/Declaration as per Annexure A
 - b) Earnest Money Deposit (EMD) in the form of CDR/FDR/Banker's Cheque pledged in favour of "*Finance Officer, Central University of Jammu*" for the amount mentioned in the tender document.
 - c) The profile and other details of the firm as per Annexure B
 - d) Experience of operation in the last three years as per Annexure B
 - e) The agency must be registered with the following statutory authority (attested copies of the documents be attached).
 - I. a) Registration certificate under:

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- (i) Contract Labour (R&A) Act, 1970.
 - (ii) Employees State Insurance (ESI) Office.
 - (iii) Employees Provident Fund (EPF) Commissioner under the Provident Fund Act or as per requirement by law
 - (iv) Income tax, PAN number Service tax and TIN.
- II. Income Tax Return for 2013-14, 2014-15 and 2015-16, service tax and VAT clearance certificate for the period ending March 2016.
 - III. Copy of ESI / EPF payment for the financial year 2013-14, 2014-15 and 2015-16.
 - IV. Balance sheet audited by CA for 2013-14, 2014-15 and 2015-16.
8. The bidders shall be required to submit the EMD along with the technical bid. The bid without EMD will be considered as non responsive and shall be outrightly rejected. EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final bid validity and latest by 30th day after the award of the contract.
 9. **Rights of the University:** The University reserves the right to accept or reject any bid without assigning any reason and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders of the ground for such action. The University reserves the right to postpone or extend the date of receipt/ opening of rates / Quotations or to withdraw the same, without assigning any reason thereof.
 10. The Central University of Jammu reserves the right to remove any person deployed by the agency from the office premises after considering him to be incompetent or disorderly. Such person shall not be engaged again without the permission of CUJ. The contractor shall provide persons in place of such removed persons without any delay.
 11. Tender without required documents, incomplete in any form will be rejected outrightly. Conditional tenders will not be considered. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.
 12. The successful bidders on award of the contract should execute an agreement on Rs. 100/- non judicial stamp paper, with Central University of Jammu incorporating the terms and conditions cost/expenses of which shall be borne by the bidder. The successful bidders will be defined as contractor in the said agreement.
 13. The tender documents are not transferable.

II: Terms and conditions

14. The contract will be valid initially for a period of one year and on satisfactory performance it may be extended for a further period at the same rate on mutual consent basis. The contract may be terminated by either party after giving written notice of not less than one month.
15. **Experience:** Bidder should have minimum **three years** of experience in providing housekeeping & Multiskill/Multi Tasking firms services to various organizations and should have executed similar service in the last three financial years.

16. **Turnover:** The bidder must have an Annual Average Turnover of not less than of Rs. 50 lakhs during the last three consecutive financial years 2013-14, 2014-15 and 2015-16 certified by a Chartered Accountant. Copy of Profit & Loss account be also attached. The bidder should not have incurred loss in any two years during the last three years as on 31.03.2016.
17. **Sub-contract:** The agency shall not engage any sub-contractor or transfer the contract to any other person. In the event of the contractor contravening this condition, the Central University of Jammu, shall be entitled to cancel the contract & place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss and damage, which the Central University of Jammu may sustain in consequence or arising out of such replacing of the contract.
18. **Fitness of workers:** Fitness certificate will be issued by the Agency from time to time and also when asked by the University. The decision of Central University of Jammu shall be final in considering the housekeeping personnel fit to be employed. The personnel engaged should be below 45 years of age and no child labour will be engaged.
19. **Failure to execute:** In case the agency fails to execute the job / declines the offer of contract after signing the agreement or terminate the contract for whatsoever reason(s) before completion of period of contract at their own accord, the CUJ shall have the right to forfeit the EMD and performance security deposited by the agency for the execution of the contract for the remaining period through some other agency.
20. The contractor shall take due care to comply with the provision of the Minimum Wages (Central) as per central govt rules, Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract.
21. The contractor/agency will not allow or permit his / their employees to participate in any trade union activities or agitation in the premises of CUJ, violation of which may result in the termination of the contract immediately.
22. **Responsibility of the workers:** The CUJ will not be responsible for any injury / loss of life of personnel deputed by the agency which may take place during the course of their deployment. In case of any mishap such as accident / incident, it is mandatory for the agency to take up and to follow-up with the legal / police authorities at its own level to the logical end.
23. **Tax deduction:** State/Central Government taxes shall be deducted at source as per provision by the University. Additional taxes, levied from time to time by the State/Central Govt. may be borne by the agency.
24. **Workers management:** Any person engaged by the agency if found indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action deemed fit against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency.

