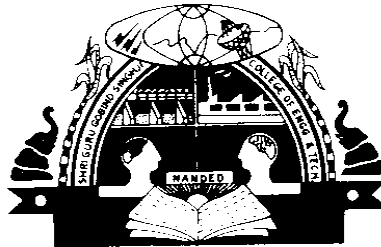


FOR AUTHORIZED USE ONLY

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



**TENDER DOCUMENT**

*For*

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

## 1.0 FACT SHEET

Sr. No.	Particulars	Details
1	Tender ID with date	SGGS/SITE/2023-24/3
2	Objective	To find a registered and reputed service provider for Housekeeping & Gardening Services at the premises of Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri, Nanded
3	Tender cost	Non refundable price of <b>Rs.5000/-</b> to be paid online
4	Earnest Money Deposit	Rs. <b>2,00,000/- (Rs.Two lakhs only)</b> to be paid online (for details see 9.0 clause 2.
		Document Tender Fee and EMD to be paid via online mode only. Any type of exemption for E.M.D. will not be given or considered. The tenders not accompanied by an earnest money deposit shall be treated as “non-responsive” and may be rejected.
		The Earnest Money so deposited will be refunded to the unsuccessful tenderers after finalization of the contract. No interest will be paid on the Earnest Money
5	Security Deposit	<b>5.0 % of annual awarded contract value to be deposited in the form of bank guarantee /fixed deposit</b> within seven days of award of contract.
6	Initial Security Deposit	2 % of annual contract value (inclusive of EMD) to be deposited within SEVEN days of tender award
7	Balance Security Deposit	3 % of Balance amount of security deposit will be deducted from each monthly bill.
8	Validity of tenders	The tender shall be valid for a period of 120 days after the date of opening of tender
9	Period of contract	One year
10	Whom to contact	Site Engineer, SGGSIE&T, Vishnupuri, Nanded, may be contacted during working hours. Office Ph. No. 02462-269171, 02462-269172. Email- site@sggs.ac.in

## 2.0 IMPORTANT DATES

### 2.1 Tender Schedule ( Key Dates)

The Contractors are strictly advised to follow the Dates and Times allocated to each stage as mentioned in 2.2. All the online activities are time tracked and the electronic Tendering System enforces time locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule. At the sole discretion of the tender authority, the time schedule of the Tender stages may be extended.

2.2 Schedule of e-Tender as follows:-

Sr. No.	Details	Date	Time
1	Publishing Date	18/04/2023	10.00 AM
2	Document Download / sale start date*	18/04/2023	10.00 AM
3	Seek Clarification Start Date	25/04/2023	10.00 AM
4	Seek Clarification End Date	04/05/2023	05.00 PM
5	Pre Bid Meeting Date	11/05/2023	03.30 PM
6	Bid Submission Start Date	12/05/2023	10.00 AM
7	Bid Submission Closing Date	17/05/2023	05.00 PM
8	Bid Opening Date	19/05/2023	04.00 PM

Shri Guru Gobind Singhji Institute of Engineering & Technology,  
Vishnupuri, Nanded

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### 3.0 NOTICE INVITING E-TENDER

