



जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राया-सूचानी (बागला), जिला सांबा -181143, जम्मू (जम्मू एवं कश्मीर)
Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

Dated: 29th June, 2022

Open Tender Notice No. CUJ/Est/F.No50/2022/76

e-Tender No:04/2022-23

TENDER DOCUMENT

FOR

Housekeeping Services for Central University of Jammu (CUJ)



Last date and time to submit the bids : 20.07.2022 by 3.00 p.m.

Date and time of opening of bids at Campus : 20.07.2022 by 03.30 p.m.
Rahya-Suchani (Bagla), District Samba



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

Central University of Jammu (CUJ) invites on-line bids for Housekeeping Services for its campus located at Bagla (Rahya-Suchani) and Hostels located at Sainik Colony, Jammu and other areas of CUJ in Jammu city. Agencies specialized and experienced in providing Housekeeping Services are invited to bid for the same as per details given below.

Details of the item	Housekeeping Services for Central University of Jammu (CUJ).
Approximate Cost of work	Rs. 20000000 (Rupees Two Crore only)
Earnest Money Deposit to be submitted	Rs.400000/- (Rupees Four Lakh Only)
Duration of the Contract	Two Years (Extendable yearly for another period of three years, subject to satisfactory performance and approval of competent authority of CUJ)

The Bidder shall download the Tender Enquiry Document from the websites; 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 tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.



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SCHEDULE

Name of Organization	Central University of Jammu (CUJ)
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work /Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Services
Product Category (Civil Works/ Electrical Works/ Fleet Management/ Computer Systems)	Housekeeping Services
Is Multi Currency Allowed	No
Date of Issue/Publishing	30/06/2022
Document Download Date	30/06/2022
Last Date to Download Document	20 /07/2022
Last Date and Time for Uploading of Bids	20/07/2022 at 02:00 Pm
Date of Pre-Bid Meeting	06/07/2022 at 03:00 Pm
Venue of Pre-bid Meeting	Committee Room, CUJ, Bagla
Date and Time of Opening of Technical Bids	20/07/2022 at 03:30 Pm
Presentation by Eligible Bidders	22/07/2022 at 12:30 Pm
EMD	Rs. 400000/- (Four Lakh only) (To be paid online at the time of submission of bid.)
MSME Exemption	MSME bidders shall be treated as per Govt. of India norms.
No. of Covers	02
Bid Validity days	120 days after opening of financial bid.
Contact No.	9419103174



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INFORMATION AND INSTRUCTIONS TO THE BIDDERS

2.1	NOTICE INVITING TENDERS
a)	Central University of Jammu (CUJ) is a Central Autonomous Organization under Ministry of Education. NIT is for the campus located at Bagla (Rahya-Suchani) District- Samba, Jammu, Central University of Jammu (CUJ), hostels at Sainik Colony and other areas of CUJ in Jammu city. University invites on-line bids under two bid system for Housekeeping services from specialized and experienced agencies at an estimated cost of Rs.2 Crores (Two Crores) for a period of Two Years, extendable yearly for another period of 03 years (maximum upto 5 years).
b)	The selected agency will have to enter into a Service Level Agreement (SLA) as well as an Integrity Pact with the Institute.
2.2	GENERAL INSTRUCTIONS TO BIDDERS
a)	The bidder should inspect the site before submitting the tenders to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
b)	Technical bids will be opened by the committee constituted by Central University of Jammu (CUJ) as per schedule.
c)	Financial bids of only those bidders, who qualify as per eligibility criteria will be opened.
d)	Earnest Money Deposit should be submitted as prescribed.
e)	Self-attested copies of all documents should first be scanned and then uploaded with the bids.
f)	Scanned copy of the authorization by the Partner/ Executive Director (as the case may be) should be uploaded, in case the bid documents are signed and sealed by a person authorized by the owners.
g)	Each and every document in the technical bid should be signed by the duly authorized partner or all the partners in case of a partnership firm or the authorized representative in case of a company, all these also need to be stamped by the seal of the agency before scanning and uploading on the e-procurement portal.
h)	A team of officers from Central University of Jammu (CUJ) may visit the office of bidders for establishing their credibility and verification of submitted documents.
i)	The Institute reserves the right to reject any or all the bids without assigning any reasons. Bidder shall not have any course of action or claim against Central University of Jammu (CUJ) for rejection of their bid.
j)	Central University of Jammu (CUJ) reserves the right to add or delete any other building mentioned in the scope of work, if required.
k)	Service charges quoted by the Agency shall be valid and constant during the entire duration of the contract.



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2.3	DISQUALIFICATION OF TENDER	
a)	Institute may disqualify the bid if any one of the terms and conditions mentioned in the tender document are not complied with.	
b)	If any firm attempts to influence the tender process.	
c)	If conditional bids are submitted.	
2.4	ELIGIBLE BIDDERS	
	Eligible bidders should satisfy the following criteria:	
a)	Average annual financial turn over	Rupees 2 Crores per annum, during the last three financial years. Audited turnover statements to be furnished as proof of the same duly certified by chartered accountant along with Profit & Loss Statements.
b)	Solvency	The firm should produce a solvency certificate from any Nationalized / Scheduled Bank for an amount of Rupees Rs. 80,00,000 (Rupees Eighty Lakhs only).
c)	Office	Bidder must have an office within Jammu Region.
		Bidder should have executed: At least One single similar work order of more than Rs.1.6 Crore Or At least Two similar work orders of more than Rs.1.2 Crore each or At least Three similar work orders of more than Rs.80,00,000 Lakh each.
d)	Experience	Similar works means housekeeping services in Govt. organizations / Private Sector / Autonomous bodies / Public Sector (Central or State) / Government Department in last 7 years from 1/4/2015. The value of executed work shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from date of completion to last date of submission of Technical bid from last 7 financial year i.e. starting from 1/4/2015. The private sector experience shall be considered with production of TDS certificates for the same period. Only those Experience Certificates shall be considered which are supported by feedback from the awarding organization.
e)	Manpower	Bidder should have had more than 100 people on their rolls on a daily basis, continuously for last three years



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f)	Legal	Bidder should be a Public Limited / Private Limited company established under the Companies Act / Registered Partnership Firm. Bids from Proprietorship / Unregistered Partnership Firm and Joint Venture or Consortium are not eligible
g)	Registration	Bidder should be registered with the Income Tax Department, Employees Provident Fund Organization, Employees State Insurance Corporation & GST.
h)	EMD Rs. 400000/-	Demand Draft/Pay order or Banker's Cheque / Receipt/FDR of any nationalized/ Scheduled Bank/ Bank guarantee.
i)	GST registration	Certificate of Registration for GST and acknowledgement of up to date filed return of GST.
j)	ESI & EPF registration	To be submitted
k)	Back to Back Undertaking	I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in Central University of Jammu (CUJ) in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Officer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid)
l)	EMD undertaking	“the physical EMD shall be deposited by me / us with the Authority inviting the tender before the opening of financial bid, otherwise, department may reject the tender.
m)	Form 'F'	To be submitted with bid.

Note : Integrity pact Acceptance to execute INTEGRITY PACT. Integrity Pact shall be provided by Central University of Jammu (CUJ) to L1 bidder for its signature & execution.

