

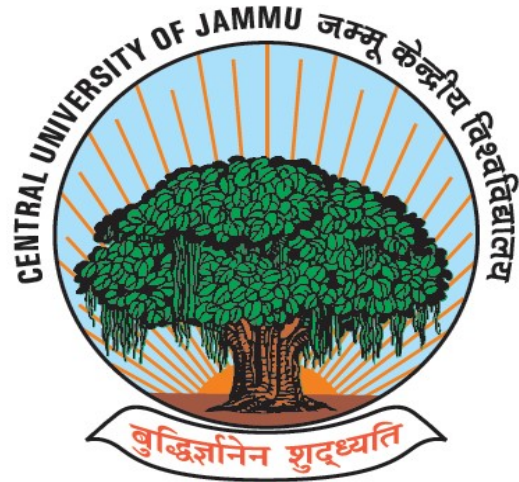
Central University of Jammu
Rahya-Suchani (Bagla), District Samba, (J&K)
Website: www.cujammu.ac.in

No: CUJ/EST/F.NO.21/2021/667

Date: 28.12.2021

e-Tender No: 11/2021-22

**TENDER DOCUMENT
FOR
HOUSEKEEPING AND CONSERVANCY SERVICES**



Last date and time to submit the bids : 28.01.2022 by 02.00 p.m.

Date and time of opening of bids at Campus : 28.01.2022 by 03.00 p.m.
Rahya-Suchani (Bagla), District Samba

TERMS AND CONDITIONS

1. **Essential Documents:** 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 NEFT/RTGS/Net-banking in favour of “Finance Officer, Central University of Jammu”
 - c) The profile and other details of the firm as per Annexure B
 - d) The agency must be registered with the following statutory authority and also furnish attested copies of the documents.
 - 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, GST, TIN and PAN number.
 - (v) Any other government authority as notified from time to time by Central / State Government.
 - II. Income tax return for 2018-19, 2019-20 and 2020-21 and GST for the period ending March 2021.
 - III. Copy of ESI / EPF payment for the financial year 2018-19, 2019-20 and 2020-21.
 - IV. Balance sheet audited by CA for 2018-19, 2019-20 and 2020-21.
2. **Experience:** The service provider must have minimum experience of 03 years of housekeeping
3. services to State / Central govt. / educational / research organization. Certificate(s) / Work Order / Letter of Intent by these organisations for having performed the work / service satisfactorily in the said State / Central govt. / educational / research organization must be attached. The service provider shall provide the reference list of the organization with contact address. The service provider must not have been blacklisted or debarred by any Government Organization / PSU etc. The Service Provider may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm / agency / Company.
4. The Service provider agency must have its registered office/well established office branch in Jammu/Samba. (Proof of existence such as rent agreement, certificate of incorporation etc. must be furnished).
5. **Availability of tender form:** 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.
6. **Submission of tender:** Bids shall be submitted through online mode only at <https://cujammu.euniwizarde.com> Bidding process is online. **Technical Bid** [filled in Annexure-A duly signed & stamp, commercial terms & conditions, EMD, relevant documents and **Financial bid** (indicating vehicle-wise price as mentioned in Annexure-B), must be submitted/uploaded online only prior to bid closing date/time. Late tenders will not be considered.
7. The bidder(s) are advised that they should regularly check the University website 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, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.

