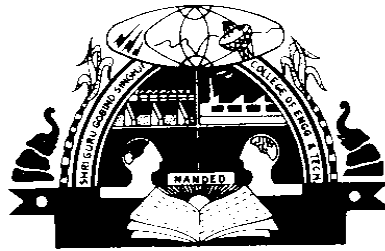


FOR AUTHORIZED USE ONLY

**SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,  
VISHNUPURI, NANDED – 431 606**



**TENDER DOCUMENTS**

*For*

**PROVIDING SUPPORT SERVICES WITH MATERIAL FOR HOUSE KEEPING  
WORK OF THE INSTITUTE CAMPUS**

**NAME OF AGENCY:** \_\_\_\_\_

**AGREEMENT No. :** \_\_\_\_\_

## **A) DETAILED TENDER NOTICE**

### **1) INVITATION OF TENDER:**

Online tenders are invited by the Director, on behalf of Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded, for **“Tender for providing support services with material for housekeeping work of the institute campus.”**

### **2) DETAILS OF WORK:**

Online tenders are invited by the Director, Shri Guru Gobind Singhji Institute of Engineering & Technology Vishnupuri, Nanded, for the following work from Govt. Registered Contractor or Agencies. The name of work, earnest money, security deposit, period of work etc. are as under.

1	Name of Work	: <b>Tender for providing support services with material for housekeeping work of the institute campus.</b>
2	Name of contractor:	:
3	Date of Receipt of Tender	: Online As per tender schedule
5	No. and date of work order	:
6	Amount of Contract	: Rs.
7	Tender cost	: Non refundable price of <b>Rs.5000/-</b> to be paid online
8	Earnest Money Deposit	: Rs. <b>1,00,000/- ( Rs.One lakhs only)</b> to be paid online (for details see D) clause 2)
9	Security Deposit	: 5.0 % of awarded contract value
10	Initial Security Deposit	: 2% of the contract value (inclusive of Earnest Money Deposit) to be deposited within SEVEN days of tender award
11	Balance Security Deposit	: 3% of the Contract value to be deducted from each Running Account Bill in the course of the work.
12	Validity of tenders	: The tender shall be valid for a period of 120 days after the date of opening of tender.
13	Period for Downloading Tender Forms	:Refer <b>Online schedule on portal</b> <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
14	Last date and time for online bid preparation and hash submission (technical and financial)	:Refer <b>Online schedule on portal</b> <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
15	Date and time for online bid data decryption and re-encryption (technical and commercial)	:Refer <b>Online schedule on portal</b> <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
16	Receipt of online EMD, Self-Declaration on plain paper in prescribed format given in Annexure I and Tender Document fees, to be paid online only via Payment Gateway mode/ TDR of Additional performance Security Deposit (If required)	Document Tender Fee and EMD to be paid via online mode only. Any type of exemption for E.M.D. will not be given or considered. The tenders not accompanied by an earnest money deposit shall be treated as “non-responsive” and may be rejected. The E.M.D. will be returned promptly to the unsuccessful tenders.
17	Period of contract	: <b>One year</b>
18	Certified that this original Agreement contains	: <b>Pages 0 to 27 (No. of Pages:28)</b>

## 1) **E-TENDERING PROCEDURE**

### 3.1 ) **E-TENDERING PROCEDURE**

3.1.1 Tender should have valid class II/III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to [www.mahatenders.gov.in](http://www.mahatenders.gov.in) and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate.

3.1.2 For any assistance on the use of Electronic Tendering System, Users may call the number: **24x7 Help Desk Toll FREE No-18002337315**

3.1.3 Tender should install the Mandatory Components available on the Home page of [www.mahatenders.gov.in](http://www.mahatenders.gov.in) under the Section 'Mandatory Components' and make the necessary Browser Settings provided under section 'Internet Explorer Setting' <https://www.mahatenders.gov.in>

### 3.2) **PRE-REQUISITITES TO PARTICIPATE IN THE TENDERS PROCESSED BY SHRI GURU GOBIN SINGHJI INSTITUTE OF ENGINEERING AND TECHNOLOGY:**

### 3.3) **ENROLMENT AND EMPANELMENT OF CONTRACTORS ON ELECTRONIC TENDERING SYSTEM:**

The Contractors interested in participating in the Tenders of **Shri Guru Gobind Singhji Institute of Engineering and Technology** Process by using the Electronic Tendering System shall be required to enroll on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) the Electronic Tendering System to obtain user ID.

After submission of application for enrolment on the System, the application information shall be verified by the authorized Representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Contractor shall be approved. The Contractors may obtain the necessary information on the process of enrolment either form Helpdesk Support team or enroll directly on Web site [www.mahatenders.gov.in](http://www.mahatenders.gov.in)

### 3.4 **OBTAINING A DIGITAL CERTIFICATE**

The Digital Certificates are issued by an approved Certifying Authority Authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data/ information for a particular Tender may be submitted only using the Digital Certificate which is used to encrypt the data during the Bid Preparation. In case, during the process of preparing and submitting bid for a particular Tender, the Contractor loses his/her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he/she may not be able to submit the Bid online. Hence, the User are advised to store his / her Digital Certificate secure and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate/power of attorney to that User to submit the bid on behalf of the partnership Firm. The partnership firm has to authorize a specific individual by an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner is required to authorize in the same form.) to use the digital certificate as per Indian Information Technology Act, 2000.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authorized User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Government of Maharashtra as per Indian Information Technology Act, 2000. The Digital Signature of this Authorized user will be binding on the Firm. It shall be the responsibility User changes, and apply for a fresh Digital Signature

Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant. For information of the Process of application for obtaining Digital Certificate, the Contractors may visit the section 'Digital Certificate' on the Home Page of the Electronic Tendering System.

### **3.5 RECOMMENDED HARDWARE AND INTERNET CONNECTIVITY**

To operate on the Electronic Tendering System, the Contractors are recommended to use computer System with at least 1 GB RAM and broadband connectivity with minimum 512 kbps band width, Windows 7.0, Java 6.10 and I.E.7.0 and above.

To operate on the Electronic Tendering System of Government of Maharashtra, the Computer System of the Contractors is required be set up. The Contractors are required to install Utilities available under the section Mandatory Installation Components on the Home Page of the System. The utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the E-Tendering Toolkit for Bidders available online on the Home Page to understand the process of setting up the system, or alternatively, contact the Helpdesk support Team on information/guidance on the process of setting up the System.