Bidders who do not fulfill any of the criteria mentioned at S. No. 2.4 or fail to submit documents complete in all respects, shall not be considered for technical evaluation.



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2.5	EARNEST MONEY DEPOSIT(EMD)	
a)	The bidder shall deposit an EMD for an amount of Rs. 400000/- (Rupees Four lakh only) in the form of an Account Payee DD / FDR / Bank Guarantee of a scheduled / Nationalized bank.	
b)	EMD of the unsuccessful bidders will be returned to them.	
c)	EMD shall be forfeited if the bidder withdraws the bid during the period of tender validity.	
d)	EMD shall be forfeited if the successful bidder refuses to execute the Contract, or fails to furnish the required Performance Guarantee within the specified time frame.	
2.6	BID OPENING AND EVALUATION	
a)	The system is based on a two bid system where the technical bid and financial bid shall be submitted separately.	
b)	60 % weightage will be accorded to Technical Evaluation and 40% to Financial Evaluation.	
c)	Technical bids will be opened first. Technical committee shall examine the bid and award marks as per criteria specified in section 2.7.	
d)	Financial bids of only those bidders who obtain minimum 60% marks in technical evaluation will be opened	
e)	Only one authorized representative of each company will be permitted to witness the opening of bids.	
2.7	TECHNICAL BID EVALUATION	
2.7.1	Technical bids received complete in all respects, will only be opened.	
	Each bidder shall be assigned marks out of 100, as per the criteria specified below:	
a)	No. of ongoing projects	Max Marks (20)
	>6	20 marks
	3-6	10 marks
	1-2	6 marks
	Definition of works of similar nature is same as above. Work could have been completed or ongoing with at least one year of work executed. Value of each work should not be <Rs. 80 Lakh over awarded duration. Self-attested copy of experience certificates and feedback certificates for completed/ ongoing work issued by the awarding organization should be submitted.	
b)	Quality certifications obtained by the company	Max Marks (10)
	>5 certifications	10 marks
	1-5 certifications	06 marks
	No certifications	0 marks
	Quality certifications (ISO) relevant to this work should have been obtained in financial year 2022-23 Certifications should be valid with undertaking for periodic renewal.	



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c)	Presentation by the bidder		Max Marks (60)
	Components of Presentation and Corresponding Maximum Marks Assigned		<p>Presentation will be evaluated by a committee constituted by Central University of Jammu (CUJ). Agency should show in their presentation, details of manpower, machinery, equipment and complaint redressal system that they propose to deploy / adopt for housekeeping services at Central University of Jammu (CUJ). The agency would be bound to deploy the same machinery, equipment and systems if awarded the contract. Important: Bidder must visit the campus, hostels and other areas of CUJ in Jammu city and study the scope and requirements of housekeeping carefully and present a strategy specifically suited to the Central University of Jammu (CUJ).</p>
	Implementation strategy proposed by the agency for Central University of Jammu (CUJ).	15 marks	
	Strategy to control dust and loose soil during cleaning operations.	5 marks	
	New Technology usage/Innovations in Housekeeping.	5 marks	
	Nature of complaint redressal system proposed for users.	5 marks	
	Manpower Deployment Annexure – 4A	10 marks	Number and breakup of total manpower deployment plan will be evaluated with respect of scope of work.
	Cleaning Machine Deployment Annexure – 4B	10 marks	Deployment plan for machinery will be evaluated with respect to scope of work. Bids that do not comply with specified makes and capacities in machinery will be rejected.
	Cleaning Chemicals Annexure – 4C	5 marks	Quantities will be evaluated with respect of scope of work.
	Vehicles Deployment for transportation of waste within campus Annexure – 4D	5 marks	Number and breakup will be evaluated with respect of scope of work
	d) Feedback provided by clients		Max Marks (10)
	Good feedback	10 marks	<p>Agency should attach certificate(s) regarding feedback and names & contact details of current and previous clients. Institute authorities may contact them for feedback/ references.</p>
	Satisfactory feedback	05 marks	
	Negative feedback	-5 marks	



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2.7.2	CALCULATING THE TECHNICAL SCORE
A Bidder must secure a minimum of 60% marks (i.e. 60 out of total 100 marks) in Technical Evaluation in order to be shortlisted for opening of financial bids.	
Weightage of Technical bid shall be 60%	
illustration 1	
For a Bidder securing 60 out of 100 marks in technical evaluation, the Technical score shall be calculated as follows: Technical Score = $60 \times 60\% = 36$	
2.7.3	CALCULATING THE FINANCIAL SCORE
Institute shall intimate the bidders, the date, time & venue for the opening of financial bids.	
Weightage of Financial bids shall be 40%	
While calculating weightage for financial bids, the total amount quoted in the financial bid (BOQ) Section5, will be considered.	
Bidder with the lowest total bid price will be designated as (L1).	
The L1 bidder shall be assigned a financial score of 40.	
2.7.4	CALCULATING THE TOTAL SCORE
The total score for a bidder shall be calculated as per illustration 2.	
illustration 2	
If the Bidder at illustration 1 is (L1) then their total score shall be 76 i.e., (36 Technical score + 40 Financial score).	
If (L1) had quoted Rs.100/- , the financial scores of the other bidders (i.e. L2, L3 and so on) shall be computed as explained in illustration 3 below:	
illustration 3	
$40 \times (\text{L1 Price}) / \text{Quoted Value (L2, L3.....)}$	
If the Bidder at illustration 1 quoted Rs.125 and is designated as L2, the financial score for L2 shall be computed as under:	
$40 \times 100 (\text{L1}) / 125 = 32$	
Therefore L-2 Bidder shall have a total score of 68 (36 Technical score + 32 Financial score).	
Technical and Financial marks of each bidder will be added as per scheme discussed above. All bidders shall be ranked based on the total score obtained by them.	



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The bidder with the highest total score (i.e. the total of technical and financial score) shall be deemed as the successful Bidder

2.8 TERMS FOR AWARD OF CONTRACT

The successful bidder will be informed of the acceptance of his tender and shall be required to furnish a "Performance Guarantee". Necessary instruction with regard to amount, time of depositing performance guarantee will be specified in the award Letter.

The Performance Guarantee will have to be furnished within 15 days of receipt of "Award Letter" for an amount of 5% of the contract value in the form of an Account Payee / DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in favour of "The Registrar, Central University of Jammu (CUJ).

The Performance Guarantee shall remain valid for a period of 2 years 3 months. In case the contract period is extended further, validity of Performance Guarantee shall also be required to be extended by the Agency accordingly.

The successful bidder will be required to execute an SLA with the Institute.

The successful bidder will be required to sign an Integrity Pact with the institute.

Failure of the Successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.