2. Intending bidders are advised to visit 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.
3. The bidder(s) are advised that they should regularly check the University website 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, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.
4. Intending bidders are advised to visit 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.
5. **Earnest Money Deposit (EMD):** The Service provider shall furnish a Earnest Money Deposit (EMD) in favour of “Central University of Jammu,” of an amount of **Rs.2.00 lacs** (Rupees Two lacs only) at the time of submission of Bid. EMD must be submitted through Net-banking/Debit/Credit card/RTGS/NEFT @ <https://cujammu.euniwizarde.com>. The Service Provider may please note that no interest shall be payable by CUJ on security deposit and earnest money deposit (EMD). The Service Provider / Agency shall be required to submit the EMD details in the technical bid. EMD of the unsuccessful Service Provider / Agency shall be returned at the earliest after the expiry of final bid validity and latest by 30th day after the award of the contract.
6. **Bid security Declaration:** In lieu of bid security (EMD), registered firms have to fill **bid security declaration** accepting that if they will not withdraw or modify their bids during period of validity etc. If the bidders will modify their bids they will be suspended for a period of three years.
7. **Performance Guarantee:** The EMD of the selected Service Provider agency will be refunded without interest on receipt of Performance Security which is **Rs 3.00 lacs** (Rupees Three lacs only) or 3% of the annual cost of tender will be provided by the successful bidder in the form of Bank Guarantee or FDR or DD from any Nationalized Bank. Performance Security must be valid for at least two years and will be released without interest after successful completion of the term of tender.
8. **Turnover:** The Service Provider / Agency must have an Annual Average Turnover of not less than of Rs. 2 crore each during the last three consecutive financial years 2018-19, 2019-20 and 2020-21 certified by a Chartered Accountant. The Service Provider / Agency should not have incurred loss in any two years during the last three years as on 31.03.2021.
9. **Conditions:** 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 Service Provider / Agency or Service Provider / Agency of the ground for such action. University reserves the right to postpone or extend the date of receipt/ opening of rates / Quotations or to withdraw the same, without assigning any reason thereof.
10. Tender without required documents, incomplete in any form will be rejected outright. Conditional tenders will not be considered. Similarly Bids / Bidders quoting ‘Nil’ charges / consideration shall be treated as unresponsive and will not be considered. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.

11. The Central Purchase Committee may consider any bid, if feels that certain required documents are not enclosed inadvertently 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 **Vice Chancellor** will be final in this regard.
12. 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 higher Service Provider / Agency 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 the Service Provider / Agency.
13. 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 tender offered and Service Provider / Agency shall supply the same / execute the work at the rate quoted by them.
14. Whenever any claim for the payment of money arise out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating, in part or whole the performance security or earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with the purchaser. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the University on demand the remaining balance due.
15. 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 reserve the right to extend / postpone the last date and time of the tender without assigning any reason.
16. Each page of the tender should be signed by the owner or authorized signatory of Service Provider / Agency and total number of the pages submitted should be mentioned. Authorized Signatory must possess actual authority to submit the bid for which he / she has to essentially submit Letter of Authority from the competent authority of the Firm / Agency failing which his / her proposal shall be liable to summary rejection without prejudice to any other right of CUJ under the law. The proposal shall be filled in by the applicant service provider neatly and accurately.
17. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. The tender document must be duly signed and numbered on every page including annexures.
18. The University shall scrutinize the documents furnished by the firm and shortlist the firms on lowest quoted basis. The firms who have quoted as per the minimum wages (central) will be considered. 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. **If more than one Service Provider is found to be L-1, preference will be given to bidder having more experience in providing housekeeping staff.** The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful Service Provider / Agency will be intimated about the award of contract.
19. **Term of Contract:** The successful Service Provider / Agency 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. The successful Service Provider / Agency will be defined as contractor in the said agreement. The contract will be valid initially for a period of one year and on satisfactory performance it

may be extended for 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. The rates once accepted by 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.

