

**UNIVERSITY OF KERALA**  
**Palayam, Thiruvananthapuram, Kerala – 695034**  
**Tel: 0471-2386228, 2386215, Fax: 0417-2307158, E-mail: regrku@gmail.com**

**TENDER DOCUMENT**

Category : Two-Bid Tender

Name of the Item : Sweeping/cleaning of Senate House Campus

Tender No : Ad.BI(2).830/2015/001

Issue Date : 23.11.2016

Closing date & time for submission : 20.12.2016 at 3:00 PM

EMD Amount : Rs 10,000/-

Opening Date & Time : 20.12.2016 at 4:00 PM

**Sd/-**  
**REGISTRAR**

**UNIVERSITY OF KERALA**  
**Palayam, Thiruvananthapuram, Kerala – 695034**  
**Tel: 0471-2386228, 2386215, Fax: 0417-2307158, E-mail: regrku@gmail.com**

To  
All Interested Bidders

**INVITATION OF TENDER**

Sealed Tenders are hereby invited by the Registrar, University of Kerala from the interested and eligible bidders for carrying out the sweeping & cleaning of Senate Hall campus & buildings therein of the University under the terms and conditions and schedule of requirements and specifications mentioned in the following Tender Document in the manner prescribed. In case any clarification is required, the prospective bidder may visit website of the University [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in) or contact the Section Officer, Ad.BI Section.

**Contents**

- 1) Chapter – 1 : Instructions to Bidders
- 2) Chapter – 2 : Conditions of Contract
- 3) Chapter – 3 : Schedule of Requirements
- 4) Chapter – 4 : Scope of Work
- 5) Annexure A : Proforma for Commercial Bid
- 6) Annexure B : Proforma for Price Bid
- 7) Annexure C : Model Bank Guarantee Format for Furnishing PBG

**CHAPTER – 1 : INSTRUCTIONS TO BIDDERS**

**1.1. Eligibility Criteria**

- 1.1.1 The bidder shall be a registered firm, society or a company. Proof of registration/incorporation shall be submitted along with the bid.
- 1.1.2 Credentials: Bidders may preferably have proven track record for providing similar type of services and shall submit copies of successfully executed contracts (at least 3) during the last 3 years.
- 1.1.3 The contractor shall have valid PAN number and Service Tax Registration Number and submit a copy of each of the PAN Card and Service Tax Registration.

**1.2. Submission of Bids**

- 1.2.1 Price of the Bid Document: This tender document is free of cost.
- 1.2.2 Availability of Bid Document: This Bid Document can be downloaded from the website of the University of Kerala [www.keralauniversity.ac.in](http://www.keralauniversity.ac.in)

- 1.2.3 Bids shall be valid at least for 90 days from the date of closing
- 1.2.4 The bidder is required to deposit Earnest Money Deposit as mentioned in the 1<sup>st</sup> page of this document by Demand Draft in favour of the Finance Officer, University of Kerala payable at Trivandrum along with the bid. The validity of EMD shall be till the date of validity of quotation.
- 1.2.5 Bidders must submit their bids in the following manner:
- 2.5.1 One sealed envelope containing the Commercial Bid
  - 2.5.2 One sealed envelope containing the Price Bid
  - 2.5.3 One sealed envelope containing the EMD payment
- All the above three envelopes shall be superscribed with Commercial Bid / Price Bid / EMD respectively and with Tender Reference Item / Service for which tender is submitted and closing date.
- All the above three envelopes shall be put in another common envelope, which shall be subscribed with Tender Reference Item / Service for which tender is submitted and closing date.
- 1.2.6 The sealed bids which are not submitted with proper tender number and due date shall be liable to be rejected.
- 1.2.7 The Commercial Bid of the bidder shall be in the proforma (printed in the letter-head of the bidder) at Annexure A of this tender document. It shall also contain the documents as specified in the proforma.
- 1.2.8 The price bid of the bidder shall be in the proforma (printed in the letter-head of the bidder) at Annexure B of this tender document. It shall also contain the documents as specified in the proforma.
- 1.2.9 All pages of Bids / Bid Documents must be duly ink-signed by the authorised signatory except printed literature / leaflets.
- 1.2.10 A copy of this tender document signed by the authorised signatory of the bidder with their seal shall be enclosed along with the Commercial Bid as a token of having accepted the terms and conditions of the contract.
- 1.2.11 Bids complete in all respects will be addressed to:

The Registrar, University of Kerala,  
Palayam, Thiruvananthapuram – 695034

The bids may be sent either by Speed Post / Courier or submit directly to the Registrar's Office

### **1.3. Opening of bids**

- 1.3.1 All the tenders received up to the time and date of opening will only be considered for opening and tenders received late shall not be considered under any circumstances. The Commercial Bids and the EMD shall be opened on the tender opening day as mentioned at page 1 of this tender notice at the Registrar's Office in the presence of bidders. Bidders or their duly authorized representative may witness the opening of tenders on the bid opening day. No separate intimation will be sent to bidders in this respect, unless there is a change.

