



केन्द्रीय संस्कृत विश्वविद्यालय  
शिक्षा मंत्रालय भारत सरकार के अधीन संचालित  
भोपाल परिसर



संस्कृत मार्ग, बागसेवनिया, भोपाल.462043  
फोन: 0755-2418043, वेबसाईट: [www.csu-bhopal.edu.in](http://www.csu-bhopal.edu.in)

## **TENDER**

Providing Housekeeping services for the  
Central Sanskrit University, Bhopal  
Campus, Bhopal M.P-462043



केन्द्रीय संस्कृत विश्वविद्यालय  
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संस्कृत मार्ग बागसेवनिया भोपाल 462043



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क्रमांक: एफ/2021-22 प्रशा 928

भोपाल दिनांक 03.11.2022

## ई-निविदा सूचना-148

भोपाल परिसर, शिक्षण सत्र 2021-22 के लिए 2022\_RSKS\_684311 के द्वारा सफाई कर्मियों की अनुबन्ध के आधार पर नियुक्ति के लिए ऑनलाईन एवं ऑफलाईन माध्यम से निविदाएं आमन्त्रित की जाती हैं निविदा की विस्तृत जानकारी हेतु निविदा परिसर की वेबसाईट [www.csu-bhopal.edu.in](http://www.csu-bhopal.edu.in) के माध्यम से download की जा सकती है, जिसका संक्षिप्त विवरण निम्नानुसार है:-

|    |  |   |
|----|--|---|
| 1. | ऑन लाईन निविदा प्रपत्र का मूल्य  | रूपये 1000/- (डिमाण्ड ड्राफ्ट)  |
| 2. | निविदा फार्म आनलाईन प्रकाशन/क़य करने की तिथि व समय                     | दिनांक 04.11.2022 प्रातः 11.00 बजे से   |
| 3. | निविदा फार्म जमा करने की अंतिम तिथि व समय                              | दिनांक 18.11.2022 सांयकाल 05.00 बजे तक  |
| 4. | निर्धारित समयावधि में प्राप्त ऑनलाईन निविदाओं को खोलने की तिथि एवं समय | 1. टेक्निकल बिड- दिनांक 23.11.2022 को 02:00 बजे<br>2. फायनेंशियल बिड. दिनांक 23.11.2022 को 03:00 बजे          |
| 5. | प्राप्त निविदाओं को खोलने का स्थान                                     | कक्ष क्रमांक 103,<br>केन्द्रीय संस्कृत विश्वविद्यालय, भोपाल परिसर,<br>संस्कृत मार्ग, बागसेवनिया, भोपाल-462043 |

ई-निविदा सूचना में कोई भी संशोधन समाचार पत्र में न देकर परिसर की वेबसाईट पर ही जारी किये जायेंगे। केवल उपर्युक्त वेबसाईट से ही निविदा प्रपत्र डिमाण्ड ड्राफ्ट रूपये 1000/- का भुगतान कर क़य किये जा सकते हैं। निविदा की विस्तृत शर्तें एवं जानकारी उपरोक्त वेबसाईट के माध्यम से प्राप्त की जा सकती है। विधिवत् भरे ई-निविदा संबंधी समस्त दस्तावेज दिनांक 18.11.2022 को सांयकाल 05.00 बजे तक दो लिफाफा पद्धति से हार्डकॉपी में Demand Draft सहित अधोहस्ताक्षरकर्ता कार्यालय में जमा कराना अनिवार्य है। निविदा को बिना कारण बताये निरस्त करने का अधिकार निदेशक केन्द्रीय संस्कृत विश्वविद्यालय भोपाल को सुरक्षित होगा।

निदेशक



केन्द्रीय संस्कृत विश्वविद्यालय  
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## Tender Notice-148

Sealed Tenders are invited for awarding contract for out-sourcing the services for Cleaning/Sweeping and filling of water in desert coolers in **”Central Sanskrit University, Bhopal Campus”** Sealed Tenders should reach this office up to 18<sup>th</sup> Nov 2022 by 5.00PM. The Tender form/document may be obtained from **”Central Sanskrit University”, Bhopal Campus**” on payment of Rs.1000/- (One Thousand ) only through pay order / Demand Draft drawn in favor of **”Central Sanskrit University Bhopal Campus” payable at Bhopal**. The Tenders will be opened on Technical Bid 23<sup>rd</sup> Nov 2022 at 02 Noon & Final Bid 23<sup>rd</sup> Nov 2022 at 03 Noon in **Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewania, Bhopal - 462043**, on the last date of submission of the Tender in the presence of the bidders. Details are also available on our website: [www.csu-bhopal.edu.in](http://www.csu-bhopal.edu.in)

Director



| Basic Details                        |  |                                       |       |
|--------------------------------------|--|---------------------------------------|-------|
| Organisation Chain                   | Rashtriya Sanskrit Sansthan  Bhopal Campus-M.P. - RSKS |                                       |       |
| Tender Reference Number              | Tender for Housekeeping Services 2022-23               |                                       |       |
| Tender ID                            | 2022_RSKS_684311_1                                     |                                       |       |
| Tender Type                          | Open Tender  | Form of contract                      | Works |
| Tender Category                      | Services   | No. of Covers                         | 1     |
| General Technical Evaluation Allowed | No   | ItemWise Technical Evaluation Allowed | No    |
| Payment Mode                         | Offline  | Is Multi Currency Allowed For BOQ     | No    |
| Is Multi Currency Allowed For Fee    | No   | Allow Two Stage Bidding               | No    |

| Payment Instruments |      | Cover Details, No. Of Covers - 1 |          |                                 |
|---------------------|------|----------------------------------|----------|---------------------------------|
| Offline             | S.No | Instrument Type                  | Cover No | Cover                           |
|                     | 1    | Demand Draft                     | 1        | Fee/PreQual/Technical/Finance   |
|                     |      |                                  |          | Document Type                   |
|                     |      |                                  |          | .pdf                            |
|                     |      |                                  |          | Description                     |
|                     |      |                                  |          | Tender for Housekeeping 2022-23 |

| Tender Fee Details, [Total Fee in ₹ * - 1,000] |       |                |   | EMD Fee Details |        |  |   |
|--|-------|----------------|---|-----------------|--------|--|---|
| Tender Fee in ₹                                | 1,000 | Fee Payable To | Central Sanskrit university Bhopal Campus | Fee Payable At  | Bhopal | EMD Amount in ₹                            | 1,00,000                                  |
| Tender Fee Exemption Allowed                   | No    |                |   |                 |        | EMD through BG/ST or EMD Exemption Allowed | No  |
|  |       |                |   |                 |        | EMD Fee Type                               | fixed                                     |
|  |       |                |   |                 |        | EMD Percentage                             | NA  |
|  |       |                |   |                 |        | EMD Payable To                             | Central Sanskrit university Bhopal Campus |
|  |       |                |   |                 |        | EMD Payable At                             | Bhopal                                    |

| Work / Item(s)                       |                                    |                           |                       |                       |                                    |
|--------------------------------------|------------------------------------|---------------------------|-----------------------|-----------------------|------------------------------------|
| Title                                | Tender for Housekeeping 2022-23    |                           |                       |                       |                                    |
| Work Description                     | Tender for Housekeeping 2022-23    |                           |                       |                       |                                    |
| Pre Qualification Details            | Tender for Housekeeping 2022-23    |                           |                       |                       |                                    |
| Independent External Monitor/Remarks | NA                                 |                           |                       |                       |                                    |
| Show Tender Value in Public Domain   | Yes                                |                           |                       |                       |                                    |
| Tender Value in ₹                    | 13,00,000                          | Product Category          | HouseKeeping Services | Sub category          | Tender for Housekeeping 2022-23    |
| Contract Type                        | Tender                             | Bid Validity(Days)        | 45                    | Period Of Work(Days)  | 30                                 |
| Location                             | Central Sanskrit University Bhopal | Pincode                   | 462043                | Pre Bid Meeting Place | NA                                 |
| Pre Bid Meeting Address              | NA                                 | Pre Bid Meeting Date      | NA                    | Bid Opening Place     | Central Sanskrit University Bhopal |
| Should Allow NDA Tender              | No                                 | Allow Preferential Bidder | No                    |                       |                                    |