25. The agency / contractor shall work under the overall supervision and direction of the officer authorized by Central University of Jammu.
26. The agency shall not replace the staff without proper substitute and without prior permission of the University authorities. In normal conditions worker will not be deployed for double duty. However, in case of emergency / urgency, a worker may be allowed for not more than two continuous duties with proper written information to the office authorities.
27. **Registration:** The Contractor should have E.S.I, E.P.F. etc registration and should strictly adhere to all statutory obligations. The agency shall furnish a photocopy of ESI card immediately on engagement. Before entering into agreement the contractor / housekeeping agency must produce original Bio-data / credentials of personnel for verification. Police verification of the personnel so deployed will be done by the agency.
28. The payment of rates and cleaning material charges (for housekeeping) and wages/rates (for other services) will be made as per the approved rates. In case, additional number of service men to be employed against leave relief / weekly off, then no extra charges shall be paid for weekly off / leave reliever etc.
29. The rates once accepted by the University shall remain unchanged throughout the period of initial contract of one year, including any extended period at same rate and under same terms and conditions. However, if the University changes its premises, increase the area for service or desire to increase the agreed cleaning material, the same will be increased at the agreed rates, terms and conditions.
30. The Central Purchase Committee may consider any bid, if it feels that inadvertently certain required documents are not enclosed by the firm and the firm promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the Central Purchase Committee will be final in this regard.
31. In case of failure of Agency to comply with the provisions of the terms and conditions, the Central University of Jammu reserves the right to award the contract to the next lower bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on all the bidders.
32. The CUJ does not pledge itself to accept the lowest or any tender and reserve the right to accept the whole or any part of the tender or portion of the quantity offered and bidders shall supply the same / execute the work at the rate quoted by them.
33. Whenever any claim for the payment of money arises out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating, in part or whole the security deposit/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with the University. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the University on demand the remaining balance due.
34. The billing cycle will be calendar month. The Agency shall submit the bill by 3rd of next month to process for release of payment. However, **the Agency has to make payment to the workers on or before 7th of every month** and payment of wages is not linked to the

clearance of the bill by CUJ office. The agency will submit bill with following information and documents.

