

**.Central University of Jammu**  
Rahya-Suchani (Bagla), District Samba, (J&K)  
Website: www.cujammu.ac.in

No: CUJ/EST/H.K/2019/01

Date: 23<sup>rd</sup> October, 2019

Issued to: M/s.

**e-Tender No: 18/2019-20**

**TENDER DOCUMENT**

**FOR**

**HOUSEKEEPING AND CONSERVANCY SERVICES**



**Last date and time to submit the bids : 13.11.2019 by 03.00 p.m.**

**Date and time of opening of Technical bids at : 13.11.2019 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, Hostels at Sainik Colony and main camp office 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 **“TENDER DOCUMENT FOR HOUSEKEEPING AND CONSERVANCY SERVICE”** along with tender number and date, addressed to the Registrar Central University of Jammu, Bagla (Rahya-Suchani) Distt Samba-181143.
3. **Availability of tender form:** The Bidder shall download the Tender Enquiry Document from the websites; [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case, the same is found to be tampered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
4. **Submission of tender:** Bids shall be submitted through online mode only at <https://cujammu.euniwizarde.com> Bidding process is online but Technical Bid must be submitted (both online & offline). Hard copy of Technical Bid in sealed cover (with respective marking superscripted in bold) should also be sent by post to the “Registrar, Central University of Jammu, Rahya-Suchani (Bagla), District Samba – 181143 (J&K)” prior to bid opening date/time and the same must be uploaded online at <https://cujammu.euniwizarde.com> Tenders received late shall not be considered.
5. **Bid security / EMD:** EMD of Rs. 2 lakhs/- must be submitted through Netbanking/ Debit/Credit card/ RTGS/NEFT@ <https://cujammu.euniwizarde.com>
6. The bidder(s) are advised that they should regularly check the University website [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> as any change in terms and conditions, specification, date etc shall be notified on the University website [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.
7. Intending bidders are advised to visit [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> regularly till closing date of submission of bid, for any corrigendum.
8. 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.

9. The rates shall include wages on monthly basis (30 days) and not on daily basis rates.

10. Financial bid of only technically qualified bidders will be opened for evaluation in presence of the qualified bidders.

11. 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 Netbanking/ /Debit/Credit card/ RTGS/NEFT 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:
    - (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 GST tax and TIN.
  - II. Income Tax Return for 2016-17 and 2017-18 and 2018-19 GST clearance certificate for the period ending March 2019.
  - III. Copy of ESI / EPF payment for the financial year 2016-17 and 2017-18 and 2018-19.
  - IV. Balance sheet audited by CA for 2016-17 and 2017-18 and 2018-19.

12. 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.

13. **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.

14. 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.

15. 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.

16. 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.

17. The tender documents are not transferable.

**18. Schedule of e-Tender:**

1.	Published Date	
2.	Bid Document Download / Sale Start Date	
3.	Bid Submission Start Date	
4.	Bid Document Download End Date	
5.	Bid Submission End Date	
6.	Bid Opening Date(Technical)	
7.	Tender process fee (online mode)	
8.	EMD (online mode)	

19. A total of 36 persons may be engaged for housekeeping and conservancy services.

## **II: Terms and conditions**

### **a. Schedule of housekeeping services**

The 2nd Party shall:-

A. 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 will be made with the help of modern machines ,using appropriate detergent & Liquids so that the floor, furniture and fixture is not damaged due to use of inappropriate material .

B. Clean Bathrooms, drains, roofs, sewages, holes, gutters etc.

C. Daily sweeping and wet mopping of the entire area in all the floors.

D. Furniture like tables, chairs, visitor's 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 doors, windows, partitions, including the particleboard, glass and aluminium channels in the entire office should be cleaned daily.

E. Vacuum cleaning of the systems, rooms, all computers, sofa sets and carpet area twice a week and as per requirement from time to time

F. 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.

G. Remove blockages and clogging in the washbasins and often sanitary fitting in the toilets for smooth outflow of wastewater. Collect all sweepings, garbage and wastes and transport dispose of the same to the nearest pit of JMC.

H. Daily Cleaning all the artificial plants, door mats and carpets, All name boards, wall panels, paintings etc., should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish whenever required.

I. 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 2<sup>nd</sup> party.

J. Engage adequate manpower to ensure proper cleanliness, as mentioned in the office letter which is enclosed as Annexure to this agreement.

K. Weekly Services (Saturdays)

i. Removal of cobwebs in the corridors and laboratories.

ii. Removal of dust accumulated on the walls, windows, planes and ventilators in the toilets.

iii. Through washing, rubbing and cleaning of corridors using scrubbers machine.

iv. Cleaning of water tanks of drinking water cooler.

v. Cleaning of drinking water tanks.

vi. Chlorification of drinking water tanks.