### **3.6) STEPS TO BE FOLLOWED BY CONTRACTORS TO PARTICIPATE IN THE E- TENDERS PROCESSED BY MAHATENDERS**

#### **3.6.1 PREPARATION OF ONLINE BRIEFCASE**

All Contractors enrolled on the Electronic Tendering System of Government of Maharashtra are provided with dedicate briefcase facility to store documents / files in digital format. The Contractors can use the online briefcase to store their scanned copies of frequently used documents / files to be submitted as a part of their bid response. The Contractors are advised to store the relevant documents in the briefcase before starting the Bid Preparation and submission stage. In Case, the Contractors have multiple documents under the same type (e.g. multiple Work Completion Certificates) as mentioned above, the Contractors advised to either create a single pdf file of all the documents of same type or compress the document in a single compressed file in .zip or .rar formats and upload the same.

It is mandatory to upload the documents using the briefcase facility. Therefore, the Contractors are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

**Note: Uploading of documents in the briefcase does not mean that the documents are available to Shri Guru Gobind Singhji Institute of Engg. & Tech. Vishnupuri, Nanded at the time of tender Opening stage unless the documents are specifically attached to the bid during the online Bid Preparation as well as during Decryption.**

#### **3.6.2 ONLINE VIEWING OF DETAILED NOTICE INVITING TENDERS**

The Contractors can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by SGGGS Nanded on the e-tendering Portal on <http://www.mahatenders.gov.in> under the **Organization Shri Guru Gobind Singhji Institute of Engineering and Technology.**

#### **3.6.3 DOWNLOAD OF TENDER DOCUMENTS**

The Pre-qualification / Main Bidding Documents are available for free downloading. However to participate in the online tender, the bidder must purchase the bidding documents online

#### **3.6.4 ONLINE BID PREPARTION**

Submission of Bids will be preceded by online bid preparation and submission of the digitally signed within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering authority of SGGGS Nanded. In the Upload able document type of templates, The Contractors are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

### **3.6.5 SHORT LISTING OF CONTRACTORS FOR FINANCIAL BIDDING PROCESS**

The Tendering Authority will first open the Technical Bid documents of all Contractors and after scrutinizing these documents will shortlist the Contractors who are eligible for Financial Bidding Process. The short listed Contractors will be intimated by e-mail.

### **3.6.6 OPENING OF THE FINANCIAL BIDS**

The Contractors must be present in the office of the Tender Opening Authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all Contractors shall be available on the SGGGS Nanded -Tendering Portal immediately after the completion of opening process.

### **3.6.7 TENDER SCHEDULE (KEY DATES)**

The Contractors are strictly advised to follow the Dates and Times allocated to each stage under the column "Contractor Stage" as indicated in the Time Schedule in the detailed tender notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule. At the sole discretion of the tender authority, the time schedule of the Tender stages may be extended.

#### **Schedule of e-Tender as follows:-**

Sr.No.	Details	Date	Time
1	Date of publication of e-tender	08/03/2018	11.00 AM
2	Date of commencement of sale of e-tender	08/03/2018	11.00 AM
3	Last date of sale of e-tender	26/03/2018	16.00 PM
4	Date of commencement of e-tender clarification	08/03/2018	11.00 AM
5	Last date of e-tender clarification	26/03/2018	15.00 PM
6	Pre-bid meeting.....	16/03/2018	13.00 PM
7	Date of commencement of tender submission	08/03/2018	11.00 AM
8	Last date of e-tender submission	26/03/2018	16.00 PM
9	Date of e-tender opening	28/03/2018	12.00 PM

## **2) MODE OF SUBMISSION OF TENDER:**

01. The bidders are required to submit duly filled Technical Bid and financial Bid **online only**. The bidder will be shortlisted on the basis of their competence after opening the Technical Bid. The financial bid of only those bidders who are short listed on the basis of **online** technical bid will be opened and the bid with lowest quotation amongst the open bids will normally be approved.
02. For the last date of receipt of sealed tender may be checked from online key schedule.
03. The tender will be opened as per online schedule.
04. The tender details are also available at Notice Board of Site Office of this Institute
05. This office reserves the right to postpone/and/or extend the date of receipt, opening of bids or to withdraw the same without assigning any reason thereof.
06. The contractors are required to submit the bids only after satisfying each and every condition laid down in the terms and conditions.
07. The tenderer should put current postal address in Index on forwarding latter.

The tenderer while submitting the tender should submit the documents in two sealed envelope as below.

### 3) DOCUMENT TO BE SUBMITTED

#### 5.1 ENVELOPE NO 1: (TECHNICAL BID - DOCUMENTS)

Sealed Envelope No.1 i.e. **Technical Bid** should contain scanned copy of following documents. Bidder should upload the same

Document No.	Details of document (scanned copy) to be uploaded	No. of pages
1	Forwarding letter on letter pad enlisting following documents with No. of Pages.	
2	Valid certificate of Registration under Shop and Commercial Establishment Act 1948 duly renewed.	
3	Valid registration certificate under Employees Provident Fund Misc. Provisions Act 1952	
4	Valid Registration certificate under Employees State Insurance Act.	
5	Valid PAN Card No. of the Bidder Company / Firm.	
6	Valid License from labour commissioner to employ contract labour under contract labour (R&A) Act.	
7	Valid GST Registration Certificate.	
8	Valid Professional Tax Registration Certificate	
9	Income tax assessment copies for the last three financial years.	
10	ISO Certificate.	
11	Valid Completion Certificate <b>for a single Housekeeping work</b> costing not less than <b>Rs. 2.00 Lakhs per month without tax</b> for Housekeeping work in last five financial years (i.e.2012-13, 2013-14, 2014-15, 2015-16, and 2016-17) and up to the date of publishing the tender from Government/ semi Government department shall be eligible and only such offers shall be opened.	
12	Certificate issued by the Chartered Accountant of average turnover should be <b>50 lakhs</b> and above for the last three financial year <b>(i.e. 14-15, 15-16, 16-17)</b> in the respect of providing man power services. Turn over certificate for each financial year should be attached separately.	
13	Bank solvency certificate not less than 25 lakhs.	
14	The contractor shall submit an affidavit (As per format given in this tender) regarding completeness correctness & truthfulness of documents and statement submitted in Cover No. I	
15	<b>Scanned copy of</b> Partnership Deed / Certificate of Registration in case of Pvt. Ltd. Co. with list of Directors, their name and address with telephone numbers, If the tenderer is partnership firm or Private Ltd. Co., Power of Attorney / Resolution of Board of Directors for authorized signatory. (If applicable)	
16	FORMAT-A	
17	FORMAT-B	

Note 1 **All the documents from Sr. No. 1 to 17 shall be given by contractor in Cover No. I correctly and completely otherwise his Cover No. II will not be opened. Even though the Bidders meet the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the Statements, attachments submitted in proof of the qualification requirements.**

## 5.2 ENVELOPE No. 2: (FINANCIAL BID-TENDER)

Sealed **Envelope No.2.** must contain following documents.