| Critical Dates                      |                      |                                   |                      |
|-------------------------------------|----------------------|-----------------------------------|----------------------|
| Publish Date                        | 04-Nov-2022 11:00 AM | Bid Opening Date                  | 23-Nov-2022 02:00 PM |
| Document Download / Sale Start Date | 04-Nov-2022 11:00 AM | Document Download / Sale End Date | 18-Nov-2022 05:00 PM |
| Clarification Start Date            | 04-Nov-2022 11:00 AM | Clarification End Date            | 17-Nov-2022 02:00 PM |
| Bid Submission Start Date           | 04-Nov-2022 11:00 AM | Bid Submission End Date           | 18-Nov-2022 05:00 PM |

| Tender Documents    |      |                    |                                 |                                 |
|---------------------|------|--------------------|---------------------------------|---------------------------------|
| NIT Document        | S.No | Document Name      | Description                     | Document Size (in KB)           |
|                     | 1    | Tendernotice_1.pdf | Tender for Housekeeping 2022-23 | 1226.61                         |
| Work Item Documents | S.No | Document Type      | Document Name                   | Description                     |
|                     | 1    | Tender Documents   | Tender Notice cleaning 2023.pdf | Tender for Housekeeping 2022-23 |
|                     |      |                    |                                 | Document Size (in KB)           |
|                     |      |                    |                                 | 1226.61                         |

| Tender Inviting Authority |   |
|---------------------------|---|
| Name                      | Director Central Sanskrit University Bhopal |
| Address                   | Central Sanskrit University Bhopal          |

| Tender Creator Details |                      |
|------------------------|----------------------|
| Created By             | Naresh kumar Pandey  |
| Designation            | Assistant Prof.      |
| Created Date           | 03-Nov-2022 03:35 PM |



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संस्कृत मार्ग बागसेवनिया भोपाल 462043

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## Tender Document

### Cleaning/Sweeping

Sub.: "Inviting Bids for engaging Service Provider Firm for out Sourcing the quality services for cleaning/Sweeping services through out source Service contract.

Sir/Madam,

The Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewania, Bhopal – 462043.

Running under Ministry of Education Govt. of India. The Campus is imparting Sanskrit Education and undertakes, aids, promotes and co-ordinates research in Sanskrit learning including Teachers' Training.

2. Sealed competitive Bids are invited by the Central Sanskrit University, Bhopal Campus, Bhopal from the reputed and registered Consultants\Service Provider Firms for providing manpower through quality service contract initially for a period of Academic Session 2022-23 from date of award of contract which may be extended by a further period Next Session provided service are satisfactory.

A. Area of the Campus :

**Area: 10 Acres. Vatsaraj-Bhavanam** Main Academic and Administrative Building

- Office Room : 02
- Director's Room
- Electric Control Room
- Jyotish Lab
- Computer Lab
- Research Scholars' Room
- Staff Cum Waiting Room : 04
- Conference Hall
- Classes : 22 Rooms
- Publication & Sales
- Store Room
- Natyashastra Anusandhan Kendra
- ICT Lab
- Curriculum Lab
- Language Lab
- Psychology Lab
- HODs' Room : 5
- Multi Purpose Cum Seminar Hall/ B.Ed. Class Room
- Auditorium
- Library

- Toilets 15
- Corridors, Stairs, and open area as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.
- Director Residence (MSP Office)
- **Dakshi Girls Hostel** approximately 54 Rooms. and Toilets, Mess, Corridors, Stairs, and open area as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.
- **Kavi Bhaskar Boys Hostel** approximately 170 Rooms. and Toilets, Mess, Corridors, Stairs, and open area as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.
- **Sudama Athiti Nivas** approximately 12 Rooms. and Toilets, Mess, Corridors, Stairs, and open area as well as enclosed surrounding areas on the ground floor. Parties are advised to see the location.
- **All so Clean Open area like Garden, Road, Playground, Nalah etc.**

Address/Location of the Building:

Central Sanskrit University  
Bhopal Campus

Sanskrit Marg, Bagsewania , Bhopal – 462043

Address/Location of the Building:

Central Sanskrit University,  
Bhopal Campus Sanskrit Marg Bagsewania  
Bhopal – 462043

#### B. Man Power Required:

| Sno. | Category of Manpower             | Minimum qualifications or/ and Experience | Number of workers required | In the following way/timing |
|------|----------------------------------|---|----------------------------|-----------------------------|
| 1.   | Workers for cleaning/sweeping    | Primary Standard                          | 04                         | 8.30 AM to 4.30PM           |
| 2.   | Workers for cleanliness – female | Primary Standard                          | 01                         | 8.30 AM to 4.30PM           |

An outline of tasks to be carried out by different category of manpower provided is detailed as under:

| Sno. | Category of Manpower          | Number of workers required | Place of deployment   |
|------|-------------------------------|----------------------------|---|
| 1.   | Workers for cleanliness, male | 04                         | 2 for boys hostel, 2 for remaining area including main Building . |
| 2.   | Workers for lady, female      | 01                         | For girls hostel and other ladies toilets.                        |

Responsibilities to Complete housekeeping of the campus where he/she is deputed.

C. Material for cleanliness to be used as per attached annexure-B. The cost of material, however, will be charged extra by the contracting agency by showing rates of the same in the attached **annexure- A**.

**D. Work will have to be got done in the following way:**

(i) Sweeping entire building area including hostels etc. surroundings of building and collection of all waste material and disposal of the same as per instructions of the Central Sanskrit University, Bhopal Campus, Bhopal.

(ii) Cleaning of the floor area with wet floor dusters and detergent disinfectants etc., once in the morning before opening the office and thereafter at an interval of every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/ ant termite treatment and rodent control etc., are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies, termite/pests/rats etc.

(iii) Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.

(iv) Cleaning of carpets area of officers' rooms with vacuum cleaner to be provided by the contractor.

(v) Sweeping and cleaning of entire building area including hostels etc., lawns, auditorium/meeting halls/canteen etc.

(vi) Regular dusting/cleaning of Class Rooms, office Rooms, Teachers Rooms, office furniture (Table and Chair) and equipments, telephones, book cases including Library, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the office i.e. 9.00 AM.

(vii) Provisions of soap and liquid soap of good quality in the toilets and placing sufficient quantity of naphthalene balls/cakes and ordinal cakes in the urinals. The Contracting Agency will ensure that the toiletries mentioned above are always available near each washbasin in the building.

(viii) List of items/cleaning material required is attached vide annexure-B.

(ix) The Choking of the sanitary installations e.g. W.C.'s Traps, Bottle traps, gully traps etc. is to be cleared within 24 hours of noticing the complaint.

(x) All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

**ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY**

(i) Washing and Scrubbing of floor areas with detergents and dirt removing agent.

(ii) Acid cleaning of sanitary wares, without damaging their shines.

(iii) Removing stains from floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.

(iv) Cleaning of filled surfaces in the corridors and staircases.

(v) Cleaning of water storage tanks, water coolers.

(vi) Polishing of name plates and number plates with bras so (on each floor) and cleaning of all other name plates/Boards.

(vii) Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.

**3. Quoted price:**

(a) The bidder shall quote unit rate which shall comprise of monthly remuneration, EPF, ESI & other statutory costs and service Charges in the format of quotation attached (Annexure-A).

- (b) Being an educational institution the indenting office is exempted from payment of service tax.
- (c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended. In case of change in rate due to statutory provisions, only such change will be accepted and not any additional liability i.e. percentage of profits/service charge/s etc. As such, the bidder while submitting the bid should specifically, quote the rate etc. in this regard.
- (d) The Bidder shall deposit Rs 100000/- (One Lakh Only) DD drawn in the favor of **Central Sanskrit University, Bhopal Campus, payable at Bhopal** as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (e) The selected firm has to furnish performance Housekeeping in the form of Bank Guarantee for an amount of Rs,100000/- (One Lakh Only) of the value of the contract valid for Academic Session 2020-21 from the date of award of the contract or Demand Draft/Pay order drawn in favor of the the Director, Central Sanskrit University, Bhopal payable at Bhopal. The performance Housekeeping shall be submitted within 10 days from the date of notification of awarding the contract to the selected agency.
- (f) Telex of Facsimile Bids are not acceptable.