L. Apart from the above work, the personnel may also be utilized for other miscellaneous work like shifting of furniture, other equipments etc., whenever required.

1. The 2<sup>nd</sup> party shall prepare a time schedule for cleanliness of classrooms, toilets and bathrooms etc., to be approved by the 1<sup>st</sup> party and will display the name of the workers and supervisor who will be responsible for the cleanliness of the classrooms, toilets and bathrooms
2. The premises include covered area of the building and outside space within the boundary of the building.
3. **Sub-contract:** The 2<sup>nd</sup> party shall not engage any sub-contractor or transfer the contract to any other person. In the event of Contravention of this conditions, the 1<sup>st</sup> party shall be entitled to place the contact elsewhere on the contractors account at his risk and the 2<sup>nd</sup> party shall be liable for any lose and damage , which the 1<sup>st</sup> party may sustain in consequence or arising out of such replacement of the Contract.
4. **Failure to execute:** In case the 2<sup>nd</sup> party fails to execute the job/deadlines the offer of contract after assigning the agreement or terminate the contract for whatsoever reason(s).before completion of period of contract at their own accord the 1<sup>st</sup> party shall have the right to forfeit the earnest money and security money deposited by the 2<sup>nd</sup> party for the execution of the contract for the remaining period.
5. The 2<sup>nd</sup> party shall take due care to comply with the provision of the Contract labour (Regulation & Abolition Act, 1970 including all other legal obligations , like policy changes proposed by the Government or amendments thereof from time to time, during the period of the contract.
6. The 2<sup>nd</sup> party will not allow or permit its employees to participate in any trade union activities or allegation in the premises of 1<sup>st</sup> party , violation of which may result in the termination of the contract with immediate effect.
7. **Responsibility of the workers:** The 1<sup>st</sup> party shall not be responsible for any injury to or loss of life of any personnel deputed by the 2<sup>nd</sup> party taking place during the course of services. In case of accident etc., it shall be mandatory for the firm to take up and follow up with the legal/ police authorities at its own level to the logical end.
8. The 2<sup>nd</sup> party shall indemnify the 1<sup>st</sup> party against acts of omission or negligence, dishonesty or misconduct of men/ women engaged for work and the 1<sup>st</sup> party shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the housekeeping personnel shall be charges and recovered from dues/ bills of 2<sup>nd</sup> party
9. Any decision of the 1<sup>st</sup> party regarding fitness of housekeeping and conservancy personnel shall be final. The 2<sup>nd</sup> party shall engage personnel below 45 years of age and above 18 years of age. The 1<sup>st</sup> party reserves the right to remove any person from the office premises considering his to be incompetent or disorderly. Such person shall not be engaged again without the permission of 1<sup>st</sup> party . The 2<sup>nd</sup> party shall replace any such person without delay.
10. **Worker management:** Any person engaged by the 2<sup>nd</sup> party if found indulged/indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action deem fit against him may be taken besides termination of the contract with immediate effect. The 2<sup>nd</sup> party shall be solely responsible for the conduct and behaviour of persons deployed.
11. The 2<sup>nd</sup> party shall work under the overall supervision and direction of the Officer authorised by 1<sup>st</sup> party.
12. The period can be extended; depending upon the satisfactory services provided and on mutual agreement basis. The rates approved by the 1<sup>st</sup> party shall remain unaltered 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 1<sup>st</sup> party changes its premises, increases the area of services or desires to increase the agreed cleaning material, the same will be increased at the agreed rates and with same terms and conditions.

13. Whenever any claim for the payment of money arises out of or under this contract against the 2<sup>nd</sup> party, the 1<sup>st</sup> party shall be entitled to recover such sum by approaching, while or a part of the security, earnest money deposited by 2<sup>nd</sup> party. The amount recoverable under this and any other contract with the 1<sup>st</sup> party, if such sum is inadequate to cover the full amount recoverable, the 2<sup>nd</sup> party shall pay to the 1<sup>st</sup> party on demand the remaining due.

14. In case of any loss or theft of office property, equipment's ,furniture etc. attributable to the negligence of the personnel of 2<sup>nd</sup> party, as decided by the 1<sup>st</sup> party, it shall be indemnified by the 2<sup>nd</sup> party and in the event of failure on its part to do so within a period of one month, the same shall be made good from the security deposited, of 2<sup>nd</sup> party and if the amount of loss or damage exceeds the amount of security deposit, then the amount shall be recovered from the 2<sup>nd</sup> party either out of the dues payable to the 2<sup>nd</sup> party or through the court of law.

15. The billing cycle will be a calendar month. The bill by the 2<sup>nd</sup> party is to be submitted by 3<sup>rd</sup> week of next month to process for release of payment. However, the 2<sup>nd</sup> party has to make payment to the workers on or before 7<sup>th</sup> of every month and payment of wages to workers is not linked to the clearance of the bill by 1<sup>st</sup> party. The bill of the 2<sup>nd</sup> party will be submitted with following information and documents.