The second cover “ENVELOP No.2” shall contain only the main tender (**Online filled tender documents i.e. finance bid**). The Tenderer should quote his offer in terms of **Item rates** at the appropriate place of B.O.Q. template to be submitted online only in “ENVELOP No.2”. He should not quote his offer anywhere directly or indirectly in “ENVELOP No.2”. His tender shall be unconditional.

## 5.3 OFF LINE SUBMISSION

All documents are to be submitted online only including tender fee and EMD. No document will be accepted offline.

## 6.0 ELIGIBILITY CRITERIA AND REQUIREMENTS:

- (a) The contractor shall submit an affidavit (**as per format given on Page No.18**) regarding completeness, correctness and truthfulness of documents submitted in Cover No. I.
- (b) All the documents from Sr. No. **1 to 17** shall be given by contractor in Envelop No. II correctly and completely otherwise his Envelop No. II will not be opened even though the Bidder meets the above qualifying criteria; they are subject to be disqualified if they have made misleading or false representations in the Statements attachments submitted in proof of the qualification requirements.
- (c) The applicant must not have been at any time declared as insolvent or convicted for any offence by any Authority.
- (d) The applicant must not have been prosecuted or suffered any penalty for violation of any labour laws by any Authority.
- (e) The applicant should not have rescinded/abandoned any **House keeping and Maintenance contract or any other services awarded** by this **Institute** or any of his clients before the expiry of prescribed period of contract.
- (f) The applicants, who have already rendered such services at Institute, should not have any complaints against him from the Institute authority or the workers employed by him.
- (g) The applicant should neither be a sub-contractor to any other entity/ person nor has at any time sub-let contract awarded to the applicant to any other person.
- (h) The applicant does not suffer/ has not suffered any disqualification to render the House Keeping & Maintenance services at any time in respect of matters not enumerated herein.
- (i) The Contractors, will not be allowed to participate if their work records are impeccable and have complaints against him from the Institute authority or the workers employed by him.
- (j) The applicant should not be a party to any cartel at any time for processing any contract including the present Tender.
- (k) Any tender not complying with requirements/ conditions either wholly or partially shall be liable for rejection.

## **7.0 OPENING OF TENDERS**

Following procedure will be adopted for opening of the Tender.

### **(A) ENVELOP NO. I: (TECHNICAL BID-DOCUMENTS)**

Envelop No.I of the tender will be opened on line to verify its contents as per requirements. If the scanned copies of various documents contained in this cover do not meet the requirements of the Department, a note will be recorded accordingly by the tender opening authority and the said tenderer's Envelop No. II will not be considered for further action and the same will be recorded.

The decision of the tender opening authority in this regard will be final and binding on the contractors.

### **(B) ENVELOPMENT NO. II : (FINANCIAL BID-TENDER)**

This Envelop no II shall be opened online after opening of Envelop No.I, only if contents of Envelop No.I are found to be acceptable to the Department. The quoted tender rates of the items in Schedule 'B' of BoQ shall then be read out from the template in the presence of bidders who remain present at the time of opening of Envelop No. II.

## **8.0 AWARD OF CONTRACT (TENDER ACCEPTANCE):**

Acceptance of tender will rest with the **Shri Guru Gobind Singhji Institute of Engg. & Tech., Vishnupuri, Nanded** who reserves the right to reject any or all tenders without assigning any reason therefore. The tenderer whose tender is accepted will have to enter in to a regular B-2 agreement within 10 days of being notified to do so. In case of failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited to the Institute and the offer of the tenderer shall be considered as withdrawn by him.

## **9.0 WHOM TO CONTACT:**

For any further information on the tender, The Site Engineer, Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded, may be contacted during working hours Office Ph. No. 02462-269171, 02462-269172.

## **10.0 VALIDITY PERIOD**

The offer shall remain open for acceptance for minimum period of **120 days** from the Date of opening of Envelop No. II (Financial Bid) and thereafter until it is withdrawn by the contractor by notice in writing duly addressed to the authority opening the tender and sent by Registered Post Acknowledgment due.



**B) GENERAL INFORMATION:**

- 1) The terms and conditions which will govern the contract made on behalf of the Institute are also enclosed.
- 2) The tenderers are instructed to read the enclosed Instructions. Terms & Conditions carefully before quoting the rates in the tender and comply with the same.
- 3) The tenderer should satisfy all the conditions and instructions, which are mentioned in the tender notice and in the pages of tender.
- 4) All the tenders are cautioned that the tender containing any deviation from the contractual terms and conditions, specifications or other requirements will be treated as “non-responsive” and rejected.
- 5) Alternative tenders are not acceptable.
- 6) Award is to be made to those tenders whose responsive tender is determined to be the lowest evaluated tender and who meets the appropriate standards of capacity and as per the existing Laws which are applicable and also fulfills the tender conditions.
- 7) The Director reserves the right with himself to delete any item or items or to increase or decrease of any item or items from the tender.
- 8) Immediately upon receipt of the tender documents, all tenderers are urged to submit a written request on matters where clarifications or additional information is desired with site engineer.
- 9) Corrections, if any, in the quotation should be duly authenticated with full signature. In case of any difference between the figures and the wordings, the wordings will be taken as the correct one.
- 10) The tenderers are advised to inspect the premises etc. where the services are required to be offered and assess for requirements themselves before submission of the tender.
- 11) The Director reserves the right to change the relevant dates; to accept or reject all or any of the applications; to accept any higher bid; or cancel all tenders without assigning any reasons whatsoever.
- 12) The applicant must furnish an appropriate declaration in respect of the terms and conditions mentioned herein along with the application form.
- 13) **The right to accept any tender or reject the lowest or any or all the tender/s from any or all the agencies without assigning any reason is reserved, with the Director.**

## **C) INSTRUCTIONS FOR TENDERERS:**

1. For filling the tender
  - 1.1 The tenderer should submit forwarding letter which consist of Index Table with list of documents attached.
  - 1.2 The tenderer should put his signature at the bottom of each page of tender document. If the tender is made by an individual it shall be signed with his full name. If the tender is made by a proprietary firm it shall be signed by proprietor above his name of his firm. If tender is made by a firm in partnership it shall be signed by all the partners of the firm above holding the power of attorney for the firm for signing the contract in which case a certified copy of the partnership deed, current address of the firm and the current address or all the partners of the firm shall also accompany the tender.
  - 1.3 All witness and sureties shall be persons of status and probity and their full name, occupations and address shall be started below their signature.
  - 1.4 No receipt for any payment alleged to have been made by an Contractor in regard to any matter relating to this tender or the contract shall be valid and binding on the Institute unless it is signed by the Director & Secretary of the Institute.