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COMPLIANCE SHEET

Annexure- I

TECHNICAL SPECIFICATION

S.No.	Technical Bid Requirement As per Tender Notice	Compliance Y/N
1	Firm registration	
2	GST Registration	
3	GST Return	
4	ESI & EPF	
5	Experience Certificate	
6	Undertaking	
7	Affidavit	
8	Acceptance to execute INTEGRITY PACT	
9	Annexure 1	
10	Annexure II	
12	EMD	
13	FORM "F" (Duly filled with all required details)	
14	If EMD exemption under MSME/ MSEs units necessary copies to be enclosed.	
15	BOQ	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____



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FORM "F"

STRUCTURE & ORGANISATION

1.	Name & Address of the bidder
2.	Telephone no./ Telex no./ Fax no.
3.	Legal status of the bidder (attach copies of original document defining the legal status)
	a. An Individual
	b. A proprietary firm
	c. A firm in partnership
	d. A limited company or Corporation
4.	Particulars of registration with various Government Bodies (attach attested photocopy)
	Organization/ Place of registration No.
	1.
	2.
	3.
5.	Name and titles of Director's & Officers with designation to be concerned with this work
6.	Designation of individuals authorized to act for the organization
7.	Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment
8.	Has the bidder or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details
9.	Has the bidder or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.....
10.	Past work experience in Central University of Jammu (CUJ)



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ANNEXURE-II

<< Organization Letter Head >>
DECLARATION SHEET

I/We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of my/our knowledge. I/We have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. This is certified that our organization has been registered as per NIT & CUJ. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
(In case of on-line payment of EMD) 9 UTR No. (For EMD)	

(Signature of the Tenderer)

Name:

Seal of the Company



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1. Undertaking on firm's letter head.

“the physical EMD shall be deposited by me / us with the Authority inviting the tender before the opening of financial bid, otherwise, department may reject the tender.

2. To become eligible for issue of tender, the tenderer shall have to furnish an affidavit as under:-

I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in Central University of Jammu (CUJ) in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Officer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee. (Scanned copy to be uploaded at the time of submission of bid)



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1. SCOPE OF WORK

Details of the areas covered under the tender are provided below. However, the bidder must visit the said areas and make their own assessment. Based on the site visit, the company must devise and propose a housekeeping strategy specifically suited to Central University of Jammu (CUJ) and the same be presented to the committee. If awarded the contract, the agency is expected to implement the same strategy.

1.	Cleaning of Building and Open Areas
Areas to be cleaned include academic blocks, administrative blocks of Central University of Jammu, student hostels, CUJ, building at Channi Himmat, staircases and open areas.	
a)	Cleaning includes brooming and mopping of corridors, staircases, lifts, offices, labs; cleaning and wiping of windows, doors, blinds, partitions and railings; furniture, fixtures, ACs, PCs, fans, almirahs, drawers, phones, lab equipment, foot mats and dustbins, signboards, Collection of litter and horticultural waste.etc.
b)	Toilet cleaning includes maintaining of clean, stain free and hygienic conditions in outdoor and indoor toilets, maintenance of fixtures and washroom accessories, replenishing of toilet supplies
c)	Glass cleaning includes cleaning of glass facades, doors and partitions.
d)	Garbage removal includes collection of segregated waste and deposition of the same at nearest municipality designated dumping yard. Mixing of waste will invite penalties.
2.	Mechanism to lodge and respond to complaints
a)	The agency will provide an effective mechanism to lodge and respond to complaints by students/staff/faculty/ guests.
b)	The mechanism should facilitate real time logging of complaints and their redressal.
3.	Assessment of Performance
Performance of the agency will be assessed on the basis of:	
a)	Feedback of students/staff/faculty/guests with respect to level of cleanliness in the campus at all times.
b)	Time taken to respond and resolve the complaints.
c)	Efficiency of the complaint redressal system.



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

3.1 Guidelines

- The Housekeeping / cleaning services are needed daily from Monday to Saturday in the Campus area. Services will be required for hostels/ other areas in Jammu City on all days of the week.
- Cleaning needs to be started early in the morning and completed before 9:00 AM. A suitable schedule for other areas should be proposed.
- Hostel rooms shall be broomed and dusted at regular, periodic intervals.
- Disposal of carcasses etc. as per norms
- The Agency must also create and deploy an Immediate Response Strategy for all types of emergencies pertaining to housekeeping, within Central University of Jammu (CUJ) Campus, hostels and other areas of CUJ in Jammu city.
- Area under cleaning contract may change when new buildings being constructed are added to scope of work. Incremental charges shall be decided on basis proportionality area from original scope of work.
- The performance of the agency will be assessed on the feedback of students/staff/faculty/guests in respect of maintaining hygienic, stain free, garbage free, stink free and clean indoor and outdoor environment in the campus, hostels and other areas of CUJ in Jammu city at all times.
- Dustbins kept inside the washrooms shall be provided and maintained by the housekeeping agency. All other outdoor and indoor dustbins shall be provided by Central University of Jammu (CUJ).

3.2 Penalty Clause

Penalties: 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	If during random inspection, cleaning material of brands other than those approved is found in the stock/use	Rs. 5000/- per item
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



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ix	If the attendance falls short of minimum number of persons.	Rs. 700/-per person per day
x	Without uniform/required kit	Rs. 100 per day
xi	If any machine/equipment is found to be non-functional	Rs.2000/- per day

3.3 Area of University:

S. No	Nature of Work	Number of Personnel / Area (Approx)
1	Housekeeping services of Hostels and other areas of Central University of Jammu (CUJ) in Jammu city.	* Total Area (Approx) : 52,288 sq. ft
2	Housekeeping services of Central University of Jammu (CUJ) Campus Bagla, District Samba	Permanent Campus at village Bagla, Distt. Samba * Total Area (Approx): 1,83,827 sq. ft. External pathways, Roads and surroundings in addition to above mentioned area. Approximate length of Road to be cleaned is 3 Kms.

3.4 Detailed build up area of the University Campus:

S. No	Name of the building	Area in sq.ft	Floors	Remarks
1	Directorate of Distance Education of Building	93,453	04	
2	Prof. Quarters (22 No.)	57,383	02	
3	Pt. Prem Nath Dogra Guest House	13,896	02	
4	Prefab Classroom	2,325	01	
5	ISRO funded Satish Dawan Centre for Space	15,608	03	
6	Yoga Center at Main campus	1,162	02	
7	Boys Hostel	25952	04	Tentatively to be made operational in August, 2022
8	Pandit Madan Mohan Malviya Institute of Training (School of Education Building)	20,343	02	Tentatively to be made operational in August, 2022



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3.5 Detail of build up area of Hostels and other areas of Central University of Jammu (CUJ) in Jammu city

S. No	Name of the building	Area in sq.ft	Floors	Remarks
1	Girls Hostel I , Sainik Colony	9002	3	
2	Girls Hostel II , Sainik Colony	7218	3	
3	Girls Hostel 3B, Sainik Colony	2351	1	
4	Boys Hostel I &II	30311	4	
5	One Residential Building, Channi Himmat	3406	3	



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

TECHNICAL BID

<< Organization Letter Head >>
DECLARATION SHEET

4.1	Particulars of Firm / Agency	
a)	Name	
b)	Type : Public Limited/Pvt. Ltd. /Registered Firm etc.	
c)	Regd. Address :	
d)	Address of Office at Jammu :	
e)	Contact Persons:	
f)	Name & Designation.:	
g)	Tel. No. Landline :	Mobile:
h)	Email ID1 :	E-mail ID 2:
4.2	PAN Number	
4.3	GST No.	
4.4	EPF Registration No.	
4.5	ESI Registration No.	
4.6	Experience Certificate	
4.7	Annual Turnover for the last 3 years (Enclose copies of audited balance sheet and P& L A/c.)	
A	2021-22	
B	2020-21	
C	2019-20	
4.8	EMD Details	
	DD / FDR / Bank Guarantee No.	
	Bank Details	
4.9	Income tax returns for the last three years	
A	2021-22	
B	2020-21	
C	2019-20	



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4.10	Self-Declaration	
a.	Has the applicant ever been required to suspend any project for a period of more than six months continuously after commencement of work?	If so, give the name of the project and reasons of suspension of project
b.	Has the applicant ever been convicted by a court of law?	YES / NO If yes, give details of the case.
c.	Details of any litigation in which the applicant is/was involved.	
4.11	Annexure : 4 A 4 B 4 C 4 D	
4.12	Form 'F'	
4.13	Acceptance to execute INTEGRITY PACT	
4.14	Undertaking regarding subletting of work	
4.15	Undertaking regarding submission of EMD	

I/We further declare that our organization has not been blacklisted / delisted or put to any holiday by any Institutional agency / Govt. Department / Public Sector Undertaking in the last three years.