- a) The wages of workers for last month credited to their Bank account No.....(to be mentioned by the 2<sup>nd</sup> party) and the details of payment along with Bank Account No. to be uploaded by the 2<sup>nd</sup> party on their website. If there is no website of 2<sup>nd</sup> party. It is to be sent by mail/ hand to 1<sup>st</sup> party.
- b) ESI, EPF, and other statutory dues for the month of (previous month) deposited on date ..... (Copy of challan to be enclosed).
- c) Employee-wise details of ESI, EPF contribution paid , are to be submitted every month /quarter.
- d) Undertaking that all statutory Labour Law including minimum wages is being complied with.

16. That agency shall pay the wages to the manpower engaged as per the minimum wages (central) in force, as amended from time to time.

17. The requirement at both the campuses of 1<sup>st</sup> party (Zone B&C) as mentioned in the offer letter and enclosed Annexure may increase / decrease. The amount will be paid as per persons deployed and the 2<sup>nd</sup> party will be required to depute the requisite manpower, material and machine etc.

18. The stated area in the offer letter and enclosed Annexure is a tentative area presently earmarked, the 1<sup>st</sup> party may shift to other building / construct additional buildings, as such; the area may increase/decrease. The payment will be considered at the rate of persons deployed per month and the payment will be released as per number of persons deployed. The 2<sup>nd</sup> party shall pay wages to the engaged personal as per the minimum wages (central) in force .no escalation of price whatsoever would be allowed during the pendency/currency of the contract

19. All existing statutory regulations of both state & central governments shall be adhered to and complied with by the 2<sup>nd</sup> party and all records maintained thereof should be available for scrutiny by the 1<sup>st</sup> party.

20. The Tax to be deducted at source as per legal provisions will be made by the 1<sup>st</sup> party.
21. The 2<sup>nd</sup> party shall provide uniforms with prior approval of 1<sup>st</sup> party 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.
22. The 2<sup>nd</sup> party 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.
23. The persons employed should work on all days except Sundays. The working hours will be from 8.00 am to 4:00 pm daily. Timings are subject to change as per the requirement of 1<sup>st</sup> party. The skeleton staff of at least six (6) persons {distribution will be as per the discretion of 1<sup>st</sup> party would be required beyond 4.00 pm on all working days to cater to the work of the office beyond office hours.
24. The personnel should attend to work punctually and complete the cleaning work of the entire office premises before 9.00 am daily. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time. If a particular person is absent on any day another person should be deployed as a substitute. All the personnel will report to the officer- in charge as signed by the 1<sup>st</sup> party.
25. In case of emergency and residuals situations, the 2<sup>nd</sup> party has to make the personnel available to cater for emergency services and urgent works entrusted by 1<sup>st</sup> party as and when need arises.
26. The 2<sup>nd</sup> party shall deposit the monthly cleaning material with the officer designated by the 1<sup>st</sup> party and the same will be issued on daily basis requirement.
27. The Housekeeping services are to be provided through engaged staff (men & women) only at the prescribed location as per the information to be provided by the 1<sup>st</sup> party. In case the 2<sup>nd</sup> party fails to provide the housekeeping services in time, the penalty will be imposed as mentioned in the offer letter and enclosed annexure or as deemed proper by the University and after which the offer may be cancelled and bid security/earnest money deposited stand shall forfeited.
28. The firm shall deposit an amount of Rs.5,00,000 Lakh as performance guarantee in the form of Netbanking/ /Debit/Credit card/ RTGS/NEFT from a nationalized bank drawn in favour of Central University of Jammu payable at Jammu. The performance guarantee shall be refunded to the bidder without any interest within one month from the completion of contract period.
29. **Disagreement:** In case of any disagreement or dispute between the first and the 2<sup>nd</sup> party arising out of or due to the terms and conditions of contract agreement, and the 1<sup>st</sup> party shall have the discretion to settle 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.
30. 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.
31. **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.
32. **Turnover:** The bidder must have an Annual Average Turnover of not less than of Rs. 3.00 Crore during the last three consecutive financial years 2016-17, 2017-18 and 2018-19 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 31.03.2019.

33. 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.

**34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. The bidders shall quote rate “for number of personnel i.e 36 deployed” 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.

41. 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.

42. 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.

43. 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.

44. No escalation of price whatsoever would be allowed during the pendency / currency of the contract.

45. 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.

46. 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.

**47. 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.

**48. 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.

#### **49. Job responsibility of the Agency**

50. To make compliance to all the provisions of Labour Laws applicable.

51. Conservancy Supervisor to submit day to day report of the happenings in the premises and give suggestions for the improvement in cleanliness.