## **D) TERMS AND CONDITIONS OF CONTRACT:**

### **CLAUSE 01.**

**Tendered rates shall include all the taxes, levies, any other taxes, which are applicable as per the rules of Government of India and Govt. of Maharashtra, excluding Goods and Service Tax.**

### **CLAUSE 02. Earnest Money Deposit (E.M.D.)**

- 2.1 Ernest money as stipulated in the tender shall accompany each tender. The EMD shall remain deposited with the Institute for a period of at least 180 days from the date of opening of the tender.
- 2.2 The EMD shall be refunded to the unsuccessful tenderer only after finalization of the contract. No interest shall be payable by the Institute on EMD.
- 2.3 The EMD is liable to be forfeited if the tender withdraws or amends or derogates from the tenderer, any condition in any respect within the period of validity of his offer.
- 2.4 The EMD of the successful tenderer will be adjusted towards the security deposit.
- 2.5 If, after submitting the tender, the contractor withdraws his offer or modifies the same, or if after the acceptance of his tender the contractor fails or neglects to furnish the balance amount of security deposit the Institute shall be entitled to forfeit the full amount of earnest money deposited by him.

### **CLAUSE 03. Security Deposit:**

- 3.1 Amount of **Security Deposit is 5% of annual tender cost.** The successful tenderer will be required to deposit 50 % of SD at the time of agreement and balance amount is deducted from every running bills with equal installments for 12 calendar months.
- 3.2 After completion of one year of contractual period if contract extended further, the installment of SD will be same as per clause 3.1 and will be deducted from each running bills for next contractual period. Total deposit will be refunded after one month only on successful completion of the agreement period. No interest will be payable on this security

deposit. The EMD of the successful tenderer will be adjusted to such Security Deposit, allowing the tenderer to deposit the balance amount.

- 3.3 Security deposit shall not be accepted in the form of bank guarantee, FDR etc.
- 3.4 The Security deposit less any amounts due under the clause No. (04) "Recoveries" shall be returned to the agency after end of the contract without interest on amount and subject to officer in-charge certifying that no liability attaches to the Contractor/agency.
- 3.5 The security deposit or part of security deposit as decided by Director will liable to forfeit in the event of non-fulfillment of terms and conditions by the tenderer or contract is terminated due to bad workman ship or non fulfillment of items in Schedule "B". Any loss from the bad services of the Contractor as determined by the authority is recoverable for security deposit.
- 3.6 If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

#### **CLAUSE 04. Recoveries:**

Any recovery advised by the Institute shall be recovered from any bill or money retained in the form of security deposit.

#### **CLAUSE 05. Submission of Bills & Payments:**

- 5.1 The bills of the Contractor will be paid monthly after the successful completion of one month of the work, subjected to submission of the bill supported with the satisfactory work report from the Department concerned.
- 5.2 The payment will be made within 3 weeks from the date of submission of the bill along with supporting documents subjected to clarification of satisfactory work done by the Department Concerned.
- 5.3 **The contractor shall submit its monthly bill on or before 5<sup>th</sup> day of succeeding month along with Statutory Compliance Report (As per Annexure-I) and necessary supporting documents.**
- 5.4 **SGGS Institute shall have a right to withhold the payment of monthly bill in case the Contractor fails to produce a proof of the payments made by them to the employees deployed by them and statutory compliance as mentioned in the Annexure-I. The contractor shall in no case, withhold the payments due to their employees for any reasons, whatsoever, including that on account of non-clearance of its bills by the Institute.**
- 5.5 All payments to the agency shall be made through crossed Account Payee cheques / NEFT /RTGS.

#### **CLAUSE 06. Deductions:**

Payment, as in clause 05 above, shall be subjected to deductions of any amount for which the contractor is liable under the contract against this tender or taxes as per rules of State and Central Government wherever applicable.

#### **CLAUSE 07. Acceptance of tender:**

**The right to accept any tender or reject the lowest or any or all the tender/s from any or all the agencies without assigning any reason is reserved, with the Director.** Acceptance of tender will be communicated by a formal acceptance letter. No intimation will be given to the unsuccessful tenderers.

**CLAUSE 08. Contractor Period and Extension:**

Ordinarily the contract is for one year. In this year, if work is found satisfactory, after further review and evaluation, can be renewed further for one more year each time, subject to maximum of two such extensions on the same terms and conditions subject one month advance consent by both the parties prior to the termination of the Contract. However, in case of bad or non-performance, The Director, S.G.G.S. Institute of Engineering & Technology, Vishnupuri, Nanded may put an end to the agreement at any time during the course of the contractual period by giving fifteen days' notice to the contractor. Also the contractor can request for termination of contract with a note of 30 days.

**CLAUSE 09: Safety Provisions and Accidents:**

- 9.1 The contractor shall take all the necessary precautions while working and safeguard the institutes property, Institutes employees and adjacent property.
- 9.2 The contractor shall carry out at his own expense the arrangement of entire work having full regard for the safety of the workers working at site. All safe practice shall be strictly adhered to by the contractor like providing gloves when handling sharp objects, acid, chemicals, etc. The contractor shall educate all his workmen regarding following safe working practices. He shall provide first aid boxes at site In spite of observing safe methods.
- 9.3 The contractor shall insure his labours under suitable and approved insurance scheme. If any worker is injured or rendered partially / permanently disabled/ indisposed due to any reason such as accidents, fire, ill health etc. during the period of their service, it would be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such persons as per the relevant labour laws including all medical expenses, legal expenses etc. In case of the dispute between the contractor and his workers / labours Institute shall not be responsible for any type of settlement inside and outside the court of law. It shall be sole responsibility of the contractor to resolve the issue. Institute does not hold any responsibility in the regard whatsoever.
- 9.4 The contractor should make necessary safety protection for the person working in manhole.

**CLAUSE 10. : Default by Contractor:**

If the Contractor / agency shall neglect or fail to proceed with the works with due diligence or violate any of the provisions, terms and conditions of the contract, the Director or Officer-in-charge may give the contractor/agency a notice identifying deficiencies in performance and demanding corrective action.

If the Contractor fails to take satisfactory corrective action within fifteen days after the receipt of the notice, the Director will terminate the contract in whole or in part. In case the entire contract is terminated, the amount of security deposit together with the value of work done but not paid shall stand forfeited to the Institute.

**CLAUSE 11. Workmen Employed by Contractor:**

- 11.1 Appointment of minors is strictly prohibited. Therefore the age proofs of all workers along with their photos, Bio-data and credentials will have to be submitted upfront by the contractor to the Site Engineer. If any worker is found unsuitable by Site Engineer, the contractor shall replace that person forthwith, with a suitable substitute.
- 11.2 Above contract is placed temporarily and no liability lies with the Institute for regulation of worker's/ Supervisor provided by Contractor.
- 11.3 Any worker suffering from any ailment should be quarantined or replaced.