SGGS/SITE/2023-24/3

Date: 18.04.2023

1. E-tenders under Two Bid System (Technical Bid and Price Bid) are invited from registered and reputed Housekeeping agencies for carrying out the job of housekeeping and gardening services, including mechanized cleaning, of different areas within the premises of Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri Nanded -431606, initially for the period of one year on the terms and conditions set out herein below. The contract may be extended further depending on the need of the Institute and performance of the Agency.
2. The tender document consisting of Notice Inviting e-tender, General Scope of work, conditions of the contract etc. to be complied with and other documents can be downloaded from the website [www.sggs.ac.in](http://www.sggs.ac.in) free of cost.
3. The tender is to be submitted online under two-bid system, i.e., Technical Bid and Price Bid in the prescribed format available under **Annexure A (Technical Bid) and Annexure B (Price Bid)** respectively Non-compliance with aforementioned condition will lead to rejection of the tender. The Technical Bid should be accompanied by requisite documents in support of Eligibility criteria. **Price Bid is available in BOQ format under Cover 2.**
4. The EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
5. The Technical Bid will be opened online as per tender schedule (key dates). A list of successful bidders who have technically qualified and also of those who have failed to qualify would be uploaded in the Institute's website ([www.sggs.ac.in](http://www.sggs.ac.in)). In view of this, the bidders are advised to visit the Institute's website regularly.
6. **A mandatory pre-bid meeting will be held on 11.05.2023 (Thursday) at 3.30 PM at Shri Guru Gobind Singhji Institute of Engineering & Technology, Vishnupuri Nanded -431606.** Prospective bidders have to compulsorily view the premises of SGGS-Nanded and attend the pre-bid meeting to understand the requirements of SGGS-Nanded. **Bid submitted without attending pre-bid meeting will be summarily rejected.**
7. Any query should be sent in writing by e-mail to [site@sggs.ac.in](mailto:site@sggs.ac.in) clearly mentioning e-mail and contact
8. The Bidders should fill all the blank columns in the BOQ (price bid) in Cover 2. No column in the price bid should be left blank. NIL or Negative quote will be treated as Non-Responsive **Rates should not be quoted anywhere else except the Price Bid.**
9. The List of cleaning materials conforming to BIS standards, machines and other items that would be needed to execute the housekeeping contract is also given in the tender document. The successful bidder has to produce the bills for the cleaning materials procured for SGGS-Nanded site on monthly basis or a self-undertaking at the time of presenting the monthly bills, specifying that the amount mentioned has been incurred towards procuring the cleaning materials.

**10. The successful bidder should be able to provide extra manpower as per the requirement of the Institute on extra payment as per the minimum wages notifications of the Govt. of India**

11. Subsequent change, if any, to the tender would be notified in the Institute's website only.

12. The Institute reserves the right to reject any or all the bids without assigning any reason and the decision of the Institute shall be final and binding.

13. If by any chance the dates on which the bids to be opened happens to be a holiday, it will be opened on the next working day of the Centre at the same time.

DIRECTOR

Shri Guru Gobind Singhji

Institute of Engineering & Technology,

Vishnupuri, Nanded

#### **4.0 PRE-QUALIFICATION CRITERIA (PQC)**

1	Bidder should have valid certificate of Registration under Shop and Commercial Establishment Act 1948 duly renewed. Or The bidder should be a company registered under the Indian Companies Act, 1956
2	Bidder should have valid registration certificate under Employees Provident Fund Misc. Provisions Act 1952
3	Bidder should have valid Registration certificate under Employees State Insurance Act.
4	Bidder should have GSTIN Registration Certificate.
5	Bidder should have Professional Tax Registration Certificate.
6	Bidder should possess ISO Certificate.
7	Income Tax Returns for the last three financial years (attach copies) 2019-20, 2020-21, 2021-22
8	Bidder should have Completion Certificate <b>for a Single Housekeeping / &amp; gardening work</b> costing not less than <b>Rs.7.5 Lakhs per month</b> in last five financial years ( <b>i.e. 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22</b> ) and up to the date of publishing the tender from <b>Central Government/ state Government/ semi Government/ PSUs/ Pvt. Sector / IT Sector</b> shall be eligible and only such offers shall be opened. <b>Work Completion Certificates which are not showing clearly the amount of work done will not be accepted.</b>
9	Certificate issued by the Chartered Accountant of average turnover should be <b>100 lakhs</b> and above for the last three financial year ( <b>i.e.2019-20, 2020-21, 2021-22</b> ). Turn over certificate for each financial year should be attached separately.
10	Bank solvency certificate not less than 50 lakhs.

**N.B.:** If there is any deficiency in the Statutory or Non-Statutory documents, the tender will be summarily rejected. During evaluation, the committee may summon bidders and seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated time frame, the bid may be liable to rejection.