- 1.3.2 Commercial Bids will be evaluated by a committee convened by the Registrar. Those bidders who have been approved by the committee after their evaluation shall be sent a communication about the date, time and venue of opening of Price Bid for nominating their representative to attend the opening of price bids.
- 1.3.3 The EMD is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends or derogates from the tender in any respect within the period of validity of the tenders.

#### **1.4. Results of Tender Evaluation**

- 1.4.1 The results of tender evaluation will be published in the website of the University once the Work Order is placed on the successful bidder.
- 1.4.2 The EMDs of unsuccessful bidders will be returned without any interest, after the expiry of the final tender validity period but not later than 30 days after issue of Work Order and its acceptance by the successful bidder.
- 1.4.3 The successful bidder shall submit a Performance Bank Guarantee (PBG) @ 10% of the annual quoted amount along with order of acceptance ie. by sending a signed and stamped copy of the Work Order within one week of the placement of Work Order. An Agreement has to be executed between the University and the successful bidder on a 100 Rupee non-judicial stamp paper (or at the rates in force), expenses for which have to be borne by the successful bidder. EMD of the successful bidder will be returned without any interest on submission of Order of Acknowledgement and PBG by the successful bidder.
- 1.4.4 Payment shall be released on monthly basis on submission of a pre-receipted bill in triplicate in the name of Registrar, University of Kerala, Thiruvananthapuram immediately after making payment to the deployed personnel but not later than 10<sup>th</sup> of every month along with the required documents.
- 1.4.5 Payment will be released within 30days, if all the documents submitted and service rendered are proper / satisfactory as per the contract.
- 1.4.6 Payment will be made by cheque / electronic mode. In case of electronic mode, the successful bidder shall submit the bank account details namely, (i) Name and address of the organization (ii) Name of the Bank and Branch, (iii) Account Number, (iv) Account Type, (v) IFSC / NEFT Code, (vi) Bank Code, (vii) MICR Code along with a cancelled cheque leaf or copy of a cheque leaf.

#### **1.5. Disputes**

In case of any dispute, the decision of the Registrar, University of Kerala shall be final and binding on the bidders.

### **CHAPTER – 2 : CONDITIONS OF CONTRACT**

- 2.1. The persons employed by the contractor shall be paid wages not less than the wages prescribed under the Minimum Wages Act.
- 2.2. The workers of the contractor shall be covered under ESI, EPF and a copy of ESI and EPF Deduction Certificate shall be enclosed along with the monthly bills submitted by the contractor.
- 2.3. The contractor shall, at their cost, supply necessary uniforms – etc. to the workers deployed by them.

- 2.4. The contractor shall employ only adult labour and manpower employed shall be as per the Chapter – 3 of this Tender Document.
- 2.5. Income Tax @ 2% or as amended from time to time by Income Tax Department will be deducted from the payment made to the contractor.
- 2.6. The contractor shall be liable to deal and settle all kinds of problems of labour and the matter related with labour unions etc, including financial compensation, if any.
- 2.6(a) There shall not be worker-employer relations between the workers employed by the contractor and the University. The contractor shall be liable to deal and settle all kinds of problems of labour and the matter related with labour unions etc, including financial compensation, if any.
- 2.7. The University will not be responsible for any accident, injury or death of the deployed persons by the contractor. Any claim arising out of the discharge of the duties assigned to them shall be settled by the contractor only.
- 2.8. The workers deployed shall mark their attendance on book/bio-metric device at Senate Hall Campus of the University. In case of bio-metric attendance, a self-attested copy of the Aadhaar Card, a passport size photo, mobile number and email Id of each worker deployed shall be submitted to the University. This shall be ensured by the contractor.
- 2.9. Apart from this, manual attendance data for every month duly signed by the Field Officer shall be submitted to the University.
- 2.10. The successful bidder shall sign an agreement with the University as per the Clause 1.4.3 in Chapter – 1 of this Tender Document. The contract will be valid for a period of one year.
- 2.11. The University reserves the right to make deduction in the salary and for the termination of the contract forthwith if the performance of the contractor-firm is found to be unsatisfactory during its currency by issuing a notice of termination of the contract of the agency.

### **CHAPTER – 3 : SCHEDULE OF REQUIREMENTS**

#### **3.1. Services coverage for**

The entire Senate House campus (demarcated with compound wall) with buildings, office appliances and furniture items contained therein on all days including National Holidays throughout the contract period as per Chapter – 4.

#### **3.2. Manpower required**

Adequate number of workers should be employed for work on all working days. The deployed workers shall be bonafide citizens of India having sound mental & physical health, eye-sight and sufficient knowledge for understanding instructions in Malayalam.

#### **3.3. Age Limit**

18 to 65 years

#### **3.4. Statutory Requirements**

Statutory requirements regarding minimum wages, EPF, ESI, Service Tax – etc. shall be strictly adhered by the contractor.