- 11.4 Consumption of alcohol, misbehavior and obnoxious by the workers are strictly prohibited and liable for exemplary penalty and/or expulsion. The onus of its strict implementation lies on the contractor.
- 11.5 An attendance sheet as prescribed by the Site Engineer will be submitted to institute administration daily, by the contractor, duly signed by all the workers with their entry and exit time.
- 11.6 The workers, supervisor or other persons deployed by the agency shall have to carry with them Identity card duly issued by the agency for our checking and satisfactions.
- 11.7 The contractor/Agency shall furnish to the Director information of workers/Supervisors employed by him immediately after accepting the work order and subsequent in the interval of two months.
- 11.8 The Institute will not provide any housing facility to any worker or any other person. The Contractor / agency have to make their own arrangements. Institute will help in setting up of site office.
- 11.9 The Contractor should have to make the insurance of all the workers working in the Institute under this contract.
- 11.10 The Contractor / agency will have to maintain muster roll and submit it as and when asked by the competent authority of the Institute.
- 11.11 This contract is placed temporary and no liability lies with the Institute for regulation of worker's/ supervisors / security persons provided by you.

**CLAUSE 12. Sub-letting:**

The Contractor / agency shall not sub-let any portion of the contract without the written permission of the Director.

**CLAUSE 13. Notice and Instructions:**

The Contractor shall furnish the correct postal address of his head office. Any notice or instruction to be given to the Contractor shall be deemed to have been served if it has been delivered to his authorized person / security officer or representative at site of work or sent by registered letter to the office or to the address of the firm last provided by the contractor / agency.

**CLAUSE 14. Compensations:**

Compensation for all damages done intentionally or unintentionally by Contractors workers or any other person whether in or beyond the limits of Institute property including any damage caused by the spreading of fire or any other damage shall be estimated by Site Engineer or such other officer as he may appoints and the estimates subject to the decision of Director on appeal shall be final and the contractor shall be bound to pay the amount of the assessed compensation on demand, failing which, the same will be recovered from the security deposit or reduced from any sums that may be due or become due from Institute to Contractor / agency under this contract or otherwise.

The Contractor shall bear the expenses of defending any action or other legal proceedings that may be brought by any persons for injury sustained by him owing to neglect of precautions of safety provisions and he shall pay any damages and cost that may be awarded by the court in consequence.

**CLAUSE 15. Compliance to local laws:**

The contractor shall follow all rules/ regulations in force and it will be the sole responsibility of contractor to abide by the provisions of following Acts as to the workers engaged by him for performance of the service.

A] Child Labour Abolition and Rehabilitation Act, 2006

B] Labour and employment Act 1972.

C] Workmen Compensation Act 1923.

D] Contract Labour (Regulation & Abolition) Act 1970.

E] The Minimum Wages Act 1948.

F] Employees' Provident Fund Act 1952.

G] Employees' State Insurance Act 1948.

H] Payment of wages act 1935.

I] Payment of Bonus act 1965.

J] Weekly Holiday act 1942.

K] Minimum wages rule 1963.

M] Any other Act or Legislation which may govern the nature of contract / may be introduce later.

Contractor/Agency will be responsible for all legal provisions under various applicable Acts. The rate quoted by the contractor should fulfill all financial liabilities paid towards workers by the contractors such as (Insurance, P.F.). The Institution will not be responsible for any complaints raised during the contract.

The rates agreed for the wages of labors and accepted herein shall not be less than Minimum Wages prescribed by State Government of Maharashtra notified minimum from time to time, as applicable during the contract period. The **change which might occur on account of change in Basic and Dearness Allowance (DA) declared by the Government of Maharashtra, from time to time during the operative period of this Contract will be applicable considering parameters such as EPF, ESI, HRA and Bonous.** The contractor shall not be entitled to raise any demand imposing additional financial burden on the Institute on any account, excluding rise / decline in Basic and Dearness Allowances, EPF, ESI, HRA and Bonous as mentioned above.

**CLAUSE 16. Special Conditions of Contract:**

- 1.1 The selected Contractor / agency should maintain record of machinery, material movement, Gate pass system of Records. Thus maintained all records in original should be deposited to the Institute as and when required.
- 1.2 The Director, S.G.G.S. Institute of Engineering & Technology, Vishnupuri, Nanded is the arbitrating authority, any matters of dispute/differences out of this contract, his decision in the matter shall be final and binding on the contractor. However, if not satisfied by the decision then the procedure will be as per India Arbitration Act.
- 1.3 The Contractor shall comply with all rules, regulations, bye-laws and directions given from time to time by any local or public authority in connection with this work and shall pay fees or charges which are liable on him without any extra cost to the Institution.
- 1.4 The contractor has to attend meeting with competent authority as and when required. He should attend at least one meeting in every month.
- 1.5 In case of tender by partners, any change in the constitution of a firm shall be forthwith notified by the contractor/agency to the Director for his information within 20 days.
- 1.6 Any disputes or differences, Questions whatsoever arises from this Tender or Contract will subject to **NANDED JURIDICION ONLY.**

**CLAUSE 17. : Penalty:**

The selected contractor/agency should be fully responsible for cleanness (as specified in scope of work of this tender) of the campus. Regarding quality of cleanliness and imposing of penalty due to non execution of work wholly or in part Directors or Site Engineers decision would be final and binding on the contractor. The same should be deducted from the monthly bill.

Recovery of penalties from the proceed of the contractor:

Sr. No.	Nature of lapse	Penalty
1	Complaints entered in the Complaints/ Suggestion Register and unattended	Rs. 200/- per each unattended complaint
2	In- sufficient number of workers on any day	Rs.350/- per person per day
3	Delayed reporting off worker	Rs.100/- per person per day
4	Not wearing Uniform	Rs.100/- per person per day
5	Failure to dispose of garbage daily	Rs.250/- for each failure
6	Non-working any machine	Rs.350/- per day per machine
7	Non supply of consumable Cleaning Materials before 5 <sup>th</sup> day of every month	Rs. 500/- per day
8	Non availability or non-use of Cleaning Gadgets and tools	Rs.500/- per day per item
9	Unsatisfied with the work of mechanized cleaning on any day or days	One day proportionate charge of tender cost or penalty decided by Director or Site Engineer.
10	Non disfiguring writing, pasted posters, notices etc. on inside walls of the buildings.	Rs.100/- per item
11	Non removing the honeycomb	Rs.1000/- per honeycomb

**CLAUSE18: Termination:**

18.1 The contract can be terminated by either party by giving one months' notice.

- a) The agency abandons the work or
- b) The agency assigns or sublets the work in whole or in part thereof.