- a) The wages of Conservancy personnel for month will be credited to their Bank account No..... (to be mentioned by the agency) and the details of payment along with Bank Account No. to be uploaded by the Agency on their website, if there is no website of the Agency, it is to be sent by mail / hand to this office in hard copy. Aadhar linking of the accounts of all persons is mandatory.
 - b) Copies of challans of ESI, EPF contribution, Service Tax and other statutory dues paid for the month of (previous month) deposited on date..... are required to be enclosed with monthly bills.
 - c) Undertaking that all statutory Labour Laws including Minimum Wages (Central) Act is being complied with.
35. The premises include the covered area of the building and outside space within the boundary of the building.
36. The contractor shall provide uniforms with prior approval of CUJ and badges bearing names of the workers and shall also be responsible for proper maintenance and upkeep of the uniforms. The workers engaged in the sweeping work would be provided with hand gloves.
37. The contractor shall provide a supervisor who will be available during the office working hours and shall be responsible for all activities of their workers and should be competent to deal with the subject.
38. The persons employed shall work on all days except Sundays. The working hours will be from 8 a.m. to 4 p.m. daily. The skeleton staff of at least six (06) persons {distribution will be as per the discretion of CUJ} would be required beyond 4:00 pm to the close of office on all working days to cater for office work beyond office hours. On Saturdays, only 25% of the total area has to be cleaned.
39. The housekeeping personnel should attend to work punctually and complete the first cleaning work of the entire office premises before 9:30 a.m. daily. The personnel will perform all the duties assigned to the contractor and as specified by the University from time to time. If a particular person is absent on any day another person should be deployed in his / her place. All the personnel will report to the Officer-in-charge assigned by the University.
40. In case of emergency and residual situations, the contractor has to make the personnel available to cater for emergency services and urgent works entrusted by this office as and when need arises.
41. The bidders shall quote rate "*per square foot per month*" in both words and figures which should include deductions towards ESI / EPF, minimum wages, machines etc. and should not be payable over and above the rates thus quoted. The bidder shall also quote the number of persons to be deployed. The ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules. The agency should also maintain pay roll containing the above details.

42. The Agency should quote and to pay the wages as per the Minimum Wages (Central) in force. If the agency quoted less than the Minimum Wages (Central), the bid will be summarily rejected.
43. The contractor shall keep the University 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 personnel shall be charged to the agency and recovered from its dues / bills.
44. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by this office. The 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 and forfeiture of the performance security deposit.
45. The bidder should specify the materials to be supplied for the house keeping services. All the housekeeping materials / consumables, such as; Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet cleaner, Floor cleaner, Toilet fresheners, Urinal Cakes, Cleaning Powder, Phenyl, Hand wash liquid, Toilet cleaning brush, Cleaning / Dusting cloth, Water wipers, Dustbins, Garbage bins, Rooms spray, Scrubbing pads, Naphthalene balls, Glass cleaner etc., as required to execute the above jobs will be supplied by the contractor as per requirements of the CUJ.
46. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.
47. In case the last date happens to be holiday, the last date and opening of bids will be undertaken on the next working day. The University reserves the right to extend / postpone the last date and time of the tender without assigning any reason.
48. **Disagreement:** In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu only, for any dispute.

III: Job responsibility of the Agency

49. To make compliance to all the provisions of Labour Laws applicable.
50. Conservancy Supervisor to submit day to day report of the happenings in the premises and give suggestions for the improvement in cleanliness.
51. The contractor shall prepare a time schedule for cleanliness of toilets and bathrooms etc. With the approval of the competent authority of CUJ and will display the name of the

workers and supervisor who will be responsible for the cleanliness of the toilets and bathrooms etc.

52. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the agency personnel, as decided by the CUJ, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by the dues payable to the agency and if the amount of loss or damage exceeds the dues payable, the amount will be recovered from the security deposit.
53. The staff should be well experienced, adequately trained for their job and of sound health. This work force should be on the pay roll of the Agency. The number of captive manpower must be at least four times the number of estimated work force required. They should be well behaved and well mannered. They should be provided with identity cards. They should have knowledge of local language and preferably English also.
54. The terms and conditions contained in this tender notice shall form the part of contract agreement to be entered into by the successful bidder.

IV: Schedule of requirement: Housekeeping Service

The tentative specification of the required services are as follows:

SN	Nature of Work	Number of Personnel / Area (Approx)
i	Housekeeping services of Temporary Academic Block and Hostels of the Central University of Jammu	TAB (Sainik Colony) : 55,000 sq. ft. Boys & Girls Hostels (Sainik Colony) : 50,000 sq. ft. ----- *Total Area (Approx) : 1,05,000 sq. ft. External pathways and surroundings in addition to above mentioned area.
ii	Housekeeping services of University Campus Bagla, District Samba	Permanent Campus at village Bagla, Distt. Samba *Total Area (Approx) : 1,27,000 sq. ft. External pathways and surroundings in addition to above mentioned area.