#### **4. Each Bidder must submit only one Bid.**

#### **5. Validity of Bid:**

The bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

#### **6. Terms and Conditions:**

- (a) The remuneration shall be disbursed through cheque at Central Sanskrit University, Bhopal Campus, Bhopal in the presence of representative of the Bhopal Campus of the Central Sanskrit University after satisfactory work.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the Central Sanskrit University's Bhopal Campus, Bhopal as per the monthly remuneration quoted without any deduction.
- (c) The Contracting Agency will submit the invoice/bill along with proof of disbursement in triplicate after making the payment to the employees provided to the Central Sanskrit University's Bhopal Campus, Bhopal Office/Premises supported with the following documents:
- (i) Details of disbursement made to the staff furnishing cheque details for each payment.
- (ii) Proof of payment of statutory obligation such as EPF, ESI and any other applicable tax. Payment to the contracting agency will be released within 15 days from date of receipt of the invoice bill.
- (d) The contracting Agency will provide identity card to all his employees deputed as per the format suggested by the indenting office valid for the period of contract.
- (e) The contracting agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indenter/Client.
- (f) The normal office hours of Central Sanskrit University's Bhopal Campus, Bhopal is from 9.30AM to 6:00 PM six days from Monday to Saturday. However, the contracting agency will deploy their workers and provide the services of cleanliness and Swiping. The contracting agency will be compensated, for the extra manpower provided by the indenting agency as per the rate quoted.



(g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

**Total Monthly Remuneration = Monthly Remuneration minus (-) = A-1**

**Where A 1 =  $\frac{\text{Monthly Remuneration} \times \text{No's of Days of absence}}{\text{Nos. of days in the month}}$**

(h) The candidates/manpower provided by the contracting agency shall be accepted only after scrutiny by the Central Sanskrit University. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also. No conveyance or any other charges will be paid by Central Sanskrit University's Bhopal Campus, Bhopal. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency suitable then additional bio-data shall be made available by the contracting agency, promptly i.e. within 24 hours. The replacement of a candidate on account of absence/unsuitability for Central Sanskrit University Shall be made within 24 hours.

(i) The contracting Agency will be required to sign a contract with the Central Sanskrit University, Bhopal Campus, Bhopal as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.

(j) In case of any loss, theft/sabotage caused by/ attributable to the personnel deployed, the Central Sanskrit University reserves the right to claim and recover damages from Contracting Agency.

(k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work.

(l) The Contracting Agency will deploy the trained and sufficient SC/ST workers who are below the age of 50 years as well as physically fit and mentally alert. The contracting Agency will also ensure that the workers/ staff deployed are free from infectious disease and drug addiction consuming alcohol before deployment for work.

(m) The Central Sanskrit University shall provide a space for the workers/staff deployed by the Contracting Agency. No. Name Plate of agency shall be allowed and nobody will be allowed to stay in the office premises except the staff of contracting Agency on duty.

(n) The Contracting Agency shall provide to their personnel deployed for cleanliness / Swiping with impressive summer uniform as well as winter uniform with insignia.

(o) The Contracting Agency will be responsible for ensuring the adherence of provisions of all the relevant Acts and rules and regulations.

(p) Procurement of services in question will be subject to the provisions of procurement of goods and services as contained in the General Financial Rules.

(q) The indenting office shall have absolute right to reject the bid without assigning any reason.

(r) The contracting agency must insure that all services of cleaning as indicated in para 2 etc. is being done with sufficient use of cleaning material.

## **7. Evaluation of Bid:**

The indenter will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed, and conform to the terms & conditions in the following manner:

The bid will be treated as non-responsive if following documents are not attached:

- (a) Brief profile of the firm and evidence to establish that bidder has successfully executed contracts of similar nature and magnitude in the last 3 (three) years along with an attested copy of the valid registration
- (b) Audited Balance Sheet & Profit and Loss Account.
- (c) List of Clientele during last 3 years along with cost of assignment.
- (d) PAN and current IT return.
- (e) Attested copy of proof of EPF registration, If EPF applicable
- (f) Attested Copy of Proof of ESI registration, If ESI applicable.
- (g) Attested copy of Proof of Service Tax Registration.
- (i) The Bidder shall deposit EMD Rs. 1,00000/- (Rupees One Lakh Only) DD drawn in favor of **Director, Central Sanskrit University, Bhopal Campus, Bhopal Payable at Bhopal** as Earnest Money along with the bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Basic rates of wages, quoted below minimum wages applicable for un-skilled, cleaning and sweeping staff, by the Govt. of Madhya Pradesh shall render the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder. But quality of the service will be priority.
- (h) Copy of valid registration certificate as service provider.

#### **8. Award of Contract:**

- (a) The indenter will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest price as per Para 7 and the selected firm has to furnish performance Housekeeping in the form of Bank Guarantee for an amount Rs. 1,00000/- (Rupees One Lakh Only) Demand Draft drawn in favor of **Central Sanskrit University, Bhopal Payable at Bhopal**.
- (b) The Indenter reserves the right increase or decrease the requirement of manpower at the time of award of contract as indicated in Para 2 above at the time of award of contract.
- (c) The indenter prior to the expiration of the bid validity period will notify the bidder whose bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the indenter reserves the right to accept or reject all bids and to cancel the bidding process and reject all bids at any time prior to the award of the contract.

#### **9. Last date and time of receipt of Bids:**

You are requested to submit the sealed bids super scribed on the envelope as "Bids for providing Services for cleaning/sweeping in Central Sanskrit University, Bhopal Campus, Bhopal on Service Charge basis" latest by .18<sup>th</sup> Nov 2022. by 5.00 PM. The tenders will be opened on Technical Bid 23<sup>rd</sup> Nov 2022 at 2 Noon & Final Bid 23<sup>rd</sup> Nov 2022 at 3 Noon in **Central Sanskrit University**, Bhopal Campus, Sanskrit Marg, Bagsewania, Bhopal – 462043. in the presence of bidders on last date of submission of tenders. If the last date of depositing and opening of tenders happens to be declared Holiday, Then the tenders will be a deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of Rs. 1,00000/- (Rupees One Lakh Only) is to be deposited along with tender document.

The indenter looks forward to receive the bid in the format of bid attached only and appreciate the interest of the service provider in the Central Sanskrit University, Bhopal Campus, Bhopal.

**Director**

**TERMS AND CONDITIONS OF TENDER FOR PROVIDING HOUSEKEEPING SERVICES TO THE  
BHOPAL CAMPUS**

- A) **DEFINITIONS-** Unless repugnant to the subject or context of usage, the following expressions used here in shall carry the meaning here under respectively assigned to them, namely;
- a. The expression "**CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal**" occurring in the tender document shall mean National Campus of Sanskrit Studies, Bhopal" and shall include its operators (Director), successors and assigns.
  - b. The expression "**Bidder**" who submits the tender for the work and shall include the successors and permitted assigns of the Bidder.
  - c. The expression "**Contractor**" shall mean the Bidder accepted by "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal" for the performance of the subject work and shall include the successors and permitted assigns of the Contractor.
  - d. "**Director Central Sanskrit University, Bhopal Campus**" shall mean any officer of the Campus authorized to act as the Officer-in-charge for the Housekeeping work or any specified part thereof.
  - e. "**Work**" and "**Scope of work**" shall mean the totality of the work / services and supplies of Housekeeping Main power, tools & equipment by expression or implication envisaged in the contract and shall include all tools, equipment and Housekeeping Main power required for commencement, performance, provision or completion thereof.
  - f. "**Contract**" shall mean the contract for the work and shall include the tender document, the Special Conditions of Contract, General Conditions of Contract, the Letter of Acceptance, and the accepted Rates (Bill of Quantities in Price bid).
  - g. "**EPF**" will mean Employees' Provident Fund
  - h. "**ESIC**" will mean Employees' State Insurance Corporation.
  - i. "Housekeeping **Main power** and " as defined by the Labor Commissioner, M. P. Government.
  - j. "**Service Charge**" will mean the total amount the bidder will quote in the financial bid on account of the Housekeeping services the bidder is going to render. This will include the administrative charges as well as the profit component.