[Signature of the bidder] Name:

Seal of the bidder



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

ANNEXURE- 4A

DETAILS OF MANPOWER DEPLOYMENT

Central University of Jammu (CUJ) has estimated the following types of manpower to be engaged for housekeeping services.

S.No.	Designation	Number of Personnel
1.	House Keeping Supervisor for Hostels and other areas of CUJ in Jammu City	1
2.	House Keeping Supervisor for University Campus Bagla, District Samba	1
3.	House Keeping Staff for Hostels and other areas of CUJ in Jammu City	8
4.	House Keeping Staff for University Campus Bagla, District Samba	20
Total		30



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

ANNEXURE - 4B

DETAILS OF CLEANING MACHINES

Central University of Jammu (CUJ) has estimated that the following types of machines / equipment's be deployed for mechanized housekeeping services. The agency may specify the quantities and will be bound to follow the plan proposed by them, if awarded the contract. The machinery deployed shall be in good working condition and not more than 02 years old. The repair and maintenance of machinery and equipment shall be the sole responsibility of the agency. In case of break-down of a machine, the agency shall provide and replace immediately the faulty machine at their own cost and risk.

S.No.	Equipments	Make/ Brand	Minimum Quantity to be provided	Quantity Quoted by Agency
1.	Battery Operated Ride on Scrubber Drier	Eureka Forbes / Ecolab Oasis / Taski/ Comac/ Diversey /Karcher/ Nilfisk/Roots	1	
2.	Back Pack Vacuum cleaner		2	
3.	Battery operated Walk behind Scrubber Drier		2	
4.	Single Disc Scrubber		2	
5.	High pressure Jet Cleaning Machine		1	
6.	Mini Road Sweeping Machine/ Basement Cleaning Machine		1	
7.	Mechanical litter pickers		2	



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

ANNEXURE –4C

DETAILS OF CLEANING CHEMICALS/ CONSUMABLE

Central University of Jammu (CUJ) has estimated the following types of cleaning agents required for the job. The agency should specify the quantities and will be bound to follow the plan proposed by them, if awarded the contract. All cleaning agents used for the project shall be environment friendly and follow all the mandatory International & National standards for chemicals. For details Agency may use a separate sheet and attach with it.

CLEANING AGENTS

S. No.	Items	Make/Brand	Quantity quoted for 1 month
1	Bathroom Cleaner	Eureka Forbes / Ecolab Oasis / Taski/Santool	
2	Multipurpose Cleaner		
3	Scale remover		
4	Urinal & Bowl Cleaner		

Use of naphthalene balls and other toxic deodorizing agents is not permitted in toilets.



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CONSUMABLE

Minimum quantity to be quoted per month

Sl. No	Particulars of the cleaning material	Monthly minimum quantity quoted for Hostels and other areas of Central University of Jammu in Jammu city.	Monthly quantity quoted for Hostels and other areas of Central University of Jammu in Jammu city by Agency	Monthly minimum quantity quoted for Central University of Jammu Campus Bagla	Monthly quantity quoted for Central University of Jammu Campus Bagla by Agency
1.	Hard brooms	10		20	
2.	Phool brooms/ soft brooms	10		30	
3.	Vim (1 Kg.pkt.) (555 or vim brand)	10		15	
4.	Floor duster of standard size	15		50	
5.	Bucket (10 litre) 6 months	10		15	
6.	Urinal Cubes (400 Gram Pkt.)	10		15	
7.	Wiper (big) (on need basis)	05		20	
8.	Toilet brushes	05		15	
9.	Phenyl (in ltr)	65		100	
10.	Odonil	35		80	
11.	Soap Cake (Dettol) (Big)	10		50	
12.	Table Duster	10		20	
13.	Dettol Hand wash Bottle (in ltr)	5		10	
14.	Colin Bottle/Glass Cleaning (500 ml)	15		25	
15.	Room Freshener	8		25	
16.	Pochha (Jute Cloth) (big)	15		40	
17.	Harpic 500 ml	25		50	
18.	Garbage bag	25		50	
19.	Dust pan	05		20	
20.	Drain pump 6 months	02		02	
21.	Lizol 500 ml	15		35	
22.	Washing Powder (in Kg)	06		15	
23.	Steel wool	12		25	
24.	Scotch Brite (sponge wipe) (in pc)	09		25	
25.	Any other items necessary for satisfactory cleaning, pl. mention.				
Total Cost of items above for one month					

Quantity mentioned above may increase as per requirement.



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

ANNEXURE – 4D

DETAILS OF VEHICLES TO BE DEPLOYED

The agency may specify the quantities and will be bound to follow the plan proposed by them, if awarded the contract

S.No.	Name of Vehicle	Type	Minimum Quantity	Quantity quoted by Agency
1.	Garbage Rickshaw	Manual	1	



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FINANCIAL BID

BOQ

S.No.	Category	Total Number	Quoted Amount per month "A" (Rs.)
1.	Manpower to be deployed at Central University of Jammu (CUJ) (as per Annexure -5A)	30	439290
2.	Machinery to be deployed at Central University of Jammu (CUJ)	(as per Annexure-5B) (Lump sum/per month)	
3.	Cleaning Material, Chemical Cost/ Consumables (as per Annexure-5C (5C I + 5C II))	(Lump sum/per month)	
4.	Charges for vehicles to be deployed at Central University of Jammu (CUJ) (as per Annexure-5D)	(Lump sum/per month)	
5.	Service charges of the company (on sum of values of S.No 1,2,3&4 under Column " A ")		
	Total Amount per month (30 Days)(total of Sl. No.1 to 5)		
	(Rupees... Only)		

Machine operator charges are to be borne by the Agency. It shall not be part of S.No. 1 above.

ESI, EPF, EDLI, Admin Charges and GST will be as per Rules.

Quoted Amount at S.No 1 may change as per number of days in the month.

The University shall deduct all the taxes from the bill as per Government Norms.



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

ANNEXURE-5A

DETAILS OF MANPOWER DEPLOYMENT

Central University of Jammu (CUJ) has estimated the following manpower to be engaged for housekeeping services. The agency will be bound to follow the agreed upon plan if awarded the contract. A benchmark manpower of 30/day has been estimated by the Institute for these services. The same should be presented during the technical presentation and quoted in the financial bid, as per table given below. The agency will be bound to follow the agreed upon plan if awarded the contract.