**The area may decrease or increase depending on the requirement of University*

55. The above stated area is tentative presently earmarked, the University may shift to other building / construct additional buildings, as such; the area may increase / decrease. Therefore, the agency should quote the rates per square foot per month and the payment will be released as per actual area.
56. **Schedule of Jobs:** The scope of housekeeping and conservancy services required to be provided by the contractor is:-

- i. The housekeeping work shall include all related to hygiene and sanitation of premises which include sweeping, cleaning, dusting etc, in the said premises. The work of Pest control / Rodent control will be undertaken by the House Keeping Agency.
- ii. The housekeeping agency engaged for sweeping & cleaning is to keep the whole office premises along with precincts thereof in neat and tidy condition without disturbing the routine working of the office. All the cleaning process is to be made with the help of modern machines, using appropriate detergent & liquids so that the floor, furniture fixture is not damaged due to use of inappropriate materials.

- iii. The Agency shall also be responsible for cleaning of bathrooms, drains, roof, sewages, holes, gutters etc.
- iv. Daily cleaning of tables, chairs, racks, almirah, railing grills and other furniture.
- v. The conservancy personnel shall also ensure that all the lights and fans must be switched off at the time of closure of the office or part of the office.
- vi. The Agency shall ensure reasonable deployment of personnel for cleaning. The number of personnel to be deployed must be mentioned in the Bid offer. However, the engagement of the agency shall be made as per terms and conditions and financial offer irrespective of numbers of personnel for the job.
- vii. Daily sweeping and wet mopping of the entire area in all the floors.
- viii. Furniture like tables, chairs, visitors chairs, sofas, almirahs, etc., and all the electronic gadgets like computers, telephones, fax machines, photocopier machine etc., have to be dust free and dust removal has to be done daily. The cleaning of furniture & fixtures, doors, windows, partitions including the particleboard, glass and aluminum channels in the entire office should be done daily.
- ix. Deep cleaning of the toilets including WCs and Urinals with attached water and washbasins by using disinfecting materials like phenyl, harpic, vim, surf etc., thrice a day and more often, if needed and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
- x. Vacuum cleaning of the systems room, all computers, sofa sets and carpet area twice a week and as per requirement.
- xi. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater. To collect all the sweepings, garbage and wastes and transport / dispose of the same to the nearest pit of JMC.
- xii. Artificial plants, door mats and carpets are to be cleaned daily. Natural Plants are to be watered daily. All name boards, wall panels paintings etc., should be dusted at regular intervals. All brass boards have to be polished with brass polish.

Apart from the above work, the personnel may also be utilized for other miscellaneous work like carrying files, tapals, taking photocopies of documents, shifting of furniture, other equipments etc., whenever required.

57. **Schedule of Multi Skilled/Multi Tasking Services** (Gardener, Plumber, Electrician, Carpenter etc.): The electrician should be trained and valid license holder to work on the high power electric lines. The firm is required to quote per person wages on full time monthly basis and part time monthly / per call basis. The University may increase the required manpower as per the requirement. The scope of General Services required to be provided by the contractor are:

- i. **Gardner:** Deployment of sufficient number of gardeners (as demanded by University) at site, the work will include supply of good earth, manure, pesticides and plantation of seasonal flowers in the flower beds as well as supply and plantation of ornamental plants in pots on demand and on comparable/competitive rate. Cleaning and maintenance of lawn by way of watering, brooming and cutting of grass and hedge including working tools.
- ii. **Electrician:** Shall install and maintain wiring and lighting systems, inspect electrical components, such as transformers and circuit breakers and any other work assigned by the University.

