

GOVT. COLLEGE SULTANPUR, FARRUKHNAGAR,
GUURGRAM

Reference No.:GCSF/Feb/2024/49

Dated: 21.02.2024

TENDER DOCUMENT

Name of the Work:

Govt. College Sultanpur, Farrukhnagar, Gurugram invites sealed quotations for providing House Keeping/Cleaning Services at college campus initially for the period of one year from registered reputed agencies having at least 3 years' experience of providing House Keeping/Cleaning Services for Government/Public Sector/Private organizations of repute and autonomous bodies etc.

Scope of Work:

The scope of work would involve cleaning & wet mopping of floors, dusting of all rooms of Colleges and campus, collecting and disposing of waste in bins, cleaning of toilets & toilet fixtures, window glass (both from inside & outside), walls, stairs, carpets, sofas, chairs, removing of cobwebs from ceilings, removal of stagnant water from terrace and external drainage cleaning, open terrace cleaning etc. The work also includes engaging the services of personnel for other incidental work such as shifting/movement of furniture / equipment/materials and plumbing works etc. within and outside the institute premises etc. These services will be required on all days during the period of contract as per institute's requirement.

The bidder may visit the campus to have on the spot survey of the area before filing the bid/quotation.

Bidders satisfying the eligibility criteria will only be eligible for participation in tender process. Thus, Commercial Bid of prequalified bidders only will be opened. Bidders shall furnish details regarding their Company, Organization Chart, Date of Incorporation, Experience etc. as indicated in the tender document. The tender document can be downloaded from the institute's Website <http://gcfarrukhnagar.ac.in>

Last date of tender/quotation receipt is 10.03.2024 in sealed proforma by registered post or submit by hand in college office.

Date of Publication	23.02.2024
Last Date of Receipt of Tender	10.03.2024 (04:00 pm)
Date of Opening of Tender (Technical Bid)	15.03.2024
Date of Opening of Financial Bid	Informed Later

TENDER DOCUMENT FOR PROVIDING OUTSOURCING SERVICES TO
THE GOVT. COLLEGE SULTANPUR, FARRUKHNAGAR, GURUGRAM

PART
ELIGIBILITY PARAMETERS.

1	Name of the Organization/Firm applying for providing outsourcing services	
2	Postal Address	
3	Telephone/FAX/Mobile No. of the Organization/Firm	
4	Status of the Organization/Firm (Whether Private or Public Sector undertaking or Sole Proprietor or Partnership of Cooperative Society etc)? the tenderer should attach a resolution passed by the Executive Body authorizing the specific Officer/partner for signing the documents.	
5	Details of PAN/TAN No. obtained (attested copy of the document to be attached)	
6	Whether the tenderer possesses the requisite experience,if yes, give details Separate sheet be attached, if needed).	
7	Particulars of License obtained from Labour/Home Department of the State /UT (attested copy of the document to be attached).	
8	The details of Service Tax No. allotted to organization/firm. (Copy of document to be attached).	
09	Financial resources, assets in terms of tenderer's property (Movable and Immovable) held on the date of submission of tender (Latest audited balance sheet is also be to attached).	
10	Details of earnest money. FDR/D. No... Name of Bank	
11	Profile of the organization 1. Technical Manpower on roll any post (Govt. Department). 2. Financial Annual turnover in Lacs. 3. ISO certificate of the firm. Yes/No.	
12	Declaration in the form of Affidavit that the individual/Firm/Organization including its partners and share- holders, was not black listed/prosecuted by any Departments/Statutory Bodies in Haryana or by any Court of Law, and fully understood all the terms & conditions contained herein and undertake myself/ourselves abided by them is to be attached.	

SIGNATURE OF THE TENDERER ADDRESS:

FINANCIAL BID

Lump sum Rates to be quoted for providing required services with Taxes, if any:-

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Note:

1. The rates quoted above shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the tenderer.
2. Leave for weekly rest and other holiday/National holidays shall be provided by the Service Provider and no extra charges will be paid by Govt. College Sultanpur, Farrukhnagar, Gurugram.
3. The selected agency will have to sign a service agreement on the given format within seven days from the date of the receipt of work order.