S.No.	Designation	Number of Personnel	Wages Rate (Per Day) (Rs)	Cost/Month (30 days) (Rs)
1.	House Keeping Supervisor for Hostels and other areas of CUJ in Jammu City	1	734	22020
2.	House Keeping Supervisor for University Campus Bagla, District Samba	1	625	18750
3.	House Keeping Staff for Hostels and other areas of CUJ in Jammu City	8	553	132720
4.	House Keeping Staff for University Campus Bagla, District Samba	20	443	265800
TOTAL		30	--	439290

Wages shall be paid as per minimum wages as notified by Government of India



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

ANNEXURE - 5B

DETAILS OF CLEANING MACHINES

Central University has estimated that the following types of machines / equipment's be deployed for mechanized housekeeping services on the campus in Rahya, hostels in Sainik Colony and other areas of CUJ in Jammu city. The agency may specify the quantities and will be bound to follow the plan proposed by them, if awarded the contract. The machinery deployed shall be in good working condition and not more than 02 years old. The repair and maintenance of machinery and equipment shall be the sole responsibility of the agency. In case of break-down of a machine, the agency shall provide and replace immediately the faulty machine at their own cost and risk.

S.No.	Equipments	Make / Brand	Quantity Quoted by Agency	Cost / Month (Rs.)
1.	Battery Operated Ride on Scrubber Drier			
2.	Back Pack Vacuum cleaner			
3.	Battery operated Walk behind Scrubber Drier			
4.	Single Disc Scrubber			
5.	High pressure Jet Cleaning Machine (Auto Mounted)			
6.	Mini Road Sweeping Machine / Basement Cleaning Machine			
7.	Mechanical litter pickers			
Total				



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ANNEXURE –5C

DETAILS OF CLEANING CHEMICALS/ CONSUMABLE

Central University of Jammu (CUJ) has estimated the following types of cleaning agents required for the job. The agency may specify the quantities and will be bound to follow the plan proposed by them, if awarded the contract. All cleaning agents used for the project shall be environment friendly and follow all the mandatory International & National standards for chemicals.

CLEANING AGENTS

(5C-I)

S. No.	Items	Make/Brand	Quantity Quoted by Agency	Cost/Month (Rs)
1	Bathroom Cleaner	Eureka Forbes / Ecolab Oasis / Taski		
2	Multipurpose Cleaner			
3	Scale remover			
4	Urinal & Bowl Cleaner			
	TOTAL			



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CONSUMABLE

5C-II

Sl. No	Particulars of the cleaning material	Monthly quantity quoted for Hostels and other areas of Central University of Jammu in Jammu city by Agency. A	Monthly quantity quoted for Central University of Jammu Campus Bagla by Agency B	Estimate unit cost of each item (including taxes & other charges) C	Total Monthly Charges D=(A+B)*C
1.	Hard brooms				
2.	Phool brooms/ soft brooms				
3.	Vim (1 Kg.pkt.) (555 or vim brand)				
4.	Floor duster of standard size				
5.	Bucket (10 litre)(06 months)				
6.	Urinal Cubes (400 Gram Pkt.)				
7.	Wiper (big) (on need basis)				
8.	Toilet brushes				
9.	Phenyl (in ltr)				
10.	Odonil				
11.	Soap Cake (Dettol) (Big)				
12.	Table Duster				
13.	Dettol Hand wash Bottle (in ltr)				
14.	Colin Bottle/Glass Cleaning (500 ml)				
15.	Room Freshener				
16.	Pochha (Jute Cloth) (big)				
17.	Harpic 500 ml				
18.	Garbage bag				
19.	Dust pan				
20.	Drain pump (06 months)				
21.	Lizol 500 ml				
22.	Washing Powder (in kg)				
23.	Steel wool				
24.	Scotch Brite (sponge wipe) (in pc)				
25.	Any other items necessary for satisfactory cleaning, pl. mention.				
Total Cost of items above for one month					



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ANNEXURE – 5D

DETAILS OF VEHICLES TO BE DEPLOYED

Central University of Jammu (CUJ) has estimated the following types of vehicles to be deployed for the job. The agency may specify the quantities and will be bound to follow the plan proposed by them, if awarded the contract.

S. No.	Name of Vehicle	Type Battery / Manual / Diesel / Petrol	Quantity Quoted by Agency	Cost/Month (Rs)
1.	Garbage Rikshaw	Manual		
	TOTAL			



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ONLINE BID SUBMISSION CHECK LIST

The Online bids (complete in all respect) must be uploaded online along with Technical bids

Envelope – 1 TECHNICAL BID		
S. No.	Content	File Type
1.	Proof of EMD. Either scanned copy of DD / FDR / Bank Guarantee / MSME Registration Certificate	.pdf
2.	Memorandum & Articles of Association of the company/Certificate of Registration/ Partnership Deed	.pdf
3.	Solvency Certificate	.pdf
4.	Declaration Sheet as per (Section4)	.pdf
5.	Annexure – 4A	.pdf
6.	Annexure – 4B	.pdf
7.	Annexure – 4C	.pdf
8.	Annexure – 4D	.pdf
9.	PAN Card	.pdf
10.	Certificate of registration for GSTIN	.pdf
11.	EPFO & ESIC Registration	.pdf
12.	Annual Turn Over, Audited balance sheets and P&L A/c for last 3 years and income tax returns	.pdf
13.	Details of manpower on your rolls.	.pdf
14.	List and deployment details along with proof of owning machinery or Hire agreement with equipment owners with details of the book value/rent value duly certified by CA.	.pdf
15.	Details of Maintenance Workshop.	.pdf
16.	Copies of Work Orders and certificates from clients regarding satisfactory work done.	.pdf
17.	List of sites where work in ongoing along with contact details	.pdf
18.	Copy of Certifications (ISO etc.) and Awards if any	.pdf
19.	Any other document as specified in the NIT	.pdf
Envelope – 2 FINANCIAL BID		
S. No.	Content	File Type
1.	Price bid should be in BOQ format	Excel



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Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K)

TERMS & CONDITIONS

1. **Liability of the agency with respect to Labour / Workmen Laws/Acts/Rules & Regulations etc.**
 - a. The Agency awarded the work shall comply with all applicable laws, Ordinance, Rules & Regulations prescribed in Contract Labor (Regulation & Abolition) Act 1970, EPF Act, 1952, ESI Act, 1948, Payment of Wages Act, 1936 Workmen Compensation Act, 1923, Employees liability Act 1978, Industrial Dispute Act 1947, Maturity benefit Act 1961, and all other applicable labor laws in respect of this contract and shall pay at its own cost all charges and levies and deposits in connection therewith and shall continue to have valid PF Account No. and ESI Registration No. till actual completion of the contract. The Agency shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, Employee Provident Fund & Misc. Provision Act, 1952 and ESI Act, 1948, amended from time to time and rules framed there under and other labour laws affecting contract labour that may be brought into force from time to time.
 - b. The Agency shall take, at its own cost, necessary insurance cover in respect of staff and other personnel to be employed or engaged in connection with the aforementioned services to be rendered to Institute and against all claims, damages or compensations payable under workmen's Compensation Act, 1923 or any modification thereof. The insurance policy shall not be cancelled till the officer-in-charge permits and agrees to it. The Agency shall comply with all relevant labour laws as applicable or as may be mentioned during the contract period and shall indemnify Institute against all acts or omissions, fault, breaches and or any claim or demand, loss; injury and expenses to which Institute may be party or involved as a result of Agency's failure to comply and of the obligation under the relevant act / law which the Agency is bound to follow.
 - c. The Institute shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the Agency reserves the right to remove any personnel with prior intimation to the Institute, emergencies, exempted.
 - d. The Agency shall cover its personnel under Insurance for personal accident and death whilst performing the duty and the Institute shall own no liability and obligation in this regard.
 - e. The Agency shall issue identity cards / identification documents to all its employees who will be instructed by the Agency to display the same.
 - f. The Agency shall provide minimum of two sets each of summer and winter uniform (complete) to its personnel at its own cost.
 - g. The Agency shall submit a copy of wages sheet showing monthly wages paid into the bank account to its personnel. Each monthly bill must accompany:
List of employees with daily log sheet of manpower engaged by the agency during the month.
The amount of wages (The Agency shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/EPF etc.).
Copies of authenticated documents of payments of such contributions to EPFO/ESIC & attendance of all workers as per face screening biometric machines.
 - h. The Agency shall also prepare a register indicating all payments / dues in respect of all the employees.