20. The terms and conditions contained in this tender notice shall form the part of contract agreement to be entered into by the successful Service Provider / Agency.
21. **Sub-contract:** The agency shall not engage any sub-contractor or transfer the contract to any other firm / person. In the event of the contractor contravening this condition, the Central University of Jammu, shall be entitled to cancel the contract and forfeit security deposit and may place the contract elsewhere on the contractor's account at his risk and the contractor shall be liable for any loss and damage, which the Central University of Jammu may sustain in consequence or arising out of such replacing of the contract.
22. **Execution of Contract:** In case the agency fails to execute the job / declines the offer of contract after or before signing the agreement or terminate the contract for whatsoever reason(s) before completion of period of contract at their own accord, the CUJ shall have the right to forfeit the EMD and Performance Guarantee deposited by the agency for the execution of the contract for the remaining period through some other agency.
23. **Legal Compliance:** The contractor shall take due care to comply with the provision of the Minimum Wages (Central) as per central govt rules, Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract. The wages of the engaged person shall revised as and when the minimum wages (central) stands revised by labour Commissioner (Central).
24. 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 the University. 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 the performance guarantee deposit will be forfeited.
25. **Workers management:** Any personal engaged by the agency if found indulged / indulging in any unlawful or such other activity against the bonafide interests of the University or such activities will be immediately (within 120 minutes) disengaged by the Agency. Agency will keep the University informed about legal/ police/ administrative action taken against such outsource persons. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency. To this effect the agency will have to put in place adequate supervisory manpower and monitoring mechanism. Any loss to the University due to the illegal activity of any firm's person will be recovered from the firm
26. The CUJ will not be responsible for any injury / loss of life of personnel deputed by the agency which may take place during the course of their deployment. In case of any mishap such as accident / incident, it is mandatory for the agency to take up and to follow-up with the legal / police authorities at its own level to the logical end.
27. The persons employed should work on all working days. The working hours will be from 7:30 a.m. to 3:30 p.m. daily. Under exceptional circumstances they may be required to work during non working days which will be duly compensated.

28. The contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the personnel shall be charged to the contractor and recovered from its dues / bills.
29. **Payment of Monthly Bills:** The billing cycle will be calendar month. The Agency shall submit the bill by 3rd of next month to process for release of payment. However, the Agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by CUJ office. The agency will submit bill with following information and documents.
- a) The wages of housekeeping staff for last month have been credited to their Bank accounts mentioning Bank account numbers and the details of payment. These details must be uploaded by the Agency on its website. In case the Agency has no website the said details must be sent by mail / hand to this office in hard copy.
 - b) ESI, EPF contribution, Service Tax and other statutory dues paid for the month of (previous month) deposited on date (copies of challans to be enclosed).
 - c) Undertaking that all statutory Labour Laws including Minimum Wages (Central) Act is being compiled with.
30. GST / other taxes, levies etc at the rate applicable as per Govt of India rules shall be deducted from monthly payment of Bill.
31. Payment to the Service Provider will be subject to provision of satisfactory service which may be certified by the Officers / Sectional Heads, where ever the persons have been engaged. The Agency will make payment to the staff on a monthly basis by the 7th of each month. The Performance of the housekeeping staff provided by the Service Provider will be reviewed periodically by a committee set up by Competent Authority & CUJ reserves the right to ask for suitable replacement in the place of persons whose performance are not satisfactory. The Service Provider is bound to supply suitable replacement within a week in such cases. In case the Service Provider fails to supply suitable replacement within a week a penalty of Rs. 1000/- (Rupees One thousand only) per week thereafter will be levied by CUJ
32. Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Service Provider /Agency. If at any time it was found that the service provider has paid less than minimum wages at any point of time or has not remitted PF, ESI etc, the University reserves the right to forfeit Performance Security and disburse the dues out of the performance security. In such case, the service provider / agency has to furnish fresh performance security of the requisite amount.
33. The Service Provider shall maintain / produce / the required records / documents as and when called for by the appropriate authority, as well as to CUJ to enable it to verify that the Service Provider is complying with statutory requirements with regard to GST, TDS, PF, ESI and other labour laws, from time to time.
34. **Duties and Functions of Service Provider / Agency:** In performing the terms and conditions of the Contract, the Service Provider shall at all times act as an Independent Service Provider. The contract does not in any way create a relationship of principal and agent between CUJ and the Service Provider. The Service Provider shall not act or attempt or represent itself as an agent of CUJ. It is clearly understood and accepted by both parties that the Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting

either party hereto, the agent or representative of the other, under any circumstances. The employees of the Service Provider shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the CUJ. There will no employer-employee relationship between CUJ and the persons engaged by the Service Provider. The persons deployed by the Agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to contractual or regular employees of the CUJ during the currency or after expiry of the contract. Service provider for its own benefit / record will submit an affidavit from the housekeeping employees to the effect that this employment offered by the Agency is purely of temporary nature. Under no circumstances this employment will entitle the employee for claims of Permanent employment, continuation or any other entitlements except mentioned in the contract.