Signature of Tenderer :

Address:

AFFIDAVIT

I/We certify that have read the terms and conditions of the tender as well as the provisions as mentioned in the service agreement. I/We undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salaries, which in any case shall not be less than the minimum wages as fixed or prescribed under the minimum wages Act, 1948 along with all other statutory dues such as Employees Provident Fund, Employees State insurance, Employees deposit Link Insurance etc to the employees. I/We undertake to observe the compliance of all the relevant Labour Laws as applicable viz. Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract labour (Regulation and Abolition) Act, 1970, State/UT Contract Labour/ (R&A) Rules, 1974, EPPF Act, 1952, ESI Act (1948) as applicable and as amended from time to time and/or any other Rules framed there under from time to time by the Central or State Government and or any authority constituted by or under any authority constituted by or under any law, for the category of persons deployed by me/us.

Certified that I/We have read over the tender document containing the nature and scope of work, terms & conditions and the Draft of Service Agreement and have understood the contents.

I/We undertake to abide the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.

Place:

Dated:

Signature of Tenderer

Name of the Tenderer Address:-

Minimum Eligibility Criteria:-

Minimum criteria for eligibility is given below:-

1. The Agency/firm/organization should be registered under Company Act 1956, Society Registration Act/Trust Act etc.
2. Good financial strength having in minimum turnover of Rs. 1. Lakhs during each of the last three financial years. Audited balance sheet or CA's Certificate of last three years should be submitted.
3. Agency/firm/organization must have at least three years experience in the relevant field across cities/states preferably in the Government Sector.
4. Having minimum thirty registered personnel in the relevant field. The list of such professionals shall be submitted along with Technical Bid.
5. Joint venture/Consortium/MOU will not be considered.
6. The offer should be for entire work and not for the part work.
7. The price quoted should be all-inclusive and not open-ended Agency/firm/organization should keep their bid valid for 90 days from the date of submission of the bid.
8. Technical and Financial Bid should be submitted in separate envelopes.
9. Financial Bids shall be opened of only those Agencies/Firms/Organizations which shall fulfill the above mentioned conditions.
10. After fulfilling the eligibility conditions, Financial Quote shall be the deciding factor meaning thereby that any firm having fulfilled above conditions and lowest rates shall be L1. However, if L2 wants to match the rates it shall be allowed. Similarly L1 can also lower its rates further based on the negotiations.
11. Firm should not have been blacklisted/debarred/penalized for non-performance.

However, other terms and conditions to be fulfilled by the Agency/Firm/Organization are to be defined by the Department.

TERMS AND CONDITONS

1. All the information as required in the tender document should be filled up in the relevant part and no column should be left unfilled. An incomplete tender document or submitted without the earnest money deposit will be summarily rejected.
2. In case the date of opening of a tender declared is a holiday the tender shall be received/opened on the next following day at the same time.
3. The Agency will have to deposit security to the tune of Rs. 50,000/- in the shape of "Fixed Deposit Receipt" covering the period of contract duly pledged in favor of the Principal Govt. College Sultanpur, Farrukhnagar, Gurugram
4. Manpower deployed by the agency in order to provide services shall always remain the employee of the agency for all intents and purposes and the service provider/the agency shall alone be liable for any dispute amongst their employees and the agency, which may arise in any court of law
5. All the persons provided by the service agency/provider should be healthy, physically fit and free from communicable diseases. The agency should quote the consolidated lump rates per month in respect of staff deputed in the Department including wages and other statutory liabilities and benefits such as PF, ESI etc. available to the employees under Labour/Minimum Wages Act.
6. The service provider shall be responsible for the attendance of his staff in the Department. In case of any staff of the agency remains absent or granted leave by them, they will send/arrange his/her substitute otherwise a penalty of Rs. 200/- per day per person will be imposed upon him and the penalty so imposed will be deducted from the bill of the agency.
7. In case the contractor discontinues the contract before the expiry of the period his security shall be forfeited.
8. The personnel sent/deputed on job will be on the pay roll of the service provider and will be the employees of the service provider for all intents and purposes. However, the service agency shall communicate the name, parentage, residential address, date of birth, academic qualification, previous experience etc. along with a photograph of the person.
9. The antecedents of the personnel deployed by the service provider should be credible and above board.
10. The staff deployed will be issued identity card by the service provider which will be required to be displayed at the time of duty. In case of pilferage, theft/breakage, the agency will be responsible. The Principal Govt. College Sultanpur, Farrukhnagar, Gurugram will be at liberty to deduct the amount of such loss from the agency after holding an enquiry. The decision of the Principal Govt. College Sultanpur, Farrukhnagar, Gurugram to this effect shall be final and binding upon the parties. In case of unsatisfactory performance and violation of any condition of the contract/service agreement, the contract shall be liable to be cancelled and security will be forfeited.