## 5.0 EVALUATION OF BID

5.1 Stage-1: Technical suitability of the bidders will be evaluated as per Pre-Qualification Criteria (POC)

5.2 Stage-2: Only those bidders who fulfil stage I criteria will be considered eligible for stag-2

Stage-2: Technical evaluation will be carried out on the basis of the documents, submitted by the bidder as per Technical Bid (**Annexure A**) Following parameters carrying total 100 marks will be used to evaluate the Bidder' technical credentials,

S/No.	Particulars	Marks breakup		Allocation of Marks		
				Min	Max	Actual
1	Average Annual Turnover of the previous three financial years 2019-20, 2020-21, 2021-22	1.0 to 4.0 crore	10	10	20	
		>4.0 to 6.00 crore	15			
		>6.00 crore	20			
2	Total experience of the Firm	5 to 7 years	5	5	15	
		7 to 10 yrs	10			
		>10 yrs	15			
3	Number of years of experience of the Firm in relevant area, i.e., housekeeping & / gardening works in Govt. /Semi-Govt. Autonomous Bodies / PSUs/ Pvt. Sector / IT Sector.	2 to 5 yrs	15	15	25	
		>5 to 10 yrs	20			
		>10 yrs	25			
4	Present operational contracts (works in hand) in the relevant field of housekeeping & / gardening.	1 to 3 contracts	5	5	10	
		4 to 5 contracts	7.5			
		>5 contracts	10			
5	Solvency Certificate.	0.5 to 2.0 crore	5	5	10	
		>2.0 to 5.00 crore	7.5			
		>5.00 crore	10			
6	Presentation	Presentation	20	00	20	
	Total marks of Stage-2 Evaluation	Maximum Marks	100			

(N.B.: The Bidders may please note that for online presentation, link will be sent to the bidders who qualify Stage I of the bid evaluation process. The names of such bidders will be displayed in the Institute's website [www.isid.ac.in](http://www.isid.ac.in) under Administrative Announcements and Tenders.)

Final score for technical bid are based on the following method:

$$\text{Normalised Technical Bid Score} = \frac{\text{Marks obtained in Technical Bid} \times 10}{\text{Highest marks of Technical Bid}}$$

For example, consider total marks obtained in technical evaluation by three bidders A, B & C are as follows:

Bidder	Total Marks of Technical Evaluation
A	80
B	55
C	90

Thus the technical scores for the bidders would be as follows:

Bidder	Technical Score (TS)
A	8.89
B	6.11
C	10.00

To be eligible for qualifying in first stage-II, the bidder must secure technical score 5.0 and above. From this stage final eligible list of bidders will be prepared and only their finance bid will be opened.

## 6. ONLINE BID SUBMISSION PROCEDURE

### 6.1 Cover 1: TECHNICAL BID

The file should be saved in a PDF version and should comprise of the following items:

Packet-1	Duly completed scanned PDF of Registration Certificate Details
Packet-2	Duly completed scanned PDF of EPF Registration
Packet-3	Duly completed scanned PDF of ESI Registration
Packet-4:	Duly completed scanned PDF of GSTIN
Packet-5:	Duly completed scanned PDF of PT Registration
Packer-6:	Duly completed scanned PDF of ISO Certificate
Packet-7:	Scanned copies of Income tax returns for the last three years 2019-20, 2020-21, 2021-22
Packet-8:	Duly signed scanned copies of documents in support of The bidder should produce satisfactory credentials and experience of performing (Housekeeping services / & Gardening) of one single job to the value of not less than Rs.7.5 lakhs and such certificates to satisfy the prequalification criteria in Govt/ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector.
Packet-9:	Scanned copies of documents of the Average Annual Turnover during the previous three financial years (2019-20, 2020-21 & 2021-22) should be 100 lakhs and above.
Packet-10:	Documents in support of fresh Solvency certificate from scheduled or nationalized bank not less than 50 lakhs.
Packet-11:	Scanned PDF of (Technical Bid) Annexure "A" duly signed and stamped on each page
Packet-12:	Duly signed scanned copies of documents in support of experience of performing Housekeeping services / & Gardening services in support of 5.0 EVALUATION OF BID of this tender , stage-2 in table with Sr. No. 3
Packet-13:	Duly signed scanned copies of documents in support of works in hand of performing Housekeeping services / & Gardening services in support of 5.0 EVALUATION OF BID of this tender, stage-2 in table with Sr. No. 4
Packet-14:	Duly completed scanned PDF copy of Annexure-C (Tender Acceptance letter) Sheet
Packet-15:	Duly completed scanned PDF copy of Annexure- D (Undertaking by Bidder)
Packet-16:	Any other additional information.