## **CHAPTER – 4 : SCOPE OF WORK**

- 4.1. Sweeping work involves sweeping of all rooms / halls / corridors / lounges / verandahs of the buildings in which different offices / institutes / centers / departments / guest houses / Health Centre / Senate Hall / Senate Chamber / conference halls / go-down / stores governed by the University function in the Senate House Campus.
- 4.2. The sweeping work is to be done on all working days. However the sweeping and cleaning of the Senate hall, the Senate Chamber, the Syndicate room and the Conference hall of academic bodies need be carried out only when meetings are to be held in these halls, at the instruction of the concerned officers/sections. The contractor-agency should be prepared to carry out the sweeping and cleaning of the venue of meetings at short notice.
- 4.3. All toilets and wash-basins, in the buildings specified in clause 4.1, should be cleaned on all working days using brush and detergent. Sufficient quantity of disinfectant/lotion should also be used for the cleaning.
- 4.4. Adequate number of workers should be employed for work on all working days. If the number of workers engaged in a particular day falls below the minimum stipulated, proportionate deduction will be made from the amount payable to the agency for that month.
- 4.5. The following items of cleaning work should be done at least once in a month:
  - 4.5.1 Cleaning of fans, lights, tube lights etc.
  - 4.5.2 Cleaning of window-panes, wooden panels of doors, windows etc.
  - 4.5.3 Clearing of cobweb on the walls and ceilings of rooms, verandahs etc.
- 4.6. Cleaning and sweeping of rooms, toilets and washbasins should commence at 9:00 a.m. and the services of sufficient number of workers must be available till 4:00 p.m.
- 4.7. The services of a cleaner should be made available in the dining halls between 11:00 a.m and 2:00 p.m. on all working days for cleaning the dining tables and the floor of the dining halls as and when required during lunch time so that the dining tables are kept clean for use during this time and the floors neat and tidy.
- 4.8. Materials for cleaning viz., brooms, toilet-brushes, detergent, disinfectant, lotion etc., should be provided (to the workers) by the contractor agency at their own expense.

**Annexure – A**

COMMERCIAL BID IN RESPONSE TO

TENDER NO: \_\_\_\_\_

Bidder's Quotation Reference Number :

Quotation Date :

Sl. No.	Details	Document to be attached
1.	Contract Labour License No.	
2.	PAN No.	Copy of PAN Card
3.	Service Tax Regn. No.	Copy of Service Tax Registration.
4.	EPF Regn. No.	Copy of letter from EPFO
5.	ESI Regn. No.	Copy of letter from ESIC.
6.	Name of the 3 organizations where similar services were provided by the bidder during the last 3 years	Copies of the PO/WO along with order acknowledgements attached.
7.	EMD details	
8.	Date of Validity of Quote	
9.	Number of persons deployed	

Apart from the above documents, the following documents are also to be enclosed along with this commercial bid.

1. A copy of the tender document duly signed by the authorized signatory of the bidder with company's seal, on all pages as a token of having accepted the terms and conditions of the tender notice.
2. Copy of the latest Notification of the Kerala Government on Minimum Wages for Sweeping/Cleaning.
3. Bank Account Details duly signed by the authorized signatory of the bidder, as mentioned in clause 4.6 along with a canceled cheque leaf or a photo copy of a cheque leaf.

Signature of the Authorized Signatory of the bidder

Name .....

Designation .....

Landline Number .....

Mobile Number .....

Fax Number .....

Email Id .....

**Annexure – B**

PRICE BID IN RESPONSE TO

TENDER NO: \_\_\_\_\_

Bidder's Quotation Reference Number :

Quotation Date :

SL. NO.	PARTICULARS	AMOUNT /Rs
1.	Wages (including VDA, employer's contribution of EPF, and ESI) for workers	
2.	Service Charges etc.	
3.	Total	
4.	Service Tax @ 15% (or at the rates in force at the time of quoting) on the amount at S.No.3 above	
5.	Gross Amount per month (3+4)	
6.	Annual Gross Amount (Amount at S. No. 5X12)	

The above price-bid is valid till .....

Signature of the Authorized Signatory of the bidder

Name .....

Designation .....

Landline Number .....

Mobile Number .....

Fax Number .....

Email Id .....



**Annexure – C**

MODEL BANK GUARANTEE FORMAT FOR FURNISHING PBG

To

The Registrar,  
University of Kerala.

WHEREAS .....<name and address of the supplier>....., hereinafter called “THE PROVIDER”, has undertaken in pursuance of contract no: ..... dated ..... to provide .....<description of services>, hereinafter called “THE CONTRACT”;

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified herein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give THE PROVIDER such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of THE PROVIDER upto a total of .....<amount of the guarantee in words and figures>, and we undertake to pay you, upon your first written demand declaring the supplier to be in the default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and THE PROVIDER shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ..... 20.....

.....  
Signature of the authorized officer of the Bank

.....  
Name and designation of the officer

.....  
.....  
.....

Seal, name & address of the Bank and address of the Branch