The personnel so deployed on the job for various activities will not be changed by the agency without the approval of the College.

- 11.** The contractors/agency will not sub-let the contract for the services to any other concern/individuals.
- 12.** The Agency will pay at least the minimum wages as per wages fixed under the Minimum Wages Act and disburse the wages in the premises of the Department in the presence of person authorized by the Director on or before the 10th of each month. The payment to the agency PF/ESI contribution will be released after seeing the statement of PF/ESI or any other statutory provision to be complied by the agency that the agency has deposited its part of the contribution in advance.
- 13.** The Agency will be responsible for the payment of statutory liabilities such as PF/ESI and other charges etc, if any, in respect of persons deputed in the Department and will submit the deposit challans showing the individual figure of deposit for the previous month along with remuneration bill.
- 14.** Income tax applicable, if any, as per income tax rules shall be deducted from the monthly bill (Gross Amount) of the Agency.
- 15.** The agency awarded one year contract will have to execute an agreement on the stamp papers of appropriate value that he will abide by the terms and conditions as mentioned in the service agreement.
- 16.** The agency will be responsible for obtaining a license/renewing the license as the case may be, from the Licensing Authority under the Contract Labour (Regulation and Abolition) Act, 1970 and the Department shall not be responsible for any damages/losses on this account.
- 17.** The agency will have to observe all the rules and regulations pertaining to PF and Labour Laws as applicable.
- 18.** The Principal, Govt. College Sultanpur, Farrukhnagar, Gurugram reserves the right to terminate this contract at any time by giving 30 days notice if the services of the contractor are found unsatisfactory or for any other reason.
- 19.** That in case of any dispute with regards to the service agreement, the same shall be subject to arbitration by the Principal, Govt. College Sultanpur, Farrukhnagar, Gurugram whose decision shall be final and binding on both the parties.
- 20.** The outsource policy for engaging/outsourcing of services/activities issued by Government from time to time will be strictly followed by the outsource agency.
- 21.** All liabilities arising out of accident or death while on duty shall be borne by the contractor.
- 22.** All necessary reports and other information will be supplied immediately as required and regular meeting will be held with the department.
- 23.** The College shall have the right, within reason to have any person removed that is considered to be undesirable or otherwise and similarly contractor reserved the right to change the staff with prior intimation to the department.
- 24.** The personnel engaged by the contractor shall be dressed in neat and clean uniform

(including proper name badges) failing which invites a penalty of Rs. 500/- each occasions and habitual offenders in this regard shall be removed from the department. The penalty on this account shall be deducted from the contractor's bill.

25. Any damage or loss caused by contractor persons to the department in whatever would be recovered from the contractor.

26. Any liability arising out of any litigation (including those consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines.

27. Housekeeping/Sweeping/Cleaning services for the building of the college.

28. The bidder may visit the campus to have on the spot survey of the area before filing the bid/quotation.

29. The undersigned has the right to accept/reject any or all the quotation without giving any reason thereof.

30. TDS and other taxes, if any, as applicable from time to time will be deducted from monthly bills.

31. All materials and equipments required for performance of the services/arrangements will be provided by the agency /contractors on monthly basis.

32. The contractors/ agency will abide by all labor laws. Govt. College Sultanpur, Farrukhnagar, Gurugram will not be responsible for any dispute arising out of controversies of any labour laws.

33. All the disputes will be subject to the Gurugram District Court only.

34. The agency will be required to submit the labour license issued from the appropriate labour office before executing the agreement.

35. It shall be the sole responsibility of the contractor to ensure the services effectively, such as housekeeping/sweeping/cleaning as the case would be and if there is any loss caused to the Govt. College Sultanpur, Farrukhnagar, Gurugram during the course of their duties on account of dishonesty, theft, connivance as due to any other reasons, the same shall be recovered from the agency/ contractors.

36. Cleaning works required sweeping and moping of the entire building as every day cleaning and scrubbing of the urinals and sinks of all toilets and toilet floor with detergent/phenyl daily.

37. The agency shall be responsible for opening/closing of the building and rooms on working days and closed days when required.

1) Lamha Bano Lal
2.) Swati Hooda Seta Hooda
3) Heeta Jha
20/02/2024

Principal 20/2/24
Govt. College Sultanpur,
Govt. College Sultanpur
Farrukhnagar, Gurugram