- iii. Attending to electrical facilities in the office like changing of tube lights, bulbs and such other minor repairs whenever required.
- iv. **IT Technician:** Shall work with end users to identify and deliver required PC service levels. Install, configure, test and troubleshoot end user workstation hardware, peripheral devices etc.
- v. **Plumber:** Shall attend to duties of assembling pipe sections, tubings and fittings etc. shall also detect and locate leakages in fixtures and pipes.
- vi. **AC mechanic:** Shall install air conditioners, repair AC units by performing analysis and troubleshooting activities, perform maintenance activities such as cleaning AC grills and filters on installed air conditioning systems.
- vii. Electrician/Plumber/AC Mechanic/ IT-Technician/Carpenter will visit every identified site such as Main Campus, TAB, Hostels and other buildings every week/on call basis and will also available on call in the event of emergency. The cost of spares and accessories shall be reimbursed subject to the verification by the designated officer of CUJ.
- viii. The firm has to quote for the full time/part time/on call basis charges of each technician, the University may choose any option, and may increase / decrease the strength.
58. The Office Assistant and Office Attendant will be required to undertake the office work. Office Attendant should be minimum matriculate. Office Assistant should have graduation as the minimum qualification and should be well versed with basic computer knowledge and computer typing. The firm is required to quote the wages of per person.
59. The firm will deposit the monthly cleaning material with the University designated officer / Security officer on 1st of every month under proper receipt and the day to day material will be collected on daily basis from the University for cleaning.

60. Penalty: For non performed job, the following penalty / fine will be imposed on the firm and the amount will be deducted from the monthly bills, The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances:

SN	Fault	Fine
i	Unclean External/Internal Area	Rs. 200 /- (per 100 sq. ft)
ii	Dustbin (not emptied or left over outside)	Rs. 200 /- (per dustbin)
iii	Unclean Roads / Footpaths	Rs. 200 /- (per 500 sq. ft)
iv	Non cleaning of shafts	Rs. 200 /- per day
v	Unclean Toilet	Rs. 200 /- (per toilet per block per day)
vi	Unclean internal corridor	Rs. 200 /- (per corridor per day)
vii	Non cleaning / removal of garbage from dust bins	Rs. 5,000 /- (per dustbin per month)
viii	If the conservancy personnel, while on duty, found in drunken position, Misbehaves with any person, found sleeping, left the place (except in circumstances beyond his control),	Rs. 1,000/- per person per instance

	any other act which as per the decision of the authority constitute an offence.	
ix	If the attendance falls short of minimum number of persons.	Rs. 500/- (Rupees five hundred) per person per day

Weekly Services (Saturdays):

- i. Removal of cobwebs in the corridors and laboratories.
- ii. Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
- iii. Thorough washing, rubbing and cleaning of corridors using Scrubber machine.

61. Late submission of tenders shall not be accepted. 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. The University is not responsible for any delay on account of postal / courier services
62. Earnest Money Deposit of **Rs. 2,00,000/-** (Rupees two lakhs only) for conservancy plus **Rs. 3,00,000/-** (Rupees three lakhs only) for Gardening, Plumbing, Carpentering, Electrician, Mechanic services, Office Assistant etc. per application in the form of FDR/CDR/Banker's cheque of national / scheduled bank drawn in favour of "Finance Officer Central University of Jammu" payable at Jammu" shall accompany the bids. Without Earnest Money Deposit, the bid will be rejected.
63. Performance Security: The successful bidder for housekeeping services has to submit an amount of **Rs. 5 lakhs** as performance guarantee deposit and successful bidder for Gardening, Plumbing, Carpentering, Electrician, Mechanic services, Office Assistant etc. has to submit an amount of **Rs. 6 lakhs** as performance guarantee deposit, in the form of FDR/CDR/ Banker's cheque, Bank Guarantee from a Nationalized Bank / schedule bank drawn in favour of "Finance Officer, Central University of Jammu" payable at Jammu before awarding contract. The performance guarantee deposit shall be refunded to the bidder without any interest within one month from the completion of contract period.
64. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The bidder would fill up the information in the Annexure enclosed at the end of this document at A to D in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory. The bidder shall quote their rates for the service to be provided as **rate per square foot per month** (in both words & figures) which should include deduction towards PF and ESI etc. and the same would not be payable over and above the rates thus quoted.
65. The University shall scrutinize the documents furnished by the firm and shortlist the firms on lowest quoted basis item wise. The firms that have quoted as per the minimum wages (central) will be considered. For Housekeeping services, the rates and cost of cleaning material will be calculated collectively to determine the lowest quoted firm; however the firms have to quote both the elements separately as provided in Annexure C & C (i). Thereafter, before opening of financial bids, the committee may visit actual places of work of firms/agencies to ascertain the actual performance of the firm at field and recommend