**B) GENERAL TERMS & CONDITIONS**

1. The Bidder should be registered and must possess a valid license registered with Govt. of M.P. A Proof of the same will have to be provided. The Bidder will have to comply with all the provisions of "Housekeeping works" and the rules made there under.
2. The Bidder must have a minimum experience of three years in execution of Housekeeping services in Government/ Semi-Government/ large private industrial/ commercial organizations. The bidder should also have **minimum one service contract in running status operating with a minimum of 50 Housekeeping Man power on their roll currently.**
3. The Housekeeping Agencies, firms or companies must have an office in Bhopal.
4. The manpower deployed by the "contractor" for the work of Housekeeping shall be the employees of the "contractor" for all intents and purposes and in no case, a relationship of employer and employee between the "CENTRAL SANSKRIT

- UNIVERSITY, BHOPAL CAMPUS , Bhopal” and the said manpower shall build up implicitly or explicitly.
5. compulsory follow the guide line Govt. of India covid 19 SOP.
  6. The bidder is required to formulate his offer taking into account all statutory regulations in force regarding payment of minimum wages, EPF, ESIC Weekly offs to be given to the Housekeeping Main power, other statutory payments, other materials and services needed for executing the contract and all other statutory obligations and taxes to be paid by him to any Government agencies. The manpower deployed by the “contractor” at CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal shall remain under the control and supervision of the “contractor” and the “contractor” shall be responsible for fulfilling all its obligations under various laws and Acts with respect to the manpower deployment at CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal.
  7. During the contract period the “contractor” will be fully responsible for payment to Housekeeping Main power as per minimum wages rates & norms declared by Chief Labor Commissioner, Ministry of Labor Employment, Govt. of India, New Delhi time to time for Housekeeping Main power & . The bill of the contractor should be supported with the documentary evidences towards the fulfillment of all the above mentioned norms.
  8. The “contractor” shall have to submit copy of the vouchers in relation to ESI, EPF subscription deposits with the Bank/authority every month with relevant department-certified copy of list of deployed Housekeeping Main power at CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal along with their EPF & ESI Account numbers against whom the amount is deposited.
  9. An Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh Only) should be paid with the Tender in the form of Demand Draft/ Bankers Cheque of any Nationalized Bank drawn in favor of the CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Payable at Bhopal. The earnest money of the bidders who do not qualify in the bid will be refunded without any interest within 15 days after the process of evaluation is over.  
1.9 The successful bidder on award of the contract will be required to execute an agreement on Rs.500/- Non Judicial Stamp within 10 days of the award of the contract.
  10. Housekeeping **Deposit as Performance Guarantee:** The value of Housekeeping deposit as performance guarantee of the total 11 Month tendered value. Earnest Money deposited by the successful bidder will be treated as part of performance guarantee and the remaining amount will have to submit in the form of DD. No interest will be paid on this Housekeeping deposit amount.
  11. **Duties of ‘contractor’ to comply EPF**  
The Bidder must be registered under EPF regulation and should possess EPF numbers allotted by EPF Commissioner, Government of India. It should
    - a. Enroll all the employees engaged by the bidder at CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal & provide list with their EPF numbers.
    - b. File the monthly returns in prescribed forms and challan for remitting the dues.
    - c. Maintain the contribution card in respect of each employee in prescribed forms and submit the annual returns.

- d. Make available all relevant records to Officer-in-charge, "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal" with due authorization along with bill of the services rendered in previous month.
  - e. Any exemption should be intimated to "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal".
12. **Duties of 'contractor' to comply The ESIC scheme-**
- a. Every contract-employee with his/ her entry into employment is required to fill in a Declaration Form. The contract-employee is then allotted a Registration Number, which distinguishes and identifies the person for the purposes of the Scheme. A person is registered once and once only upon his entry in insurable employment.
  - b. On registration every insured person is provided with a "Temporary Identification Certificate" which is valid ordinarily for a period of 3 months but may be extended, if necessary, for a further period of 3 months. Within this period, the Insured Person is given a permanent "Family Photo Identity Card" in exchange for the Certificate.
  - c. The Contribution is deposited by the contractor in cash or by cheque at the designated branches of some nationalized banks. The responsibility for payment of all contributions is that of the contractor with a right to deduct the Employees' share of contributions from employees' wages relating to the period in respect of which the Contribution is payable.
13. The "contractor" shall be solely liable for the violation of any of the provisions of the said Acts or any other Act/s. The contract may lead to termination if Labor Acts are not adhered to even after several instructions/ reminders.
14. **Income Tax:** Shall be deducted as per rules from the monthly bills payable to the "contractor".
15. **GST% : as applicable**
16. The "contractor" shall not employ any employee of "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal", either part-time or full-time for executing the Housekeeping work.
17. The "contractor" shall submit the list of Housekeeping Man power engaged for the work and the copy of their Identity Cards with photograph to the Officer-in- charge. No changes in the Housekeeping Main power will be allowed without prior approval. The contractor should also submit the name of the supervisor(s) to the Officer-in-charge for proper monitoring of implementation of Housekeeping work.
18. The "contractor" shall not sublet the work to other person/persons/firm/company after the award of the work.
19. The "contractor" will comply with the instructions of Administrative Officer of Housekeeping Unit of the Campus in their routine work of Housekeeping.
20. That in case any of the persons so deployed by the "contractor" does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any un-lawful activity including riots or disorderly conduct, the firm/company on the instructions of the "CENTRAL SANSKRIT UNIVERSITY,

BHOPAL CAMPUS Bhopal” or person responsible for supervision shall immediately withdraw such person(s) from the premises of CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal.

21. Any **damage to the Campus property** if found because of the carelessness of the Housekeeping Main power, the same shall be borne by the “contractor”.
22. In the event of **any theft** of any material/ hand tools/ fittings & fixtures installed/ stored within the premises of the Campus, the same will be required to be replaced by the contractor at his risk & cost within the time limit provided by “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal”. In case when asked to replace and if not provided by the contractor, the same will be provided by “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” at contractor’s risk & cost and the amount/ expenditure so incurred will be deducted from his monthly bill. In this regard, the decision of the “Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” will be final and binding on the contractor.
23. For major theft case, “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” may report the case/ register FIR in Police. The Housekeeping agency will be required to assist in registering FIR with the Police as and when required.
24. The “contractor” shall ensure proper **Insurance coverage** to its employees by taking adequate Workmen Compensation Policy. “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” will not be responsible for any accident, injury to the Housekeeping Main power deployed at the Campus premises or for any other circumstances.
25. **Termination of contract** - That this contract may be terminated on anyone of the following contingencies:
  - (a) On expiry of the contract period.
  - (b) By giving one month notice by CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal in case;
    - i. “The contractor” not performing his work properly & not improving performance even after several instructions and reminders.
    - ii. For breach of contract of any of the terms and conditions of the agreement on assigning the contract or any part thereof or benefit or interest therein or hereunder by the contractor to any third party for subletting whole or part of the contract to any third party.
    - iii. Contractor being declared as insolvent by the court of law.
    - iv. In case of force majeure clause usage.

During the period for termination of contract in the situation contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons and materials deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal.

26. **Forfeiture of Performance Guarantee** - The “Central Sanskrit University, Bhopal Campus Bhopal” reserves the right to forfeit Performance Guarantee for breach of any conditions of the contract/ agreement. The decision of the “Director, Central Sanskrit University, Bhopal Campus Bhopal” will be final and binding on the firm/ company. If the “Director, Central Sanskrit University, Bhopal Campus Bhopal” is not satisfied with the progress and quality of the services rendered by the “Contractor” under the contract and in the event of failure of the contractor to recoup the quality in the mutually agreed time frame, shall be entitled to terminate the contract and forfeiture of Performance Guarantee whole amount or part of it, as decided by Director, Central Sanskrit University, Bhopal Campus Bhopal.
27. In the event of any controversy, conflict, dispute or difference arising under this tender/ contract/ agreement or in connection therewith except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS BHOPAL. The decision to **appoint an arbitrator** will be in accordance with the Arbitration and Conciliation Act 1996.
28. There will be no objection to any such appointment that the arbitrator is a CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS BHOPAL servant or that he has or had to deal with the matter to which the agreement relates or that in course of his duties as CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS BHOPAL Servant he has expressed views on all or any of the matter under dispute. The award by the Arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reason whatsoever, Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS BHOPAL or the said officer shall appoint another person to act as Arbitrator as per terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
29. The Arbitrator may from time to time with consent of parties extend the time for making and publishing the award subject to the aforesaid Arbitration and Conciliation Act 1996, and the rules made there under, any modification thereof for the time being in force shall deemed to apply to the arbitration proceedings under this clause. The venue of arbitration proceedings shall be the office of the CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS BHOPAL or such other places as the arbitrator may fix.
30. The payment to the “contractor” for Housekeeping services will be made through the e-payment only after deducting Income Tax as per rules from the bills. No bank commission charges on releasing such payments will be borne by the “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal”. The contractor will have to provide bank details for getting e-payment.
31. **Contradictions or Amendments:** In the event of contradictions, if any, between different terms, conditions and practice in this work, the decision of the Director, “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” shall be final and binding on the firm/company.