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2. Payment to Agency

- The Agency shall submit to Institute monthly bills by or before the 7th day of following month with all supporting documents.
- All taxes and levies as per Central/State laws and rules will be deducted / payable from / on the gross amount of the bill during the contract period.
- Minimum wages rate shall be reimbursed only for the actual amount paid, if increased during contract period in accordance to the Government notification so as to enable the Agency to meet the statutory obligation. Necessary proofs of such actual payment made as a result of Govt. notification of the previous month shall be submitted by the Agency to officer-in-charge following month failing which the bill be kept pending.
- Minimum wages payable to the employees shall be as per Minimum Wages Act 1948

3. Indemnification

- The agency shall be directly responsible to indemnify the Institute against all charges, dues, claims, etc. arising out of the disputes relating to the dues and employment of the personnel deployed and further for any claim / compensation against all damages and accidents caused due to negligence on the part of the agents, employees and other personnel of the agency.

4. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosion, epidemics quarantine restriction, strikes, lockouts or acts of god (hereinafter referred to as events) provided notice of happenings of any such event, is served by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof. Provided the Party satisfies Institute adequately of the measures taken by it. Neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance. Further, the services under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of Institute as to whether the services have to resumed or not shall be final and conclusive, provided further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, Institute may at his option, terminate the contract.



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5. General conditions of contract

The Officer-in-Charge nominated by Institute shall be authorized to give instructions to the Supervisor of the Agency at the premises of Institute on all matters relating to the scope of work specified in this tender.

- a) The work in general shall be carried out in accordance with the Specifications and as per directions of Officer- in-charge.
- b) The Agency shall adhere to standard operating procedure furnished by them.
- c) The information mentioned in the tender documents is being furnished for general information & guidance only. The Officer in charge in no case shall be held responsible for the accuracy thereof or interpretations or conclusion drawn there from. The Agency shall verify such data to his entire satisfaction before quoting the rates and the interpretation by Institute in respect of all matters shall be final and binding.
- d) The work shall be carried out in a manner complying in all respects with the requirements of relevant bye laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Officer- in-Charge and nothing extra shall be paid on this account.
- e) The Agency shall comply with all orders and directions of the local bodies or Municipality, issued in accordance with law, and abide by their rules and regulations and pay all fees and charges, which they may be liable to pay.
- f) The Agency shall transport the garbage/ malba/ waste only to the locations specified by the Institute and shall not stack building material/ malba on the Institute land or road or on the land owned by any other. Non- compliance will attract severe penalty.
- g) The Agency shall take all necessary precautions to keep the noise level to the barest minimum in terms of applicable laws/ rules.
- h) No hazardous inflammable materials and items dangerous to life shall be allowed to be stored in Institute building/premises.
- i) Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the Agency at his own expense. The Agency shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operations of such services.
- j) The Agency shall execute his work in such manner that no damage is made to the existing structure or any property of the Institute.
- k) No assistance of any kind shall be made available by Institute for the purchase of equipment's, plants, machinery, materials of any kind or any other items required to be carried out in execution of work.



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- l) Samples of all materials required for execution of the work shall be got approved from the Officer- in-Charge. Materials manufactured by Firms of repute as specified in list shall only be used.
- m) Institute reserves the right to immediately step in and to carry out a part or whole of the work entrusted under this contract in case of any default or unsatisfactory performance by the Agency without resorting to the formalities of issuing notices, etc., for rescinding the contract and the Agency would have no claim for compensation in such cases.
- n) The Agency shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Institute business or security arrangements (including but not limited to the Assignment instructions, Schedules and other subsequent Arrangements) and/or business of the Institute. The obligation is not limited to any scope and the Agency shall be held responsible in case of breach of the confidentiality of Institute's information.
- o) If the Agency receives enquiries from Press/Media/Radio / Television or other bodies / persons, the same shall be referred by the Agency to Institute immediately on receipt of such queries.
- p) The Agency shall not Sub-contract or Sub-let, transfer or assign the contractor any other part thereof. In the event of the agency contravening this condition, Institute shall be entitled to place the contract elsewhere on the agency's risk and cost and the agency shall be liable for any loss or damage, which the Institute may sustain in consequence or arising out of such replacing of the contract.
- q) The Agency shall not employ any person below the age of 18 years.
- r) The machines brought on site will not be allowed to be taken away except for repairs, till completion of work without specific permission from Officer-in-Charge in writing. The register indicating machines numbers etc. for identification will be prepared on the day of start of work and will be open for inspection by Officer-in- Charge.
- s) If any material is not mentioned in tender document, but required at site for Housekeeping work, shall be brought by Agency as per requirement duly approved by University.
- t) The Institute shall not be responsible for any loss of material used by the Agency at site.

6. Code of conduct

The Agency shall strictly observe that its personnel:

- a) Are always neatly dressed in uniforms.
- b) Are punctual and arrive at least 15 minutes before start of duty time.
- c) Take charge of duties properly and thoroughly and be vigilant all the time.
- d) Perform their duties with honesty and sincerity.
- e) Read and understand their post and site instructions and follow the same.
- f) Extend respect to all Officers and staff of the office of the Client.
- g) Shall not drink on duty, or come drunk and report for duty.
- h) Will not gossip while on duty.
- i) Must not be found sleeping while on duty.
- j) Will immediately report if any untoward incident / misconduct occurs, to the control room of the Agency and Institute security.
- k) Get themselves checked by security personnel whenever they go outside the Institute campus.