any firm starting from L-1 to L-2, L-3 etc after opening of financial bid. The University reserves the right to consider single firm for all the Campuses at Jammu city and Campus at Bagla, District Samba or separate firms for both the location. The decision of the University shall be final in this regard.

66. The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract.

Registrar

Central University of Jammu,
Jammu

Date: June 2017

Encl:

Annexure-A: Declaration	(1 page)
Annexure-B: Required technical and allied information	(1 page)
Annexure-C: Financial Bid for Housekeeping services	(1 page)
Annexure-C (i): List of consumable items (part of Financial Bid)	(1 page)
Annexure-D: Financial Bid for other services	(1 page)

Annexure-A

DECLARATION

(To be filled by the agency on their letter head and to submit to CUJ along with the bid)

1. I,..... Son / Daughter / Wife of Shri.....
..... Proprietor / Partner / Director / Authorized signatory of M/s.
..... and competent to sign this Declaration and execute this tender document on behalf of agency.

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 with date & seal of the agency :

Name of the applicant :

Designation :

Note: The above declaration may be furnished on the letter head of the agency, duly sealed by the authorized signatory of the company, should be enclosed with the tender.

Technical Bid**Annexure-B****Required technical and allied details of the firm to consider***(To be filled by the agency and must be submitted to CUJ only with the technical bid)*

Sl. No.	Particulars	Details (if yes, furnish number)	Appendix No. (attached in bid)
i	Name of the Firm / Agency:	M/s.	
ii	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
iii	Address:		
	a) Office:		
	b) Residence:		
iv	Telephone / Mobile No. / E-mail address / Website address		
v	Name of the Proprietor / Partner / Director		
vi	Documentary Proof of:		
	a) Valid Registration with State sale tax authority, certificate No.	Yes / No	
	b) Proof of incorporation inception of agency for supply of manpower / valid labour license	Yes / No	
	c) EPF registration proof	Yes / No	
	d) ESI registration proof	Yes / No	
	e) TIN / PAN No.	Yes / No	
	f) Income tax return for 2013-14, 2014-15 & 2015-16	Yes / No	
	g) Balance sheet for 2013-14, 2014-15 & 2015-16	Yes / No	
	h) Service Tax clearance certificate for the period ending 31.03.2016	Yes / No	
	i) Experience certificate from Government / Semi Govt. / PSU where the agency has supplied a group of more than 10 persons at a time for housekeeping and general services	Yes / No	
	j) Annual turnover for financial year 2013-14		
	k) Annual turnover for financial year 2014-15		
	l) Annual turnover for financial year 2015-16		
vii	Earnest Money Deposit (EMD) details		
	a) Amount of Earnest money		
	b) Name of the Drawer and Drawer Bank		
	c) No. and Date of the Bank Draft		
viii	Details of the demand draft & amount (in case of document downloaded from our website).		

Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

Financial BID (for Housekeeping services)**Annexure-C****Amount quoted:** (To be filled by the agency and must be submitted to CUJ along with the bid)

1. Name of the agency / Party :
2. Address (with Tel No., Fax No.) :
3. Name & Address of the Partner / Proprietor (with Mobile No.) :

A. Quotation for University Campuses at Jammu city for 1,05,000 sq. Foot (Approx):

Sl. No.	Name of the Office & Address at Jammu city	*Area in Sq. Foot (Approx)	Monthly rate per Sq. Ft. including all taxes, charges, man & machine	Monthly amount Rs.	Proposed number of Manpower by the firm
i.	b) Temp. Academic Block (Sainik colony)	55,000 sqft			
	c) Boys & Girls Hostels (Sainik colony)	50,000 sqft			
ii.	Cost of monthly material for above two blocks	--	--		(including supervisor)
iii.	Total (Rs in words)	1,05,000 sqft	--		(including supervisor)
iv.	Total (Rupees in figure)	--	--		

*The area may increase or decrease depending on the requirements of the University.

B. Quotation for University Campus at Rahya-Suchani (Bagla), District Samba: 1,27,000 sq. ft.

Sl. No	Name of the Office & Address	Area in Sq. Foot (Approx)	Monthly rate per Sq. Ft. including all taxes, charges, man & machine	Monthly Amount Rs.	Proposed number of manpower by the firm
1.	University Campus	1,27,000 sqft			(including supervisor)
2.	Cost of monthly material for University Campus	For approx 1,27,000 sqft area	--		
3.	Total (Rs. in words)	--	--		—
4.	Total (Rs. in figure)	--	--		—

Financial BID (for Housekeeping services)**Annexure-C (i)****List of consumable items to be supplied by the Contractor to CUJ***(To be filled by the agency and must be submitted only in the financial bid for Housekeeping services)*

The agency will use good quality material for cleaning of the entire areas as per list given below / the material agreed by the University shall be used. The amount quoted by the agencies for one month are as follows:

Sl. No	Particulars of the cleaning material	Monthly quantity quoted for campuses at Jammu City (1,05,000 sq. ft.)	Monthly quantity quoted for Campus at Samba (1.27 lakh sq. ft.)	Estimate unit cost of each item (including taxes & other charges)
1.	Hard brooms			
2.	Phool brooms			
3.	Vim (1 Kg.pkt.) (555 or vim brand)			
4.	Acid for cleaning (1 litre)			
5.	Floor duster of standard size			
6.	Bucket (10 litre)			
7.	Plastic Mugs (one litre)			
8.	Urinal Cubes (400 Gram Pkt.)			
9.	Naphthalene balls (50 Grams Each)			
10.	Cleanzo (5 litre Pkt.)			
11.	Nylon Scrubber (Wiper)			
12.	Toilet brushes			
13.	Homocoal / Liquid Soap cleaner of reputed make (5 litre Pkt.)			
14.	Phenyl / R-3 (5 litre Pkt.) Bengal Chemical / Ganda make / Taski)			
15.	Odonil			
16.	Soap Cake (Dettol)			
17.	Table Duster			
18.	Dettol Hand wash Bottle			
19.	Colin Bottle/Glass Cleaning (1 ltr)			
20.	Finit / Bayagon (5 litre)			
21.	Finit Pump			
22.	Room Freshener			
23.	Pochha (Jute Cloth)			
24.	Brasso			
25.	Dustbins (plastic)			
26.	Harpic			
27.	Any other items necessary for satisfactory cleaning, pl. mention.			
28.	Total Cost of items above for one month			

Declaration: I hereby certify that the firm will procure the monthly required cleaning material as stated above and will deposit with the University designated officer / Security officer on 1st of every month under proper receipt and the day to day material will be collected from the University on daily basis for cleaning.