32. The "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS, Bhopal" reserves the right to increase or decrease the engagement of Housekeeping Main power and the tendered amount will be increased or decreased on pro rata basis.
33. The Director, "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal" also reserves the right to reject/ accept the tender on the basis of noncompliance, concealing of information, providing wrong or misleading information in any of the document mentioned above.
34. The Contractor shall be entirely responsible in the premises and property of the Campus all the times and round the clock during the period of contract and ensure that only authorized persons are allowed to enter the Premises and maintain the record for the same.
35. The Contractor shall be entirely responsible and ensure that only persons authorized by the Campus are allowed to operate/ repair/ maintain the equipments at the premises and that no such equipment, machinery or any part thereof any property is removed out of the Premises except with the written Permission / Gate Pass of "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal".
36. The Housekeeping Main power deployed at various places especially at Campus main gate shall be entirely responsible to search persons/ vehicles entering and leaving the Campus for any Campus material in possession.
37. The Contractor shall be entirely responsible to furnish proactively and periodically Housekeeping and intelligence information relevant for the Housekeeping in and around the premises.
38. The Contractor shall execute the service and discharge their obligations to the entire satisfaction of "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal" and in accordance with the directions and specific instructions as may be issued from time to time by the officer-in-charge of "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal".
39. The "Contractor" shall act diligently and take appropriate action, in case of fire or any other calamity, theft, etc. and to prevent it and further to reduce the damage and keep informed the officer-in-charge, Dean(E&IM) or any other authorized officer of "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal".
40. The Contractor Persons should have the knowledge of operation and up keeping of **fire fighting system** installed at Campus premises.
41. **Force Majeure-** This clause will form part of contract between both the parties. If parties to contract are prevented temporarily or permanently to perform its obligations due to circumstances beyond its control. The parties will have option to stop the contract by following procedure as laid in agreement. The circumstances are- acts of God, acts of nature, acts of Government, wars, riots, strikes & lockouts.
42. **Procedure to be followed under Force Majeure condition-** The contractor will be required to inform in writing about the event in case of force majeure and seek acceptance from "CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS ,



Bhopal” then only the “Contractor” will be allowed to perform temporarily or permanently the force majeure.

### C) SPECIAL CONDITIONS-

- 1 **Scope of Work:** Details regarding scope of work and Job manual are enclosed at **Annexure I**. The contracting agency will supervise the work through **two supervisor(s)** during three shifts. The engagement of Housekeeping Main power should be as per the schedule and duties and responsibilities mentioned in the **Job Manual**.
- 2 **Execution of Agreement:** The Bidder, whose tender has been accepted, will be required to submit within one week any relevant documents in connection with tender and also the information as mentioned in clause **2.3 of special conditions**. Then only the agreement within **15 days** of the date of receipt of the acceptance of his tender by the “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” will be executed. Contract document will include tender document and any other conditions incorporated at the time of agreement by mutual consent. Failure to do so will result in the earnest money being forfeited by the “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” and tender being cancelled.
- 3 On receipt of acceptance of tender, the “contractor” shall submit the list of Housekeeping Main power, to be deployed at CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal for the Housekeeping work along with complete name, date of birth, complete address, recent color photograph, educational qualification proof, police verification reports, training certificate by the agency and medical fitness certificate from the local State Govt. District Hospital to the Housekeeping section for scrutiny at least three days before executing the agreement. This list will also include relievers. The “contractor” shall also submit the copies of Identity cards issued to the Housekeeping Main power. The engaged personnel in no case be changed without prior permission and consent of the Officer-in-charge or Housekeeping Assistant of the Campus.
- 4 Except writing rates and amount, the bidder should not make any changes, additions, alterations and modifications in the printed form of tenders.
- 5 The “contractor” will hold the orientation sessions for of deployed or introducing fresh Housekeeping Main power at the time of commencement of services. The “contractor” will be responsible for the Housekeeping of the property of the Campus, occupants, trainees, invitees and visitors in the premises. The Housekeeping Assistant will provide a list of equipment, fittings, fixtures, etc., installed external to buildings & campus, which will be acknowledged by the “contractor” for Housekeeping purposes. In case of any theft/ damage to such property, the “contractor” will be held responsible and suitable compensation will be charged, as decided by the Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal. (As per clause of General terms & Conditions)
- 6 The “contractor” must employ adult Housekeeping Main power (**not more than 45 years of age**) only having good and sound physique and health. Deployment of child labor may lead to termination of contract. The Housekeeping Main power should be medically & mentally fit and the “contractor” should obtain the necessary medical fitness certificate from the local State Govt. District Hospital.

- 7 The “contractor” shall deploy Housekeeping Main power who are able to read and write in Hindi and English legibly, preferably 10<sup>th</sup> pass for the purpose of Housekeeping information, such as- vehicle numbers, identity cards, gate pass, delivery Challans, simple letters and addresses on letters, etc.
- 8 The “contractor” must provide standard liveries to its workers with properly laminated photo identity cards bearing name, address, date of birth, signature of card holder, validity and other necessary information along with seal and signature of the Contractor’s issuing authority. No extra payment shall be made by the “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” in this regard. Every Housekeeping should come in specified neat and clean uniform, Identity card, shoes, headgear, tools and Housekeeping materials. Non- compliance of these requirements will be treated as unsatisfactory services and penalty of Rs. 50/- per per duty will be charged.
- 9 In case of any person deployed by the “contractor” does not confirm to the requirement of medical fitness or general discipline, then a penalty of Rs. 100/- per Housekeeping per duty will be charged.
- 10 The “contractor” will submit a schedule of engagement of staff upon receipt of acceptance of tender. This requirement has to be fulfilled by the “contractor” for entering into an agreement.
- 11 During commencement of work, the “contractor” shall prepare the schedule of engagement of Housekeeping Main power before the start of each month and submit to the Housekeeping section.
- 12 In extreme case, a person may be asked to work extra hours of work for another one shift only. But such cases will not be more than two in a week. **having performed night shift will not be allowed to do following day shift.**
- 13 The agreement will be executed only after the receipt of above schedule of services and list of manpower with all details specified at clause **2.3** of special conditions. After execution of agreement the “contractor” will be allowed to operate Housekeeping services.
- 14 The “contractor” shall maintain a daily attendance & work done Diary as per agreed schedule at the Housekeeping section of CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal. The diary will contain the records of point wise deployment of Housekeeping Main power, notes on shift wise inspection by the supervisor of the “Contractor” or Housekeeping Assistant or Officer-in-charge. The “contractor” or his supervisor shall obtain signatures DAILY in the Diary from the Housekeeping Assistant of the Campus. Any corrective actions will have to be followed as recommended in this diary. “The Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS ” may nominate a committee of CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS employees for sudden inspection of the Housekeeping points. The observations of the committee will also be recorded in the diary.
- 15 **Monitoring of Performance:** Monthly performance report based on shift wise attendance, DAILY DIARY and conduct of Housekeeping Main power and services etc. will be maintained by Housekeeping section of CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal. The Housekeeping Assistant will issue

the Monthly Performance Report to the contractor. Any improvements expected may also be recorded in the report. The corrective actions taken will also be recorded in the report. The report will have to be presented with the monthly Bills.