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7. The Institute will provide a suitable space for setting up of a control room and storage of consumables
8. Agency/ Firm shall abide by all laws of the land including, labour laws, Companies Act, Tax deduction liabilities, welfare measures of its employees and all other statutory obligations that enjoin in such cases and are not enumerated and defined herein, through any such onus shall be the exclusive responsibility of the Agency/ Firm, and it shall not involve the Institute in any way whatsoever.
9. In the case of any dereliction of duty, negligence, an unintended or intended damage caused by the Agency/ Firm or its staff pertaining to this agreement, or otherwise, any harm is done to the Institute, the Agency/ Firm shall make good the loss or pay the compensation, refund expenditure on legal/judicial proceedings as well as pay such penalty which the party of the first part may deem fit.
10. All the taxes including GST will be charged on the services provided / invoice amount as per Government norms.
11. The parties to the Contract agree and reiterate that the personnel deployed/ employed by the Agency/ Firm will at all times remain the employees of the Agency/ Firm only and shall have no claim whatsoever against the Institute in respect of any aspect of their employment whatsoever including but not limited to their salaries, conditions of service benefits and payment of provident Fund or Gratuity etc. and this clause shall be incorporated in the letter of appointment issued to each and every employee engaged by it for the purposes of this contract.
12. It would be responsibility of Agency/ Firm to arrange all permission/ approvals from all local bodies/statutory bodies & nothing extra shall be paid on account of this by the Institute.
13. The Agency/ Firm shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover.
14. All employees of the Agency/ Firm shall be issued Identity Cards bearing their photographs. Photographs for identity cards shall be provided by the Agency/ Firm/Agency/ Firm at their own cost. The ID Cards will be issued by the Agency/ Firm. These will be countersigned by the Central University of Jammu (CUJ) Security Officer/ officer in-charge.
15. The Agency/ Firm will provide Name Address, Telephone No. & Photographs of its employees posted at Central University of Jammu (CUJ) for records.
16. The Agency/ Firm shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency/ Firm is found misbehaving with the supervisory staff or other staff members of the Institute the Agency/ Firm shall terminate the services of such employees forthwith at their own risk and responsibility. The Agency/ Firm shall issue necessary Instructions to its employees to act upon the instructions given by the



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- supervisory staff of the Institute.
17. The Agency/ Firm will be responsible for all the staff supplied and the firm shall verify their credentials from local police on their own and a certificate by firm to this effect be furnished to Central University of Jammu (CUJ) by the Agency/ Firm. Agency/Firm shall maintain proper record / document of the same. These documents are required to be produced to the Institute whenever required.
 18. In the event of any loss being occurred to the Institute on account of the negligence of the duty by the Agency/ Firm/ Agency/ Firm's employees, the Agency/ Firm shall make good the loss sustained to the Institute either by replacement or on payment of the adequate compensation as per decision of Officer-in-charge.
 19. That no right, much less a legal right shall vest in the Agency/ Firm workers to claim/ have employment or otherwise seek absorption in the Institute nor the Agency/ Firm workers shall have no right whatsoever to claim the benefits and / or emoluments that may be permissible or paid to the employees of the Institute. The workers will remain the employees of the Agency/ Firm and this should be the solely responsibility of the Agency/ Firm to make it clear to their workers before deputing on work at the Institute.
 20. The Agency/ Firm shall not appoint sub-Agency/ Firm to carry out any obligation under the contract, if found at later, the tender will be cancelled and security shall be forfeited.
 21. The Agency/ Firm may give the Maintenance services on all days of the month including gazette holidays i.e. round the period of contract as work specified in NIT. There will be no separate payment for three National Holidays i.e. Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the daily / monthly charge claimed in tender by the Agency/ Firm.
 22. None of the employees of the Agency/ Firm shall enter into any kind of private work at the different locations of the University during working hrs.
 23. The employees of Agency/ Firm shall be of good character and of health and shall not be below age 18 years and no worker will be allowed to stay in the Institute campus.
 24. The Agency/ Firm shall maintain an Inspection Book which will be made available to supervisory staff of the University.



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25. The monthly payment shall be made to the Agency/ Firm on production of certificates of satisfactory completion of Maintenance services at all the different locations of the Central University of Jammu (CUJ) from the Officer- In-Charge.
26. Minimum wages shall be paid by the Agency/ Firm at the rate fixed by Government of India. or as per minimum wages act. Arrears, if due as a result of increase in minimum wages would be reimbursed to the Agency/ Firm on submission of proof of actual payment to the worker as per hand receipt. In case of half yearly increase in Minimum wages as per minimum wages act, the Agency/ Firm will submit copy of gazette notification to the Institute.
27. The duration of the contract shall be two years which can be further extendable on yearly basis and can be terminated even earlier by giving notice (30 days) in writing on account of any of the following reasons :-
 - i. On account unsatisfactory performance.
 - ii. Breach of contract clauses.
 - iii. Persistently neglect to carry out his obligations under the contract.
28. When the Agency/ Firm has made himself liable action under any of the cases aforesaid, the officer -in-charge on behalf of Competent Authority shall determine the contract as aforesaid (of which termination notice in writing to the Agency/ Firm under the hand of the officer-in- charge shall be conclusive evidence) upon such determination, the earnest money deposit/ Security deposit shall be liable to be forfeited and shall be absolutely at the disposal of the Competent Authority. In the event of above courses being adopted by Officer-in-Charge, the Agency/ Firm shall have no claim to compensation for any loss sustained by him by reasons of having employed personnel or purchases made for the work. The rates once accepted by university shall remain unchanged throughout the period of initial contract of two years including any extended period at same rate with same terms and conditions. Central University of Jammu (CUJ) shall not be responsible for any escalation in prices of material/machinery/equipment etc.
29. The Agency/ Firm shall in no case pay his employees less than the minimum mandatory rates per day / month. The payment should be released directly in the bank account. In case the Agency/ Firm fails to make timely payments to its employees or at the minimum rates, the Institute shall pay the employees of the Agency/ Firm directly and suitable deductions shall be made from the amount to be paid to the Agency/ Firms. The Agency/ Firm shall make payments to his employees with details on pay slips which should be given to his employees at the time of payment and copy of the PAYSLIPS to be submitted to Central University of Jammu (CUJ) every month for records.
30. The employees of Agency/ Firm shall be bound to perform the assigned jobs by officer- in-Charge even though the same may not have been included in the Schedule of Services.



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31. Agency/ Firms will apply to the Labour Commissioner for obtaining a Labour License as applicable and nothing extra shall be paid, to Agency by Central University of Jammu. Agency/ Firms will submit a copy of license to officer-in-charge of CUJ Jammu.
32. The Institute can increase or decrease the manpower requirement in case there is a further increase or decrease in area to be maintained. The increase/ decrease in manpower would accordingly affect the billing on pro-rata basis.
33. Any dispute arising out of and in relation to this agreement shall be referred for Arbitration by appointing an arbitrator by Vice Chancellor of Central University of Jammu (CUJ). The sole arbitrator shall not be an employee of the university. The arbitration would be conducted and governed by and under the provisions of Arbitration and conciliation Act, 1996 and its amendments from time to time. All fee and arbitration proceedings shall be borne by both the parties equally. Jurisdiction of Court shall be Jammu only to deal with the case. J&K UT laws are applicable to deal with such cases.
34. A Separate challan must be submitted for the payments of ESI & EPF of its employees deployed only at the Institute for the specific work agreement.
35. Workers deployed should not be changed frequently due to security reasons. If any rotation of the workers is required on account of Labour Laws, this may be done with prior intimation to the Officer- in-charge or his authorized representative.
36. Central University of Jammu (CUJ) is a 'No SMOKING ZONE' The Agency/ Firm should ensure that his employees DO NOT SMOKE while working. They will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/ Khaini / tobacco etc. they will not play cards or indulge in gambling on campus.
37. The Agency/ Firm shall be required to frame & work as per SOP (Standard Operating Procedure) which shall be submitted to University after award of work and agency/ firm shall strictly follow it.
38. No labour hut shall be allowed to be constructed and no labour shall be allowed to stay in Central University of Jammu (CUJ) and nothing shall be paid on this account.
39. The Agency/ Firm shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having any jurisdiction or authority, which in any manner may affect their engaged or employed and anything related to carry out the work. All the rules & regulations & byelaws lay down by the local bodies and any other statutory bodies shall be adhered to, by the Agency/ Firm, during the execution of work.
40. The Agency/ Firm must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed manpower at Clients office. The Agency/ Firm should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing. Any delay in submission of these records will force Client to deduct a proportionate amount from the bills, as decided by the competent authority of Client.