Signature with date & seal of the agency :

Name of the applicant :

Designation :

Minimum Quantity to be quoted:-

Sl. No	Particulars of the cleaning material	**Monthly minimum quantity quoted for campuses at Jammu City (1,05,000 sq. ft.)	**Monthly minimum quantity quoted for Campus at Samba (1.27 lakh sq. ft.)	Estimate unit cost of each item (including taxes & other charges)
1.	Hard brooms	30	15	
2.	Phool brooms	30	15	
3.	Vim (1 Kg.pkt.) (555 or vim brand)	20	10	
4.	Acid for cleaning (1 litre)	16	8	
5.	Floor duster of standard size	4	2	
6.	Bucket (10 litre)	20*	10*	
7.	Plastic Mugs (one litre)	40*	20*	
8.	Urinal Cubes (400 Gram Pkt.)	20	10	
9.	Naphthalene balls (50 Grams Each)	80	40	
10.	Cleanzo (5 litre Pkt.)	15	10	
11.	Nylon Scrubber (Wiper)	20	10	
12.	Toilet brushes	20	10	
13.	Homocoal / Liquid Soap cleaner of reputed make (5 litre Pkt.)	20	10	
14.	Phenyl / R-3 (5 litre Pkt.) Bengal Chemical / Ganda make / Taski)	20	10	
15.	Odonil	140	70	
16.	Soap Cake (Dettol)	90	45	
17.	Table Duster	20	10	
18.	Dettol Hand wash Bottle	10	5	
19.	Colin Bottle/Glass Cleaning (1 ltr)	70	35	
20.	Finit / Bayagon (5 litre)	4	2	
21.	Finit Pump	4	2	
22.	Room Freshener	10	5	
23.	Pochha (Jute Cloth)	20	10	
24.	Brasso	2	1	
25.	Dustbins (plastic)	100*	100*	
26.	Harpic	80	45	
27.	Any other items necessary for satisfactory cleaning, pl. mention.			
28.	Total Cost of items above for one month			

*Quantity initially required. Afterwards may be replaced when damaged.

**Quantity may increase as per requirement of University.

Financial BID (for other services)**Annexure-D****Quotation for Gardening, Plumbing, Electrician etc. for the entire University at Jammu city (class B city) and University Campus at village Bagla District Samba (class C city)**

Amount quoted enclosure: (To be filled by the agency & to submit to CUJ along with Financial bid for other services).

Minimum Wages (central) shall be paid by the firm as per the order issued by the Labour Commissioner (central), Ministry of Labour and Employment, GOI (presently order dated 20.04.2017) and the same will be revised from time to time as revised by the Government of India order.

Wages details	Per person for Office Assistant, Plumber, Electrician, Driver etc. (skilled Category)		Per person for Office attendant, Gardner, Bus Conductor etc. (unskilled category)	
	B city (in rupees)	C city (in rupees)	B city (in rupees)	C city (in rupees)
1) Basic Wages (per day) presently as per GoI order dated 20.04.2017	579	494	437	350
2) V.D.A. per day on wages (1) presently as per GoI order dt 20.04.2017	14	12	11	09
3) EPF presently @ 12% per day wages (1+2) as revised by GoI from time to time	71.16	60.72	53.76	43.08
4) Admin charges @ 5% of PF (3) as revised by GoI from time to time	3.56	3.04	2.69	2.15
5) Employees Deposit Linked Insurance (EDLI) presently @ 1% (1+2) as revised by GoI from time to time	5.93	5.06	4.48	3.59
6) ESI presently @ 4.75% per day wages (1+2) as revised by GoI from time to time	28.17	24.04	21.28	17.05
7) Service tax presently @ 12.6% per day (1-6) as revised by govt from time to time	69.40	59.21	52.38	41.95
8) Sub-total (Per day wages)	771.22	658.07	582.59	466.82
9) Wages for 30 days	771.22 x 30 = Rs 23,136.60	658.07 x 30 = Rs 19,742.10	582.59 x 30 = Rs 17,477.70	466.82 x 30 = Rs 14,004.06
10) Charges of firm per person per month (to be quoted by the Firm)	Rs/- _____ In words _____			

(in case of any ambiguity, amount of financial bid quoted in words shall be taken as final)

*If a person(s) is required on per call basis, payment per day will be made by adding Basic wages and VDA (1+2).

Signature with date & seal of the agency :

Name of the Applicant :

Designation :