- 16 **Duration of the contract:** This contract will come into force for a period of One Years (12 months) from the “date of the order”. However, it may be extended further on same terms and conditions as mutually agreed upon, subject, to the satisfactory performance services. There shall be no change in the Service Charges for the extended period of contract except wage revision of the workers as may be notified by Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi from time to time.
- 17 The “Contractor” will deploy desired number of the Housekeeping Main power (As per Annexure-I) during three shifts per day. The payment will be released based on the total number of Housekeeping Main power deployed in each shift per day for the whole month i.e. Total No. of shift duties per month. In case it is found that proper number of Housekeeping Main power are not deployed (As per Annexure-I), then this will attract in addition to above actual payment, a minimum penalty of **Rs. 100/ Rs. Hundred only) per day per** and it will be deducted from its monthly bill.
- 18 **Payment terms:** The “contractor” will make the payment of wages to the Housekeeping Main power in presence of the Housekeeping Assistant of CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal. The Contractor will maintain a payment sheet bearing receipts of wages by Housekeeping Main power for every month separately.
- 19 **Submission of Bill-** - The bill shall mention both the total number of Housekeeping Main power (Armed) and total number of duties done during the month. The bill for each month shall be presented in duplicate by the “contractor” by 5<sup>th</sup> working day of every following month duly pre receipted along with complete enclosures i.e. original payment sheet as per prevailing minimum wage rates, relevant contributions of EPF and ESI (as per rules General terms & Conditions), Monthly Performance Report and any other documents desired by the Campus. Bills submitted without above documents will not be processed for payment. The “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” will scrutinize the bill and make the payment in respect of the work to the “contractor” through Bank Transfer within three weeks from the date of submission of the complete bills.
- 20 CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal will not be responsible for any non-payment or delayed payment by the contractor to the deployed persons & the contractor will be solely responsible for any claims from the Housekeeping Main power.
- 21 **Penalty Clause:** Whenever and wherever it is found that the Housekeeping services are not up to the mark, it will be brought to the notice of the “contractor” by CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal. In case of repeated lapse in the Housekeeping services due to no corrective action/s by the “contractor” within given time or eight hours whichever is earlier, it will result in the penal deduction from the Bills/ Performance Guarantee of the “contractor”. A penalty up to Rs. 500/-could be levied per day. The decision of the “Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” will be final and binding on the “contractor”. Some of the instances in which penalty would be imposed are

enumerated below. But these are not exhaustive and penalty may be imposed on any violation breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions:-

- i. If the Housekeeping Main power are not found in proper uniform, tools such as stick, torch, whistle etc. and displaying Photo Identity Card with regards to .
  - ii. If the Agency is not able to provide the required number of Housekeeping Man power/ , a penalty for shortage of attendance will be imposed on daily basis.
  - iii. If the behavior of Housekeeping Man power is discourteous/ rude with any employee/ their family members/ visitors.
  - iv. If any Housekeeping Main power/ Supervisor found performing duty, with fake name and address or if anyone else found on duty other than those mentioned in the approved list supplied to CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal.
  - v. If Housekeeping Main power/ are not found on duty points during inspection.
  - vi. Submission of bills without appropriate enclosures or not submitting documents/ information desired by CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS Bhopal within given time period.
  - vii. Housekeeping Man power not performing duties given in the Job manual
  - viii. Housekeeping Man power/ on duty or otherwise, found under the Influence of any drug, liquor or any intoxicants
- 22 The expenditure on raincoat, winter wear, vehicles and other Housekeeping tools and materials- torches, cells etc. will be borne by the “contractor”. The “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS, Bhopal” will not be responsible to supply or reimburse charges for these expenditures.
- 23 The “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” will provide the necessary quantity of water and electricity for operating the Housekeeping services only. The Campus will provide limited furniture (subjected to availability) for Housekeeping personnel for purpose of providing Housekeeping services to the Campus and Campus. The Campus will charge the license fee of Rs. 1000/- (One Thousand only) per month for using furniture, waiting shed etc.
- 24 A secured space will be provided for keeping all equipment and materials of Housekeeping services in the Campus. It should be used only for Campus’s work.
- 25 It is preferable that the Housekeeping Agency provides mobile communication system at the cost of contractor to the personnel deployed in the Campus at all duty points. However at least in each shift one mobile communication system should be made available amongst the deployed Housekeeping Main power/ in the campus.
- 26 The contract may be terminated by giving one month notice by the “Contractor” on payment in lieu thereof. However in case of exigency arising on account of the not providing services on satisfactory manner, “CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal” can terminate the contract with immediate effect. If the Contract is terminated the Contractor shall stop service immediately, make the site safe and secure and leave the site as soon as reasonably possible.
- 27 Only the registered agencies can apply for this work.
- 28 The Director, CENTRAL SANSKRIT UNIVERSITY, BHOPAL CAMPUS , Bhopal reserves the right to accept any or reject all Tenders received, without assigning any reason.

**DIRECTOR**

**Technical Criteria** – The following criteria will be applied to evaluate the quality of the bidder for technical comparison purpose.

| Sr. No. | Details   | Maximum marks | Marks obtained |
|---------|---|---------------|----------------|
| 1.      | Number of years of experience in the field of Housekeeping Services (2 marks for each year of experience), Max. Marks - 10  | 10            |                |
| 2.      | No. of companies/ Campuses/ organization where Housekeeping manpower deployed in the last three years.<br>2019-20<br>2020-21<br>2021-22<br>(2 mark for each companies/ Campuses/ organization where Manpower deployed in last 3 years, Max. Marks - 20) | 20            |                |
| 3.      | Turnover in the last three years<br>2019-20<br>2020-21<br>2021-22<br>(Less than 40 Lakh 0 marks, 40 Lakh 5 marks, 1 mark each for additional Rs. 10 Lack, Maximum Marks - 20 for average turnover of last 3 years)                                      | 20            |                |
| 4.      | Amount of Provident Fund deposited for the month of Oct. 2022 (2 marks for EPF deposits up to Rs. 50,000/-, 1 mark each for additional Rs. 25,000, Max Marks 10)  | 10            |                |
| 5.      | Amount of ESI Contribution amount deposited for the month of Oct. 2022 (2 marks for ESI deposits up to Rs 30,000/-, 1 mark each for additional 15,000/- Max. Marks 10)  | 10            |                |
| 6.      | Service provided to Government/ Semi-Government Organizations/ Public Undertakings (5 marks for 1800 no. of average manpower deployed in last 3 years, proportionate marks for higher manpower, Max. Marks 10)  | 10            |                |
| 7.      | Number of Housekeeping Man Power/ presently on roll.<br>(2 marks for 50 on roll, 1 mark each for additional 25 persons on roll),<br>Max. Marks - 10   | 10            |                |
| 8.      | The agency must have global ISO Certificate for quality service assurance.  | 10            |                |
| TOTAL   |   | 100           |                |

**Note: minimum marks for technical qualification = 50**

1. Documentary proof to be attached for all the nine parameters of evaluation.
2. Experience in the field of Housekeeping services will be considered on the basis of ESI registration date.
3. Turnover will be considered only on submission of full set of audited Accounts or certificate from CA for the years.
4. Photocopy of the Certificates from the employer is to be submitted as proof for counting number of Institutions where agency has deployed its manpower.
5. Photocopy of the Challans of EPF and ESI to be submitted for the month of Oct 2022 as evidence.
6. Photocopy of the work orders and certificate from employers for last five years are to be enclosed as proof to count no. of Govt. organizations/ Public undertakings.
7. Photo Copy of agency global ISO Certificate for quality service assurance.

### Second sealed envelope - Price Bid- (Annexure III)

This envelope will contain price bid filled in by the bidder along with attested copy of the prevailing minimum wages declared by the Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi and proofs of prevailing EPF, ESI.

Central Sanskrit University, Bhopal Campus will pay the prevailing minimum rates of wages applicable at Bhopal as declared by the Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi per month for Housekeeping Main power. This will include prevailing basic pay and variable DA, EPF, ESI, etc. and the total service charges.

The rates of "Service Charges" quoted by the bidder shall be fixed for the full duration of the contract and the extended period thereafter, if any; except wage revision of the workers as may be notified by from time to time. Arms & ammunition to the armed Housekeeping Main power will be provided by the bidder at their own cost.

1. **Third sealed envelope - Earnest Money Deposit.** An Earnest Money Deposit of Rs,1,00000/- (Rs. fifty thousand One lakh only) should be paid with the Tender in the form of Demand Draft/ Bankers Cheque of any Nationalized Bank drawn in favor of the **Central Sanskrit University", Bhopal Campus" payable at Bhopal** The Tender submitted without requisite Earnest Money will not be considered. The earnest money of the bidder who do not qualify in the bid will be refunded without any interest within 15 days after the process of evaluation is over and in case of Housekeeping/ firm/ company, who is awarded the contract, this EMD will be treated as part of performance of General Terms & Conditions valid for the contract period. contract, this EMD will be treated as part of performance Guarantee as mentioned in Clause of General Terms & Conditions valid for the contract period.
2. Conditional Tender: Conditional tenders will be rejected.
3. Each bidder should submit only one tender for this work. If two tenders are submitted by single Firm/company, then both the tenders are liable to be rejected.
4. If an individual is an owner/ partner/ director in more than two firms/ company, then only one of such firms/ companies should submit the tender for this work. If it is found that more than one tender has been submitted by such firms/companies, then such tenders are liable to be rejected.
5. The employees of this institute and their near-relatives (by near-relative, here means- wife, husband, parents, grandparents, children, brother, sister & cousins and their corresponding in-laws) shall not be permitted to submit the tender.
6. The bidder shall not be permitted to tender for this work, in which near-relative of the employees/officers of this institute (responsible for the award and execution of this work) are posted/ nominated/ designated in any capacity. If this is observed then the tender/ work is liable for rejection.
7. The bidder should ensure signature of authorized signatory and seal of organization on every page of tender documents as acceptance of every term & condition.
8. Canvassing: Canvassing in any form for the acceptance of tender will disqualify the bidder.
9. Unsealed Tender: The tender shall be rejected if not properly sealed (Wax Seal)
10. The Director, Central Sanskrit University, Bhopal Campus reserves the right to accept any or reject all Tenders received, without assigning any reason.
11. Tender/s received after scheduled date and time will not be considered.
12. **Validity:** Validity of the tender shall be **45 days** from the scheduled tender submission date.