18.2 The contact is also liable to be terminate by the DIRECTOR at any time without any notice, if-

- a) The agency makes default in proceedings of the work under contract, at any time during the contract period and continues to do so even after a notice is issued by the institute, or
- b) The agency persistently disregard the instructions issued by the institute, or
- c) The agency fails to adhere to the agreed schedule of the work, or
- d) Information submitted by the agency in the Tender is found to incorrect, or
- e) The agency fails to perform its obligations as per terms of the contract.

**CLAUSE 19: Risk and cost**

In case of failure of the agency to provide satisfactory service, the institute reserves the right to get the house keeping work done from any other agency at 1.2 times the normal monthly rate quoted in the tender and at the risk and cost of the terminated agency. The additional expenditure made by the university will be recovered from the dues to the contractor.

## **CLAUSE 20: CONDITIONAL TENDER**

**The tenders who do not fulfill the condition of the notification and the general rules and directions for the guidance of contractor in the agreement form or are incomplete in any respect are likely to be rejected without assigning any reason there for.**

- 20.1** The Tenderers shall be presumed to have carefully examined the conditions and specifications of the work and have fully acquainted themselves with all details of the site, the labour conditions and in general with all the necessary information and data pertaining to the work, prior to tendering for the work.
- 20.2** The data whatsoever supplied by the Department along with the tender documents are meant to serve only as guidelines for the tenderers while tendering and the Department do not take any responsibility whatsoever either for the accuracy of data for their comprehensiveness.
- 20.3** No foreign exchange will be released by the Department for the purchase of plants and machinery for the work by the Contractor.
- 20.4** All scanned pages of tender documents, conditions, specifications, corrections slips etc. shall be initialled by the tenderer. The tender should bear full signature of the tenderer, or his authorized power of Attorney holder in case of a firm.
- 20.5** The Income Tax at prevailing rates including surcharges or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether measured bill or advance payment
- 20.6** The successful tenderer will be required to produce to the satisfaction of the specified concerned authority a valid concurrent license issued in his favour under the provisions of the Contract Labour (Regulation and Abolition) Act 1970 for starting the work. On failure to do so, the acceptance of the tender shall be liable to be withdrawn and also liable for forfeiture of the earnest money.

## **CLAUSE .21 AGREEMENT:**

The successful bidder will have to make an agreement in a prescribed format, on stamp paper of Rs. 500/- (purchased by him at his own cost), immediately after receipt of the Work Order and payment of initial security deposit.

The following documents shall form the parts of this Agreement and parties hereto shall abide the same:

- A.** Tender document: All additional terms and conditions mentioned in the Tender Document sold as blank Tender Form and subsequently submitted by the contractor while submitting his offer.
- B.** Bill of Quantities (Schedule –B).
- C.** Minutes of Pre-bid meeting and common set of conditions and deviations issued with reference to Pre-bid Meeting.
- D.** Letter of Negotiations.
- E.** Work Order.



## CLAUSE 22: SCOPE OF THE WORK:

It is expected that the house keeping agency must take charge of campus neat and cleanliness right from main entrance gate to all buildings, furniture etc. That should include the cleanliness of complete campus including roads and all other buildings etc. Housekeeping includes following works.

### 1. Supply of Consumable Materials:

- 1.1 All the materials supplied must perfectly conform to the samples approved by the Competent Authority. If the items provided are subsequently found defective and unsatisfactory or are of inferior quality, then such items shall be replaced immediately by the Contractor.
- 1.2 General list of material required for cleaning is given below. Contractor should keep sufficient stock of this material in the Institute.
- 1.3 All material should be supplied before 5<sup>th</sup> day of every month.
- 1.4 Non supply of any material listed below, the cost for the same is recovered as per market rate.
- 1.5 List of Consumable materials required per month is given below.

Sr. No.	Material	Unit	Qty.
1	<b>Floor Cleaner</b>	ltr	150
2	<b>Toilet Cleaner</b>	ltr	150
3	<b>Air Freshener</b>	ltr	100
4	<b>Liquid Detergent</b>	ltr	100
5	<b>Glass Cleaner</b>	ltr	50
6	<b>Sani cubes</b>	No	150
7	<b>Urinal Screen (Branded Make)</b>	No.	150
8	<b>Naphthalene Balls</b>	Kg.	10

Besides above material for special cleaning or on demand of institute agency has to make available following materials.

1	Bleaching Powder
2	Air purifier (Odonil)
3	Toilet bowl cleaner (Taski R6)
4	Bathroom cleaner-cum-sanitiser (Taski R1)
5	Lizol

### 2. Deployment of Cleaning Machines:

- 2.1 All the areas having cemented/ concrete/ other flooring will be cleaned by cleaning machines. The contractor shall deploy following machines and equipment's for cleaning of platforms and other areas:

Sr. No.	Name of Machine	Quantity
1	Walk behind Scrubbing Machine electrically operated (Culture make / Root make model E4E / karcher )	02 No.
2	Walk behind sweeper (Roots /Karcher / Nilfisk make)	03 Nos.
3	High Pressure jet cleaners (Electric)	01 No.

- 2.2 The contractor shall keep adequate no. of spare machines and equipment's to ensure proper functioning of above minimum machines all the time. All types of consumables required for smooth functioning of machines e.g. Petrol, 2T oil, scrubbing brushes, squeezes etc. will be arranged by the contractor.
- 2.3 The contractor has to keep their machines, gadgets and tools under their own custody. Theft or any unusual occurrence will be the full responsibility of the contractor.

### 3. Cleaning Gadgets and tools:

The gadgets, tools and other accessories required for cleaning activity will have to be arranged by the contractor. These should include the following and available at all items:

Sr. No.	Particulars	Quantity
1	Plastic Buckets – 9 Lts.	10 Nos.
2	Plastic Buckets – 5 Lts	15 Nos.
3	Bucket with Squeezers (300x 300 x 350) (Roots or similar make)	5 Nos.
4	Dust bins big size	36 Nos.
6	Bombay Brooms	50 Nos.
7	Goa Broom	50 Nos.
8	Plastic Brooms (width 300 mm)	10 Nos.
9	Scrubbing brushes Plastic	25 Nos.
10	Wire brush with handle	10 Nos.
11	Rubber Squeezers with long handle (2ft)	5 Nos.
12	Rubber Squeezers with long handle (1ft)	5 Nos.
13	Cindy Dust Pan (Roots or similar make)	30 Nos.
14	“V” scissors mop (Roots or similar make)	10 Nos.
15	Short hand scrapper (Roots or similar make)	5 Nos.
16	Short hand Wiper (Roots or similar make)	10 Nos.
17	Bottle rack (Roots or similar make)	3 Nos.
18	Disposable polythene bags (one for each dustbin per day)	
19	Hand trolleys	3 Nos.
20	Mop buckets	5 Nos.
21	Easy clean mop (400 mm) (Roots or similar make)	25 Nos.
22	Easy wet mop	20 Nos.
23	Ladders (with adjustable height)	1 No.
24	Telescopic pole (5m to 10m length) (Roots/TTS/Unger)	1 No.
25	Cobweb and fan cleaners (Roots or similar make)	10 Nos.
26	Window washer (Roots or similar make)	10 Nos.
27	Drainage powrahs	3 Nos.
28	Shovels	3 Nos.
29	Punjas	3 Nos.
30	Powrahs & Gamelas	3 Nos.
31	Wheel barrows	2 Nos.
32	Trolley with water tank for jet cleaner	1 Nos.