35. The Service Provider shall provide a substitute well in advance if there is any probability of the functionary leaving the job due to his / her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.
36. The engagement of housekeeping staff in no case confers any right for continuation, extension of the contract, absorption or permanent employment in CUJ.
37. The personnel supplied by the Service Provider will be the employee of the Service Provider and there will be no master-servant relationship between the CUJ and personnel deployed. All the statutory liabilities and responsibilities will be that of the Service Provider and CUJ has no legal responsibilities on the same.
38. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the agency personnel, as decided by the CUJ, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by the dues payable to the agency and if the amount of loss or damage exceeds the dues payable, the amount will be recovered from the security deposit
39. Schedule of housekeeping persons:
 - 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 2nd party.
 - j. Ensure that all the lights and fans must be switched off at the time of closure of the office or part of the office.
 - k. Engage adequate manpower to ensure proper cleanliness, as mentioned in the office letter which is enclosed as Annexure to this agreement.
 - l. Removal of cobwebs in the corridors and laboratories.
 - m. Cleaning of water tanks of drinking water cooler.
 - n. Cleaning of drinking water tanks.
 - o. Chlorification of drinking water tanks.
 - p. Removal of dust accumulated on the walls, windows, planes and ventilators in the toilets.
 - q. Through washing, rubbing and cleaning of corridors using scrubbers machine.
 - r. Apart from the above work, the personnel may also be utilized for other miscellaneous work like shifting of furniture, other equipments etc., whenever required.
 - s. The 2nd party shall prepare a time schedule for cleanliness of classrooms, toilets and bathrooms etc., to be approved by the 1st party and will display the name of the workers and supervisor who will be responsible for the cleanliness of the classrooms, toilets and bathrooms
 - t. The premises include covered area of the building and outside space within the boundary of the building.
40. The service provider shall deposit the monthly cleaning material with the officer designated by the CUJ and the same will be issued on daily basis requirement.
 41. Government orders/guidelines regarding tenders till date of submitting of bids shall be applicable.
 42. The bidders shall quote rate “*per square foot per month*” in both words and figures which should include deductions towards ESI / EPF, minimum wages, machines etc. and should not be payable over and above the rates thus quoted. The 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.
 43. **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 preferably below 55 years of age and no child labour will be engaged.
 44. Conservancy Supervisor to submit day to day report of the happenings in the premises and give suggestions for the improvement in cleanliness.
 45. The premises include the covered area of the building and outside space within the boundary of the building.
 46. 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.
 47. **Disagreement:** In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by

appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu only, for any dispute.

48. Schedule of requirement: Housekeeping Service

The tentative specification of the required services is as follows:

| SN | Nature of Work | Number of Personnel / Area (Approx) |
|----|---|--|
| i | Housekeeping services of Hostels of the Central University of Jammu | Boys & Girls Hostels (Sainik Colony) : 50,000 sq. ft ----- *Total Area (Approx) : 50,000 sq. ft. External pathways and surroundings in addition to above mentioned area. |
| ii | Housekeeping services of University Campus Bagla, District Samba | Permanent Campus at village Bagla, Distt. Samba *Total Area (Approx) : 2,07,539 sq. ft. External pathways and surroundings in addition to above mentioned area. |

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

49. **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. | Rs. 500/- (Rupees five hundred) per person per day |