**20. Award of Work-**

- a) **Initially technical criteria will be considered If minimum 50 marks are obtained by the bidder, then only financial bid will be opened.**
- b) **Lowest and responsive bidder in financial bid will be considered for award.**
- c) Tenders quoted without fixed service charges in percentage will be summarily rejected.
- d) **If two bidders are equal financially, bidder with higher technical qualifying marks as Technical Criteria.**

**Director**

**Annexure- I**

**Bidders Profile & Certificates**

Photograph of the tenderer / authorized signatory holding power of attorney

|    |  |  |
|----|--|--|
| 1. | Name of Tendering Company/ Firm / Agency (Attach certificate of registration)<br>Type of Firm i.e Proprietorship /Partnership or company registered under company Act 1956 |  |
| 2. | Type of firm i.e Proprietorship / partnership or company registered under company act 1956   |  |
| 3. | Name of proprietor / Director of Company/Firm/agency   |  |
| 4. | Full Address of Reg. Office with Telephone No., FAX No. & E-Mail   |  |
| 5. | Full address of Operating/Branch Office with Telephone No., FAX No. & E-Mail   |  |
| 6. | PAN / GIR/TAN No<br>(Attach Self Attested copy)  |  |
| 7. | Service Tax Registration No.<br>(Attach Self Attested copy)  |  |
| 8. | E.P.F. Registration No.<br>(Attach Self Attested copy)   |  |
| 9. | E.S.I. Registration No<br>(Attach Self Attested copy)  |  |

10. Self-Attested copy of experience certificate / certificates issued by the competent authority for the satisfactory work carried out in outsourcing Office up keeping & Housekeeping or job of similar nature to Central/State Government/ Public Sector/ Banks during last three years. The summary of that can be tabulated in the given format in chronological order

| SN | Details of client along with address, telephone and FAX numbers | Amount Contract (Rs. lakhs) | Experience certificate for the period from and to |    |
|----|---|-----------------------------|---|----|
|    |   |                             | From  | To |
| 1  |   |                             |   |    |
| 2  |   |                             |   |    |
| 3  |   |                             |   |    |

(If the space provided is insufficient, a separate sheet may be attached)

11. Additional information, if any (Attach separate sheet, if required)

Name:

Place:

Seal:

Signature of Bidder



## **Payment Details**

- Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand only) (non-refundable) from Nationalized/ Scheduled bank drawn in favor of “**Central Sanskrit University, Bhopal Campus**” payable at Bhopal” has to be submitted towards tender document fee failing which the tender bid will be rejected. Bidders are requested to write their name and full address at the back of the Bank submitted.
- The applicant has to deposit Earnest Money (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft Nationalized Bank drawn in favor of **Central Sanskrit University, Bhopal Campus**” payable at Bhopal” The same has to be submitted.

| <b>S.no</b> | <b>Description</b>                         | <b>Amount</b>                        | <b>Name of Bank</b> | <b>D.D No</b> | <b>Date of Issue</b> |
|-------------|--|--------------------------------------|---------------------|---------------|----------------------|
| <b>1.</b>   | cost of Tender Document (non-refundable)   | Rs,1,000/-<br>(Rs,One Thousand only) |                     |               |                      |
| <b>2.</b>   | Amount of EMD to be deposited (Refundable) | Rs. 1,00,000/-<br>(RS,One Lakh only) |                     |               |                      |

**FORM A**

**Details of Last Three Years Experience**

Please attach copies of the work orders for last three years and work orders of Housekeeping Service

Contracts which are currently running.

**(To be Inserted in First Envelope & then sealed)**

| <b>S. No .</b> | <b>Name &amp; address of organization to whom services provided</b> | <b>Duration of contract</b> | <b>Amount of contract</b> | <b>Number of Person provided</b> |
|----------------|---|-----------------------------|---------------------------|----------------------------------|
| 1.             |   |                             |                           |                                  |
| 2.             |   |                             |                           |                                  |
| 3.             |   |                             |                           |                                  |
| 4.             |   |                             |                           |                                  |
| 5.             |   |                             |                           |                                  |
| 6.             |   |                             |                           |                                  |
| 7.             |   |                             |                           |                                  |
| 8.             |   |                             |                           |                                  |
| 9.             |   |                             |                           |                                  |
| 10.            |   |                             |                           |                                  |

Signature / Seal of the Bidder  
Name & seal .....

**FORM B**  
**Details of Income Tax, ESI & EPF paid for last three years**  
**(To be Inserted in First Envelope & then sealed)**

| S. No. | Year     | Total Income of the firm/<br>company in <b>Rs.</b> | Income tax<br>paid in <b>Rs.</b> | Employees'<br>Provident Fund<br>paid in <b>Rs.</b> | ESI paid<br>in <b>Rs.</b> |
|--------|----------|--|----------------------------------|--|---------------------------|
| 1.     | 2019 -20 |  |                                  |  |                           |
| 2.     | 2020 -21 |  |                                  |  |                           |
| 3.     | 2021 -22 |  |                                  |  |                           |

**Technical Criteria** – The following criteria will be applied to evaluate the quality of the bidder for technical comparison purpose.

| Sr. No.      | Details   | Maximum marks | Marks obtained |
|--------------|---|---------------|----------------|
| 1.           | Number of years of experience in the field of Housekeeping Services (2 marks for each year of experience), Max. Marks - 10  | 10            |                |
| 2.           | No. of companies/ Campuses/ organization where Housekeeping manpower deployed in the last three years.<br>2019-20<br>2020-21<br>2021-22<br>(2 mark for each companies/ Campuses/ organization where Manpower deployed in last 3 years, Max. Marks - 20) | 20            |                |
| 3.           | Turnover in the last three years<br>2019-20<br>2020-21<br>2021-22<br>(Less than 40 Lakh 0 marks, 40 Lakh 5 marks, 1 mark each for additional Rs. 10 Lack, Maximum Marks - 20 for average turnover of last 3 years)                                      | 20            |                |
| 4.           | Amount of Provident Fund deposited for the month of Sept. 2022 (2 marks for EPF deposits up to Rs. 50,000/-, 1 mark each for additional Rs. 25,000, Max Marks 10)   | 10            |                |
| 5.           | Amount of ESI Contribution amount deposited for the month of Sept. 2022 (2 marks for ESI deposits up to Rs 30,000/-, 1 mark each for additional 15,000/- Max. Marks 10)   | 10            |                |
| 6.           | Service provided to Government/ Semi-Government Organizations/ Public Undertakings (5 marks for 1800 no. of average manpower deployed in last 3 years, proportionate marks for higher manpower, Max. Marks 10)  | 10            |                |
| 7.           | Number of Housekeeping Main Power/ presently on roll.<br>(2 marks for 50 on roll, 1 mark each for additional 25 persons on roll),<br>Max. Marks - 10  | 10            |                |
| 8.           | The agency must have global ISO Certificate for quality service assurance.  | 10            |                |
| <b>TOTAL</b> |   | <b>100</b>    |                |

**Note:- Please fill must for above information.**

**Note: minimum marks for technical qualification = 50**

1. Documentary proof to be attached for all the nine parameters of evaluation.
2. Experience in the field of Housekeeping services will be considered on the basis of ESI registration date.
3. Turnover will be considered only on submission of full set of audited Accounts or certificate from CA for the years.
4. Photocopy of the Certificates from the employer is to be submitted as proof for counting number of Institutions where agency has deployed its manpower.
5. Photocopy of the Challans of EPF and ESI to be submitted for the month of Oct 2022 as evidence.
6. Photocopy of the work orders and certificate from employers for last five years are to be enclosed as proof to count no. of Govt. organizations/ Public undertakings.
7. Photo Copy of agency global ISO Certificate for quality service assurance.