## **6.2 Cover-2: PRICE BID**

### **6.2.1 Price Bid Details.**

- a) Price Bid in the prescribed format available with the tender document shall be uploaded after filling all relevant information. The price bid should be uploaded strictly, failing which the offer is liable to be rejected. Kindly quote your offer for SGGS-Nanded inclusive of all taxes and charges excluding GST.
- b) Conditional bids/offers will be summarily rejected
- c) NIL or Negative quote in price bid shall be treated as unresponsive and shall be rejected.
- d) Vendors should quote prices in price bid only, offers indicating rates anywhere else shall be liable to rejection.
- e) **Bidders are advised to quote single amount for administrative & residential area in row 2 as Item No. 1. and hostel area in row 3 as Item No.2 separately. The price quoted must include wages of worker ( as per Maharashtra minimum wages act), cost of chemicals, cost of machinery and other material and equipment required as mentioned in scope of work, uniform cost of workers etc.**
- f) It is to be noted that none of the above columns shall be left blank. Also, NIL or negative quote in any of the above columns will render the bid unresponsive and shall be rejected. Bidders may also note that if the bid quoted in any of the above columns is abnormally low in combination with the elements of the Price Bid and which raises concerns about the ability of the bidder to provide the desired services, SGGS-Nanded may seek clarifications, and may ask for price break-up, as to how the bidder intends to provide the desired services. If after evaluation of the clarifications given by the bidder, SGGS-Nanded feels that the bidder has failed to demonstrate successfully his ability to perform the required services, SGGS-Nanded may reject the bid/ proposal.

At any time before the last date of submission of bids, SGGS-Nanded may amend this tender notice by issuing an addendum or corrigendum in writing or by standard electronic means in the Institute's website under Tenders. The bidders are advised to check the website of the Institute regularly. If the amendment is substantial, the bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required by SGGS-Nanded. The Institute has the right to cancel or modify this tender notice.

Even though bidders may satisfy the above requirements, they may be disqualified if

- a) They have made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures to this document;
- b) There is any record of poor performance such as abandonment of work, not properly completing the contract or financial failures/ weaknesses, non-compliance with statutory requirements etc.
- c) Confidential inquiry reveals facts contrary to the information provided by the bidder
- d) Confidential inquiry reveals unsatisfactory performance in any of the selection criteria

### **6.2.2 The BOQ (price bid) should be downloaded from the website and should comprise the following item:**

Packet-1: Financial bid of Annexure "B" in PDF version filled with all relevant information duly signed and stamped.

## **7.0 GENERAL INFORMATION**

7.1 The terms and conditions which will govern the contract made on behalf of the Institute are also enclosed.



- 7.2 The tenderers are instructed to read the enclosed Instructions. Terms & Conditions carefully before quoting the rates in the tender and comply with the same.
- 7.3 The tenderer should satisfy all the conditions and instructions, which are mentioned in the tender notice and in the pages of tender.
- 7.4 All the tenders are cautioned that the tender containing any deviation from the contractual terms and conditions, specifications or other requirements will be treated as “non-responsive” and rejected.
- 7.5 Alternative tenders are not acceptable.
- 7.6 Award is to be made to those tenders whose responsive tender is determined to be the lowest evaluated tender and who meets the appropriate standards of capacity and as per the existing Laws which are applicable and also fulfills the tender conditions.
- 7.7 The Director reserves the right with himself to delete any item or items or to increase or decrease of any item or items from the tender.
- 7.8 Immediately upon receipt of the tender documents, all tenderers are urged to submit a written request on matters where clarifications or additional information is desired with Site Engineer.

## 8.0 GENERAL SCOPE OF WORK

SGGS-Nanded intends to maintain general cleanliness and housekeeping of its Campus and garden maintenance by engagement of experienced agency who would be responsible for execution of the work by engaging suitable persons.

There are several buildings/ areas within the SGGS-Nanded Campus and the institute desires to engage the cleaning agency in the following areas of the Institute for execution of housekeeping & gardening services. The area below shows the built up area of the buildings.