Registrar

Encl:

| | |
|--|----------|
| Annexure-A: Covering Letter | (1 page) |
| Annexure-B: Declaration Form | (1 page) |
| Annexure-C: Technical Bid | (1 page) |
| Annexure-D: Financial Bid | (1 page) |
| Annexure-E : Bid Security Declaration Form | (1 page) |

Femd**Schedule of e-Tender:**

| | | |
|----|---|-----------------|
| 1. | Published Date | 07.01.2022 |
| 2. | Bid Document Download / Sale Start Date | 07.01.2022 |
| 3. | Bid Submission Start Date | 07.01.2022 |
| 4. | Bid Document Download End Date | 28.01.2022 |
| 5. | Bid Submission End Date | 28.01.2022 |
| 6. | Bid Opening Date(Technical) | 28.01.2022 |
| 7. | Tender process fee (online mode) | Rs 5900.00 |
| 8. | EMD (online mode) | Rs. 2,00,000.00 |

SERVICE PROVIDER / AGENCY’S COVERING LETTER

(To be printed on Agency’s Letter Head and submitted in Technical Bid)

To

The Registrar
Central University of
Jammu Samba-181143

Sir,

Ref: Tender no: CUJ/EST/F.NO.21/2021/ Dated: 12.2021

After examining the conditions of contract and specifications described you in Notice Inviting Tender, we the undersigned intend to offer our services for the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall provide the services in accordance with, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance guarantee as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with its written acceptance thereof in the notification of award shall constitute a binding contract between both the parties.

Bid is properly prepared, sealed and submitted so as to prevent any subsequent alteration or replacement.

Dated thisDay of(The month and year)

Signature of Authorized Signatory
In capacity of Duly authorized to sign the bid for and on
behalf of.....

Annexure B

DECLARATION BY THE SERVICE PROVIDER

(To be printed on Agency's Letter Head and submitted in Technical 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 :

Technical Bid*(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 at Page No.) |
|---------|--|----------------------------------|--|
| i | Name of the Firm / Agency: | M/s. | |
| ii | Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc) | | |
| iii | Address: | | |
| | a) Office: | | |
| | b) Residence: | | |
| iv | Telephone / Mobile No. / E-mail address / Website address | | |
| v | Name of the Proprietor / Partner / Director | | |
| vi | Documentary Proof of : | | |
| | a) Valid Registration with State sale tax authority, certificate No. | Yes / No | |
| | b) Proof of incorporation inception of agency for supply of housekeeping 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 2018-19, 2019-20 & 2020-21 | Yes / No | |
| | g) Balance sheet for 2018-19, 2019-20 & 2020-21 | Yes / No | |
| | h) GST clearance certificate for the period ending 31.03.2021 | 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 2018-19 | | |
| | k) Annual turnover for financial year 2019-20 | | |
| | l) Annual turnover for financial year 2020-21 | | |
| vii | Earnest Money Deposit (EMD) details | | |
| | a) Amount of Earnest money | | |
| | b) Name of the Drawer and Drawer Bank | | |
| | c) No. and Date of the Bank Draft | | |
| | OR | | |
| | Bid Security Declaration Form | | |

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 :

Annexure-D(i)**Financial Bid****Amount quoted:** (To be filled by the agency and must be submitted to CUJ along with the bid)**Quotation for University Campuses at Jammu city for 50,000 sq. ft:**

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

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

Quotation for University Campus at Rahya-Suchani (Bagla), District Samba: 2,07,539 sq. ft.

| Sl. No | Name of the Office & Address | Area in Sq. Foot (Approx) | Monthly rate per Sq. Ft. including all taxes, charges, man & machine | Monthly Amount Rs. | Proposed number of manpower by the firm |
|--------|--|-------------------------------|--|--------------------|---|
| 1. | University Campus | 2,07,539 sqft | | | |
| 2. | Cost of monthly material for University Campus | For approx 2,07,539 sqft area | -- | | _____ (including supervisor) |
| 3. | Total (Rs. in words) | -- | -- | | --- |
| 4. | Total (Rs. in figure) | -- | -- | | --- |