Signature / Seal of the Bidder  
Name & seal .....

**TECHNICAL**

| Sl. No. | Particular   | To be filled by the Tender |
|---------|--|----------------------------|
| 1.      | Name of the Agency   |                            |
| 2.      | Details of EMD   |                            |
|         | (i) Amount   |                            |
|         | (ii) Draft No.   |                            |
|         | (iii) Date   |                            |
|         | (iv) Issuing Bank  |                            |
| 3.      | Date of establishment of the agency  |                            |
| 4.      | Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person.   |                            |
| 5.      | Whether registered with all concerned Government Authorities.<br><br>(Copies of all certificates of registration to be enclosed)   |                            |
| 6.      | PAN/TAN Number<br>(copy to be enclosed)  |                            |
| 7.      | Service Tax Registration Number<br>(Copy to be enclosed)   |                            |
| 8.      | Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner anywhere in India.                 |                            |
| 9.      | Length of experience in the field.   |                            |
| 10.     | Experience in dealing with Govt. Department/Educational Institutions<br>(Indicate the names of the Department and attach copies of contracts order placed on the agency) |                            |
| 11.     | Annual turnover  |                            |
| 12.     | Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.   |                            |
| 13.     | Whether agency profile is attached   |                            |
| 14.     | List of other clients.   |                            |

**PROFORMA FOR FINANCIAL BID**  
**FINANCIAL BID**

**Providing Housekeeping services for the Central Sanskrit University, Bhopal Campus  
(To Be Inserted in Second Envelope & then sealed)**

| S. No. | Particulars                         | Relevant information from firm/ company |
|--------|-------------------------------------|---|
| 1.     | Name & Postal Address of the Bidder | .....<br>.....<br>.....                 |

**Name of Work-** Providing Housekeeping services for the Central Sanskrit University, Bhopal Campus premises and installations including Campus Buildings, Guest Houses, Hostels, Staff quarters, materials, equipment & installations in the Campus .

(i) **Wage Component** - I/we understand that the Campus will pay the minimum rates of wages per month for applicable at Bhopal as declared by Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi as amended from time to time which shall be applicable for all employed by the Agency. above, the Campus shall pay the following allowances on the basic minimum wages to all the Contract Workers per month:-

| Sl.No. | Wages/ Allowances |
|--------|-------------------|
| 1.     | EPF – 13 %        |
| 2.     | ESI – 3.25%       |

The followings things are confirmed and undertake by us that:

- a. **Quotation for Service charges shall be in percentage on Wages amount only. Service Charges shall not be paid on amount of EPF, ESIC, Bonus and GST.**  
The Service Charges should not be less than 1% and it should not be in rupees. The amount of service charges" quoted by the bidder shall remain unchanged for the entire Contract period. Except wage revision of the workers as may be notified by Chief Labor Commissioner, Ministry of Labor & Employment, Govt. of India, New Delhi from time to time. If service charges quoted by two agencies are similar then tender will be decided based on following conditions.
  - (a) Agency's turnover of last 3 years.
  - (b) Existing numbers of employee working in Govt./Semi Govt. organizations.
  - (c) Experience in similar organizations.
  - d. if there condition or all similar then they have to submit revised proposal in sealed envelope.
- b. Offer price shall be valid for a period of 45 days from the date of opening of Technical bid of this tender.
- c. We agree with the terms and conditions specified in the tender document and if selected, the Execution of supplies & services would be made in compliance.

**(ii) Format for Submission of Price Bid -**

| Position                             | Minimum wages per month as Per Central Government of India | EPF Rate if EPF is applicable | ESI Rate if EPF is applicable | Service Charges (Minimum 1%) | Cost of Material Item Price should be furnished as Mandatory | Total (Rs.) per month – per person excluding column no. 4 |
|--------------------------------------|--|-------------------------------|-------------------------------|------------------------------|--|---|
|                                      | 1  | 2                             | 3                             | 4                            | 5  | 6   |
| House Kipping (Un Skilled) (26 Days) |  |                               |                               |                              |  |   |

Date:

Signature of Authorized Bidder  
with proper rubber stamp  
Name:  
Designation:  
Mobile No:

## Evaluation Criteria for Technical And Financial Points

In case of total amount quoted by firms has a difference upto rupee "one" in financial bid decision of Tender Evaluation Committee (TEC) for finalize the tender at the time will be final. Committee will take decision to finalize the tender without giving any justification to anyone & decision of Tender Evaluation Committee (TEC) of Central Sanskrit University, Bhopal Campus cannot be challenged in any manner and also be abide by all the Tenderers.

List of articles required per month for Cleanliness in Bhopal Campus (for charges including materials).

| क्र | सामग्री  | मात्रा                 | दर | कुल राशि |
|-----|--|------------------------|----|----------|
| 1   | फूल झाड़ू (Medium)   | 10 नग                  |    |          |
| 2   | सीक झाड़ू (Medium)   | 05 नग                  |    |          |
| 3   | लगा झाड़ू सीक  | 10 नग                  |    |          |
| 4   | फिनाईल सफेद (ISI Mark)   | 30 लीटर                |    |          |
| 5   | काला फिलाईल (ISI Mark)   | 25 नीटर                |    |          |
| 6   | Floor Wiper (3.5 ft pipe - 2cm Dia with plastic holder on top, Wiper 40cm x 6cm)     | 03 नग                  |    |          |
| 7   | Dry/Dust mop refill (75 cm)  | 05 नग                  |    |          |
| 8   | झाय माप  | 08 नग                  |    |          |
| 9   | Floor (Rough Texture) Dusters (24 * 24)  | 25 नग                  |    |          |
| 10  | चेक डस्टर  | 05 नग                  |    |          |
| 11  | निरमा पाउडर  | 10 Kg                  |    |          |
| 12  | Liquid Toilet Cleaner  | 10 लीटर                |    |          |
| 13  | एसिड (ISI Mark)  | 10 लीटर                |    |          |
| 14  | फिनाईल गोली (ISI Mark)   | 05 पैकेट (500 gm each) |    |          |
| 15  | Wet Mop Refill   | 05 नग                  |    |          |
| 16  | Dust pan/Supdi-22cm front wqith Handle   | 08 नग                  |    |          |
| 17  | हैंड वॉश (Hand Wash)   | 05 लीटर                |    |          |
| 18  | Wet Mop Clip (15 cm bracket with pipe holder and round fastener on top to hold pipe) | 04 नग                  |    |          |
| 19  | Abrasive Cleaning pads - 100 mm x 150 mm (pack of 4)                                 | 04 नग                  |    |          |
| 20  | Toilet/Hockey Brush  | 04 नग                  |    |          |
|     |  | कुल योग                |    |          |

Note :- Above item Prices should be furnished as mandatory.

Signature of the Bidder  
(Name and Address of the Bidder)

# AGREEMENT

## 1. ASSIGNMENT OF THE AGREEMENT

The rights and / or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

## 11. DISPUTE SETTLEMENT

In the event of any dispute or difference between the parties arising out of in connection with the terms and conditions of this agreement the decision of indenting office will be final. Jurisdiction for settlement of disputes or differences shall be Bhopal.

### SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this agreement on the day, month and year mentioned hereinbefore.

#### Parties

For and on behalf of Central Sanskrit  
University, Bhopal Campus, Bhopal

Signature .....

Name .....

Designation .....

Seal .....

#### Parties

For and behalf of Contracting Agency

Signature .....

Name .....

Designation .....

Seal .....

Agreement signed in the presence of

1. Witness Signature  
Name & Address

2. Witness Signature  
Name & Address

1. Witness Signature  
Name & Address

2. Witness Signature  
Name & Address



**CHECK LIST FOR TENDER DOCUMENTS:**

- 1. **First sealed envelope** (Technical Bid) Annexure III Yes/No
- 2. **Second sealed envelope** - Financial Bid- (Annexure IV) Yes/No
- 3. **Third sealed envelope** (Earnest Money Deposit) Yes/No
- 4. **Documents in support of Form A&B** Yes/No
- 5. **Cost of Material Item Price List** Yes/No

Signature of the bidder  
& Seal of Organization

Name & seal .....