52. The premises include the covered area of the building and outside space within the boundary of the building.

53. 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.

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.

### 55. 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 Hostels of the Central University of Jammu	TAB (Sainik Colony) : 5,000 sq. ft. Boys & Girls Hostels (Sainik Colony) : 50,000 sq. ft ----- <b>*Total Area (Approx) : 55,000 sq. ft.</b> 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 <b>*Total Area (Approx) : 1,27,000 sq. ft.</b> External pathways and surroundings in addition to above mentioned area.

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

**56. 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), any other act which as per the decision of the authority constitute an offence.	Rs. 1,000/- per person per instance
ix	If the attendance falls short of minimum number of persons. (90 % of the sanctioned personnel i.e. 32 nos of personnel)	Rs. 500/- (Rupees five hundred) per person per day

57. 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

58. Earnest Money Deposit of **Rs. 2,00,000/-** (Rupees two lakhs only) for Housekeeping and Conservancy per application in the form of Netbanking/Debit/Credit card/ RTGS/NEFT 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.
59. Performance Security: The successful bidder for housekeeping services has to submit an amount of **Rs. 5 lakhs** as performance guarantee deposit, in the form of Netbanking/Debit/Credit card/ RTGS/NEFT 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.
60. 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.
61. 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.
62. 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: 23<sup>rd</sup> October, 2019

**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: Instructions to bidders for e-tender	(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 GST 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 2016-17, 2017-18 and 2018-19	Yes / No	
	g) Balance sheet for 2016-17, 2017-18 and 2018-19	Yes / No	
	h) GSTTax clearance certificate for the period ending 31.03.2019	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 2016-17		
	k) Annual turnover for financial year 2017-18		
	l) Annual turnover for financial year 2018-19		
vii	Earnest Money Deposit (EMD) details		
	a) Amount of Earnest money		
	b) UTR No./Ref. No./date of transfer		
viii	Details of the demand draft/FDR & amount		

**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 total of 36 persons may be engaged for housekeeping and conservancy services (including 01 supervisor).

**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 hostels at Jammu City (55,000 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.	<b>Total Cost of items above for one month</b>			

**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 1<sup>st</sup> 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 hostels at Jammu City (55,000 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	10	15	
2.	Phool brooms	10	15	
3.	Vim (1 Kg.pkt.) (555 or vim brand)	10	10	
4.	Acid for cleaning (1 litre)	10	8	
5.	Floor duster of standard size	2	2	
6.	Bucket (10 litre)	10*	10*	
7.	Plastic Mugs ( one litre)	10*	20*	
8.	Urinal Cubes (400 Gram Pkt.)	10	10	
9.	Naphthalene balls (50 Grams Each)	20	40	
10.	Cleanzo (5 litre Pkt.)	05	10	
11.	Nylon Scrubber (Wiper)	05	10	
12.	Toilet brushes	05	10	
13.	Homocoal / Liquid Soap cleaner of reputed make (5 litre Pkt.)	05	10	
14.	Phenyl / R-3 (5 litre Pkt.) Bengal Chemical / Ganda make / Taski)	05	10	
15.	Odonil	50	70	
16.	Soap Cake (Dettol)	20	45	
17.	Table Duster	10	10	
18.	Dettol Hand wash Bottle	5	5	
19.	Colin Bottle/Glass Cleaning (1 ltr)	20	35	
20.	Finit / Bayagon (5 litre)	2	2	
21.	Finit Pump	2	2	
22.	Room Freshener	5	5	
23.	Pochha (Jute Cloth)	10	10	
24.	Brasso	1	1	
25.	Dustbins (plastic)	50*	100*	
26.	Harpic	25	45	
27.	Any other items necessary for satisfactory cleaning, pl. mention.			
28.	<b>Total Cost of items above for one month</b>			

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

\*\*Quantity may increase as per requirement of University.

**Annexure-D**

**INSTRUCTIONS TO BIDDERS FOR E-TENDER:**

Special Instructions for e-Tender. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, CUJ is using the portal <https://cujammu.euniwizarde.com> of M/s ITI Ltd, a Government of India Undertaking.

**1.0 Tender Bidding Methodology:**

The offer should be submitted through e-tendering mode in the website <https://cujammu.euniwizarde.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

**.Digital Certificate:**

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-tendering.

**2.0 Registration:**

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://cujammu.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum (Pay Online). The procedure for the registration is as under:

1) Go to the website <https://cujammu.euniwizarde.com> In the home page, click on “Registration”

2) In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgement copy on our held desk mail id [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.

**3.0 SEARCHING FOR ONLINE TENDER DOCUMENTS**

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs. 5900.00 (NOT REFUNDABLE)** by Net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. **Helpdesk landline No: 011-49606060**
2. **Mr. Varun Tomer +919205898229**
3. **Mr. Birendra Kumar +919205898228**