Financial BID (for Housekeeping services)**Annexure-D (ii)****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:

Minimum Quantity to be quoted:-

| Sl. No | Particulars of the cleaning material | Monthly quantity quoted for hostels at Jammu City (50,000 sq. ft.) | Monthly quantity quoted for Campus at Samba (2,07,539 sq. ft.) | Estimate unit cost of each item (including taxes & other charges) |
|--------|---|--|--|---|
| 1. | Hard brooms | | | |
| 2. | Phool brooms | | | |
| 3. | Vim (1 Kg.pkt.) (555 or vim brand) | | | |
| 4. | Acid for cleaning (1 litre) | | | |
| 5. | Floor duster of standard size | | | |
| 6. | Bucket (10 litre) | | | |
| 7. | Plastic Mugs (one litre) | | | |
| 8. | Urinal Cubes (400 Gram Pkt.) | | | |
| 9. | Naphthalene balls (50 Grams Each) | | | |
| 10. | Cleanzo (5 litre Pkt.) | | | |
| 11. | Nylon Scrubber (Wiper) | | | |
| 12. | Toilet brushes | | | |
| 13. | Homocoal / Liquid Soap cleaner of reputed make (5 litre Pkt.) | | | |
| 14. | Phenyl / R-3 (5 litre Pkt.) Bengal Chemical / Ganda make / Taski) | | | |
| 15. | Odonil | | | |
| 16. | Soap Cake (Dettol) | | | |
| 17. | Table Duster | | | |
| 18. | Dettol Hand wash Bottle | | | |
| 19. | Colin Bottle/Glass Cleaning (1 ltr) | | | |
| 20. | Finit / Bayagon (5 litre) | | | |
| 21. | Finit Pump | | | |
| 22. | Room Freshener | | | |
| 23. | Pochha (Jute Cloth) | | | |
| 24. | Brasso | | | |
| 25. | Dustbins (plastic) | | | |
| 26. | Harpic | | | |
| 27. | Any other items necessary for satisfactory cleaning, pl. mention. | | | |
| 28. | Total Cost of items above for one month | | | |

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

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

Bid Security Declaration

To

Ref: Tender document No..... dated

We, the undersigned declare that: We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in CUJ for a period of 3 years from the date of opening of Bid. If we are in breach of our obligation(s) under the bid conditions, because we :

After having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

- 1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No. OR
- 2) We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon :

- 1) Our receipt of your notification to us of the name of the successful bidder or
- 2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this _____ day of _____

For and on behalf of M/s. _____ Address :

Signature

Name

In the capacity of (DULY AUTHORISED TO SIGN THE BID)

PROFORMA FOR CHECKLIST DOCUMENTS

| SN | Particular | Reply | Pg. no. of Document |
|-----------|--|--------------|----------------------------|
| 1 | Name of the Agency | | |
| 2 | Detail of Earnest Money Deposit Amount..... DD No. Date..... Bank..... | | |
| 3 | Date of Incorporation or registration of the Agency (Copy of Registration Certificate) | | |
| 4 | Office address of the Agency including Phone No. of Persons to be contacted | | |
| 5 | Whether registered with all concerned govt. auth. ESI/EPF/Service Tax/ Labour Commr./S. Tax etc.) | | |
| 6 | PAN Number of the Agency (Copy to be enclosed) | | |
| 7 | GST Number (Copy to be enclosed) | | |
| 8 | An Affidavit attested by Notary on a Stamp paper of appropriate value to this effect, that company has not been blacklisted or banned for their business dealings with Government Departments. | | |
| 9 | Experience in dealing with Educational Institutions. (Copy of work order or relevant documents to be enclosed). | | |
| 10 | List of other clients | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Signature of the
authorized signatory of
the Service Provider /
Agency with seal of the
Firm**

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) 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 | 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. Abhishek +917903269552**
- 3. Mr. Anand +919650970101**