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41. Agency/ Firm must employ adult personnel only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Agency/ Firm. Agency/ Firm shall deploy/ engage reliable persons at client after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Agency/ Firm shall intimate the details like name, age parentage, address (residential as well as permanent) of all staff to the University and shall also intimate changes in addresses of the staff as and when they take place.
42. Agency/ Firm shall deal with and settle the matters related with unions and shall make sure that no labour disputes / problems are referred to Client. It shall totally indemnify Client in this regard.
43. Agency/ Firm staff shall always be disciplined, properly dressed and be presentable all the time during duty. The persons deployed by Agency/ Firm shall be properly trained, have requisite experience and skills for carrying out a wide variety of work. The Agency/ Firm shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike / unfair activities etc. during performance of his/her duty. It shall indemnify Client in all respects under this contract.
44. Tenderer should not have conflict of interest. The tenderer found to have conflict of interest shall be disqualified.
45. No. Joint ventures are allowed.
46. All statutory & mandatory deductions as per Government of India shall be deducted from each running bill & final bill of agency/ firm.
47. GST shall be applicable in this contract. NIT and the rules of Govt. of India shall be followed in terms of GST.
48. Agency/ Firm should at all times indemnify Client against all claims, damages or compensation under the provisions of payment of wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938 ; the workmen compensation Act, 1932 ; Industrial Disputes Act, 1947 ; Maternity Benefit Act, 1961 ; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time. Client will not own any responsibility in this regard.



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ADDITIONAL TERMS & CONDITIONS

1. Time allowed for the work will be initially 24 Months, extendable based on performance as decided by Competent Authority, Central University of Jammu, from the date of start of the contract and the payment shall be made monthly and no advance payment will be made.
2. All taxes whether applicable or laid by the government after opening the tender shall be borne by the Agency/ Firm & shall be deducted from the bills of Agency/ Firm.
3. All staff to employ by the Agency/ Firm may be interacted by the Officer-in-charge or his representative before their deployment for the above job to assess the capabilities and positive attitude towards the work.
4. Log book required shall be maintained at site by the Agency/ Firm.
5. Stationary required for submitting daily/ weekly / monthly / yearly report shall be provided by the Agency/ Firm.
6. Failure to comply any of the above clauses or due to unsatisfactory performance as observed by Competent Authority, CUJ, the contract shall be terminated at any stage without assigning any reason thereof.
7. The Agency/ Firm shall be responsible for any injury or accident to the labour during maintenance work and claim shall be given by the Agency/ Firm.
8. The Agency/ Firm staff shall mark their attendance in face recognition biometric machine daily, fixed at Central University of Jammu (CUJ) and locations.
9. Any damage caused during maintenance work of the equipment of any Institute property shall be made by the Agency/ Firm on his own cost.
10. The Agency/ Firm will not delay in making payment to the staff beyond 7th days of each month irrespective of the payment done by Central University of Jammu (CUJ).
11. Final payment shall be released only after satisfactory completion of work.
12. The agency/firm shall clean the site thoroughly to the entire satisfaction.
13. All payments shall be made monthly & no advance payment will be made.
14. The rates quoted by the Agency/ Firm shall be taken as net and nothing extra shall be paid on any account i.e. Royalty, Cartage, Sales Tax & stacking of material required at places etc.
15. **The rates for different items of work shall apply for all Heights & Depths, Leads & Lifts unless otherwise specified in the agreement or specifications applicable in the agreement. The Agency/ Firm must visit site (internal or external) area before quoting rates.**
16. ESI & EPF shall be reimbursed as per norms on production of original receipt of ESI & EPF from Agency/ Firm specific to this work.



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PROFORMA OF BANK GUARANTEE FOR EMD

(To be executed on appropriate value of Non – Judicial Stamp Paper as per Stamp Act prevailing in the J&K)

Whereas, _____ (Name of the Bidder) wishes to submit their quote hereinafter called “the Bid” for House Keeping Services at Central University of Jammu (CUJ).

KNOW ALL MEN by these present that we _____ (Name of the Bank) having our registered office at _____ (hereinafter called “the Bank”) are bound to the CUJ or its successor, hereinafter referred to as “Institute” in the sum of Rs. _____ Rupees _____ lakhs only) which payment can truly be made to the Institute. The bank binds itself, their successors and assigns by these presents.

Sealed with the common seal of the bank this _____ day of _____ 2022

THE CONDITIONS of the obligation for invoking the guarantee by Institute are:

1. If the Bidder withdraws his Bid at any time during the stipulated period of Bid Validity of Four months from the last date for submission of “the Bid as specified in the Tender notice documents (or such period of validity as may be extended).
2. If the Bidder for the period of the Bid Validity of 4 months.
3. In Institute opinion, commits a material breach of any of the terms and / or conditions contained in the quote, documents and / or subsequent communication form Institute in this regard and / or
4. Fails or refuses to accept the ‘Letter of Award’ (in the event of the ‘Award of the work’ to it) and / or
5. Fails or refuses to furnish the Bank Guarantee for performance Security within the stipulated time as per the offer / quote (viz., 15 days from the date of issue of the ‘Letter of Award’ awarding the work to them).

The Guarantee will remain in force up to and including the date of expiry of the period of Bid Validity as stated in the Tender Documents or as extended by Institute at any time.

Provided however, that

- In the event that Bidder is selected for ‘Award of the Bid’ through the issue of the ‘Letter of Award’ the Bid Security shall remain in force until the creation of the Bank Guarantee for Performance Security by the Bidder

OR

- In the even this Bidder is not selected for Award of the Bid, the Bid Security shall remain in force up to and including a period of 30 days after the announcement of ‘Award of work’ to the Successful Bidder and the issue of the ‘letter of Award’ awarding the same (Provided, however, that in the event that the Bidder is Non Responsive, then the Bid Security of such Bidder can cease to be in force upon return of their unopened financial bid).

Notwithstanding anything contained herewith above:

1. Our liability under this guarantee shall not exceed Rs 4000000/- (Rupees Four lakhs only).
2. This guarantee is valid form _____ to _____
3. We are liable to pay guaranteed amount or part thereof only if you serve upon us a written claim or demand on or before
.....

Any demand in respect of this Guarantee should reach the Bank not later than the date of expiry (as defined above) of this Guarantee.

Signature of Authorized Representative of the Bank:

Name and Designation : _____
Seal of the Bank : _____
Telephone No. / Fax No. / Email : _____
Signature of the witness : _____
Name of the witness : _____
Address of the witness : _____