The shortage or damage of any item or items in above list should be supplied or replaced immediately in contractual period. Besides above item any item if required for easy cleaning, contractor has to bring immediately.

#### 4. Scope of work:

- 4.1 The contractor will ensure cleaning, sweeping, dusting and mopping of the entire premises inside and outside, cleaning of glass doors/ windows with spray cleaners like prill etc., daily dusting of all the furniture and fixtures and keeping all terraces clean. No waste paper shall be kept inside Institute building. All rooms after sweeping shall be mopped in wet cloth by using good quality of chemicals.
- 4.2 He will organize daily cleaning of toilet blocks.
- 4.3 Master cleaning of entire premises should be undertaken once in a month.
- 4.4 He will ensure rectification/compliance of all complaints/suggestions made by the DIRECTOR/site engineer/faculty members/staff.
- 4.5 Disposal garbage: - The Contractor will ensure daily disposal of the garbage. All the rubbish, garbage and disposable should be collected, put into disposal thick polythene bags tied at mouth and carried away from the place of collection. Care should be taken that spillage of the garbage occurs during collection or transit. Further disposal of garbage and plastic materials should be done as per rules and regulation of Regional pollution board.
- 4.6 Preventing persons from writing, pasting posters, notice etc. on inside walls of the buildings and disfiguring the same.

A	House Keeping of Building includes.	
	1) Cleaning of	
	a. Floor area (wet and dry)	Twice a day
	b. Door and windows	Once a week
	c. Granite cladding of the building	Once a week
	d. Roof	Once a month
	e. Open space	Regularly
	f. Aluminium partitions	Once a week
	g. Benches, dais and podium in class rooms	Regularly
	h. Notice board and name plates	Once a week
	i. Glass panels cladding in front of the buildings	Once a week
	2) Scrubbing and dusting of the floor with machine	
	a. Corridor	regularly
	b. Halls	Once a week or as required
	3) Removing	
	a. Cow Webs	Regularly
	b. Plants, shrubs on the buildings	Once a month
	c. Dust, waste material on Chajjas or any projection from the buildings	Once a month
B	Area outside the buildings	
	1) Cleaning of	
	a. Roads	Regularly
	b. Open drains	Once a week
	c. Road side blocks. (dry/wet)	Once a week
	e. Main Gate	Regularly
	2) Picking up pouches, leaves around buildings, roads, etc.	Daily
	3) Collecting the waste in dust bin and clearing	Daily

C	Cleaning the parking areas, bus sheds with roof cleaning.
D	Cleaning material (chemicals/acid/phenyl) required is to be brought by contractor. Use sani fresh for cleaning glass and partition walls.
E	Toilet Cleaning: Cleaning of floor, dado, wash basin urinal pots, W.C. Pans twice a day. Removing webs, clearing the chock-up of drainage line. Putting naphthalene ball (Plane+ Scented) in wash basin, urinals. Cleaning of mirror glass, wash basins of water coolers etc.
F	Removing Honey Bees: Its responsibility of contractor to remove honey bees from any part of building without any damage to the property of institute. Contractor has also take proper care of attendant doing this work.

## 5. Workers, Duties & Uniform :

- 5.1 The contractor shall provide adequate number of skilled, competent and well-trained staff for rendering flawless services as per details given above. The number of workers should not fall below the following minimum numbers.

Sr. No.	Designation	No. of persons
1	Supervisor	
	1.1 Male	2
	1.2 Female	1
2	Sweeping /Cleaning Staff	40
3	Toilet cleaning Attendant	18

- 5.2 Residential area of the institute includes hostels, quarters and guest house.
- 5.3 Housekeeping of guest house consists of following works:
- 5.3.1 The supervisor of the contractor will be responsible for control over 'check in', 'check out', 'key handover' and proper maintenance of the registers of occupant ordinance with hostel clerk of the institute.
- 5.3.2 The contractor man will have to supply clean, pure to each occupant in cool kegs provided for this purpose.
- 5.3.3 All utility items viz., buckets, mugs, flasks, glass, door mats etc. shall be cleaned thoroughly and regularly at least once in a week and these should not be allowed to appear dirty, patchy or scary.
- 5.3.4 Fresh bed sheets and pillow covers shall be proved once in 3 days or when a new participant arrives, whichever is earlier.
- 5.3.5 All clothes will be washed with fresh Surf Excel in fresh water, dried and hand over to Hostel clerk.
- 5.4 The agency shall provide separate colored uniforms to workers (2 sets to each worker) and hand gloves. All workers shall wear their uniforms neat and clean with photo ID badges throughout, while they remain in Institute Campus
- 5.5 The contractor should provide his supervisors with communication facilities such as mobile phones to be contacted by Site Engineer for any problem.
- 5.6 In case of absence of any worker, substitute workers will have to deploy under intimation to Site Engineer.
- 5.7 The Agency shall provide ladies labour in the ladies area and gents labour in gent's area.
- 5.8 The contractor shall pay the labors as per the min. wages act. The contractor shall be responsible for maintaining ESI and PF accounts of his labours.
- 5.9 The Agency shall provide gift parcel of sweets to his each attendants costing not less than Rs. 500/- on eve of DIWALI FESTIVAL. No separate claim will be given to the agency for this expenditure.

**100 Rs. Bond Paper**  
**AFFIDAVIT**

I \_\_\_\_\_ Age \_\_\_\_\_ Years residing at  
\_\_\_\_\_ by way of this  
affidavit do hereby solemnly affirm and declare that I  
\_\_\_\_\_ Proprietor/ Partner of the \_\_\_\_\_

Firm and submitting he tender for the work of **“Housekeeping Services to the Academic, Administrative, Residential Buildings, Roads on the Campus of Shri Guru Gobind Singhji Institute of Engineering and Technology”** The documents, I have submitted in Envelope No. 1 are true and correct. I further solemnly affirm that there is no incorrect or misleading or incomplete information submitted in the documents. If the incorrect or misleading or incomplete information found in the documents, I will be responsible for the legal consequences and eligible for legal action.

Contractors Signature with Seal

DECLARATION

I hereby agree to all the Terms & Conditions mentioned above without any condition whatsoever. I also further agree that all the deficiencies will attract penalty and the recovery will be effected without any notice to me.

In case of my premature withdrawal from the House Keeping & Maintenance services for any reason, whatsoever, during the period of the agreement or in case of my failure in course of the agreement period to comply with these terms and conditions, the DIRECTOR is at liberty to forfeit my security deposit and can execute work at risk and cost mentioned in CLAUSE No 19.

Contractor's Signature with seal  
(Before Submission of tender)  
Postal Address:

Name : \_\_\_\_\_

Street : \_\_\_\_\_

Village/City : \_\_\_\_\_ Taluka: \_\_\_\_\_

District : \_\_\_\_\_

Pin : \_\_\_\_\_

Date the \_\_\_\_\_ day of \_\_\_\_\_ 201

Signature of Witness \_\_\_\_\_

(Witness to contractor's Signature)

Name & Address of Witness:

Name : \_\_\_\_\_

Street : \_\_\_\_\_

Village/City : \_\_\_\_\_ Taluka: \_\_\_\_\_

District : \_\_\_\_\_

Pin : \_\_\_\_\_

Occupation : \_\_\_\_\_

**SHRI GURU GOBIND SINHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,  
VISHNUPURI, NANDED-431606 (M.S.)**

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**Name of work:** Floor cleaning, wet cleaning & toilet cleaning services approx. areas.

This sheet is attached only for guidance of contract.

Sr. No.	Name of Building	Area in Sq. M.
<b>A) Administrative Area:</b>		
1	Administration Bldg. (G+2)	5000.00
2	Workshop Building (G+1)	1900.00
3	Textile Building (G+1)	2500.00
4	Instrumentation Building (G+1)	2000.00
5	Electronics Building (G+1)	2200.00
6	Class room Complex (G)	700.00
7	Store and Gymnasium (G)	500.00
8	Civil-W.M. & Text. Shed (G)	500.00
9	New departmental Bldg (G+3)	5000.00
	Parking Area	710.00
10	Auditorium(G+1)	945.00
<b>B) Residential Area</b>		
1	Nandgiri Hostel (Boys) (G+1)	1800.00
2	Sahyadri Hostel (Boys) (G+3)	10000.00
2	Godavari Hostel (Girls) (G+1)	1500.00
3	Krishna Hostel (Girls) (G+3)	3000.00
4	Director's Quarter (G+1)	800.00
6	Rector's Quarter (G+1)	800.00
7	"A" type Quarter (G)	415.00
8	"B" type Quarter (G+2)	600.00
9	"C" type Quarter (G+1)	480.00
<b>C) Cleaning of roads by sweeping (1.5 km.)</b>		

**ANNEXURE-I**

**FORMAT OF MONTHLY CERTIFICATE OF COMPLIANCE OF  
STATUTORY OBLIGATIONS BY THE CONTRACTOR**

From : \_\_\_\_\_  
W.C. No. : \_\_\_\_\_  
For the month of : \_\_\_\_\_

- 1 Has the Attendance Muster cum Wage Register of persons engaged during the month, duly signed by the individual employees and countersigned by the Representative of the Company? Yes/No
- 2 No. of man-days worked. (Verified with Attendance Muster Cum Wage Register) Yes/No
- 3 Minimum Number of Persons employed on any working day during the month (Verified with Attendance Muster Cum Wage Register) Yes/No
- 4 Have all employees been paid wages, Special Allowance and HRA, Bonus and statutory allowance if any at the rates not lesser than the minimum rates prescribed by the Government under relevant enactments? (Verified with Attendance Muster Cum Wage Register) Yes/No
- 5 Have all employees been given paid weekly off? Yes/No
- 6 Have all the employees been extended coverage of PF/EPF & ESI as per the eligibility under PF Act and other concern Act? Yes/No
- 7 Are appropriate deductions made towards Professional Tax and Income Tax from the salary wages paid? (Verified with Attendance Muster Cum Wage Register) Yes/No
- 8 Are all deductions effected from the Salary/wages are as per provisions of the Payment of Wages act? (Verified with Attendance Muster Cum Wage Register) Yes/No



9 Are following Registers required under provisions of various statutes maintained up to date in the prescribed format, kept available the premises of the Company for the Inspection of any Statutory Authority on demand? Yes/No

A) Register of Persons Employed

B) Muster Roll

C) Register of Wages

D) Register of Deduction

E) Register of Advance

10 Has the license under the provisions of Contractor labour (R & A) Act been obtained/ renewed and kept operative? Are the half yearly/ yearly returns submitted in time of the Authority under the Act? ( Attach Xerox Copy) Yes/No

Signature of the Contractor

Signature of Security Officer

**SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,**  
**VISHNUPURI, NANDED-431606**

**SCHEDULE “B”**

**NAME OF WORK: PROVIDING SUPPORT SERVICES WITH MATERIAL  
FOR HOUSE KEEPING WORK.**

It. No.	Particulars of Work/Item	Unit	Rate/Month/ labour Rs.	Total Amount in Rs. Per month	
				In figure	In words
01	Providing of attendants for the complete housekeeping of the campus as per the detailed scope of work.	58 Nos.			
02	Providing the supervisor for the housekeeping	03 Nos.			
03	Cost of Chemicals/tools/Sweeping Materials per month.	Lump sum			
04	Cost of machinery/ materials ( depreciation cost) per month	Lump sum			
05	Administrative and management costs as including contractors/ agencies profit....complete per month	Lump sum			
Total Rs.					

**FORMAT – A**  
(To be provided in Envelop No.1)

Contractors should furnish correct information regarding his bank account. All the transaction in future will be done on following account.

Sr. No.	Particulars	
1	Name of Bank	
2	Name of Branch	
3	IFSC Code	
4	Account No.	
5	Type of Account	

**Undertaking**

I \_\_\_\_\_ age \_\_\_\_\_

Residency \_\_\_\_\_ Dist. \_\_\_\_\_.

I declare that above mentioned all information is true and correct. Due to some reason this information is wrong, I will be responsible for this conditions.

For

(Company Name)

Name of signing authority/ Designation / Place /Date

**SIGNATURE OF TENDERER**

**FORMAT – B**  
(To be provided in Envelop No.1)

Contractors should furnish correct postal address along with E mail ID and Phone number for further communication.

A) Postal Address:

Name : \_\_\_\_\_

Street : \_\_\_\_\_

Village/City : \_\_\_\_\_ Taluka: \_\_\_\_\_

District : \_\_\_\_\_

Pin : \_\_\_\_\_

Date the \_\_\_\_\_ day of \_\_\_\_\_ 201

B) Email ID :

C) Phone No.:

1) Land Line No.:

2) Mobile No.:

**SIGNATURE OF TENDERER**