Sr. No.	Name of Building	Built up Area in Sq. M.	Cleaning scope
<b>A) Administrative Area:</b>			
1	Administration Bldg. (G+2)	5700.00	All rooms, common areas, toilets etc.
2	Workshop Building(G+1)	3270.14	
3	Textile Building(G+1)	2606.30	
4	Instrumentation Building(G+1)	2618.96	
5	Electronics Building(G+1)	3001.76	
6	Class room Complex (G)	861.83	
7	Store and Gymnasium (G)	637.26	
8	Civil-W.M. & Text. Shed (G)	623.50	
9	Sports office	57.91	
10	EMC	47.25	
11	New departmental Bldg(G+3)	7520.00	
12	Auditorium(G+1)	945.00	
13	Director's Quarter( G+1)	342.85	
<b>B) Residential Area</b>			
1	Rector's Quarter (G+1)	263.09	Common areas
2	"A" type Quarter (G)	431.74	
3	"C" type Quarter (G+1)	434.20	
<b>C) Hostel Area</b>			
1	Nandrigi Hostel (Boys)(G+1)	2858.49	common areas & toilets
2	Sahyadri Hostel (Boys) (G+3)	10000.00	
3	Krishna Hostel (Girls) (G+3)	4012.86	
4	Godavari Hostel (Girls) (G+1)	2667.92	
5	"B" type Quarter (G+2)	932.13	
C) Cleaning of roads by sweeping (1.5 km.)			

Scope of work:

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

**1. Supply of Consumable Materials:**

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

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

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

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

**2. Deployment of Cleaning Machines:**

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

Sr. No.	Name of Machine	Quantity
1	Auto Scrubber Machine model BD 43/40 Karcher make or Equivalent	01 No.
2	Single Disc Scrubber Karcher make or equivalent	NA
3	High Pressure jet cleaners (Electric)	01 No.
4	Vacuum dust cleaner	01 No.

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

### 3. Cleaning Gadgets and tools:

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

Sr. No.	Particulars	Quantity
1	Plastic Buckets – 9 Ltrs.	10 Nos.
2	Plastic Buckets – 5 Ltrs	15 Nos.
3	Dust bins big size	50 Nos.
4	Bombay Brooms	50 Nos.
5	Goa Broom	50 Nos.
6	Plastic Brooms (width 300 mm)	10 Nos.
7	Scrubbing brushes Plastic	25 Nos.
8	Wire brush with handle	10 Nos.
9	Short hand scrapper (Roots or similar make)	5 Nos.
10	Short hand Wiper (Roots or similar make)	20 Nos.
11	Disposable polythene bags (one for each dustbin per day)	
12	Easy clean mop (400 mm) (Roots or similar make)	50 Nos.
13	Easy wet mop	50 Nos.
14	Ladders (with adjustable height)	1 No.
15	Telescopic pole (5m to 10m length) (Roots/TTS/Unger)	1 No.
16	Cobweb and fan cleaners (Roots or similar make)	10 Nos.
17	Window washer (Roots or similar make)	10 Nos.
18	Drainage powrahs	3 Nos.
19	Shovels	3 Nos.
20	Punjas	3 Nos.
21	Powrahs & Ghamela	3 Nos.
22	Trees or shrubs hand cutting instrument (Koitha)	30 Nos.
23	Axe	10 Nos.

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

### 4. Scope of work:

- 4.1 The contractor will ensure cleaning, sweeping, dusting and mopping of the entire premises inside and outside, cleaning of glass doors/ windows with spray cleaners like prill etc., daily

dusting of all the furniture and fixtures and keeping all terraces clean. No wastepaper shall be kept inside Institute building. All rooms after sweeping shall be mopped in wet cloth by using good quality of chemicals.

- 4.2 He will organize daily cleaning of toilet blocks.
- 4.3 Master cleaning of entire premises should be undertaken once in a month.
- 4.4 He will ensure rectification/compliance of all complaints/suggestions made by the DIRECTOR/site engineer/faculty members/staff.
- 4.5 Disposal garbage: - The Contractor will ensure daily disposal of the garbage. All the rubbish, garbage and disposable should be collected, put into disposal thick polythene bags tied at mouth and carried away from the place of collection. Care should be taken that spillage of the garbage occurs during collection or transit. Further disposal of garbage and plastic materials should be done as per rules and regulation of Regional pollution board.
- 4.6 Preventing persons from writing, pasting posters, notice etc. on inside walls of the buildings and disfiguring the same.

<b>A</b>	House Keeping of Building includes.	
	1) Cleaning of	
	a. Floor area (wet and dry)	Twice a day
	b. Door and windows	Once a week
	c. Granite cladding of the building	Once a week
	d. Roof	Once a month
	e. Open space	Regularly
	f. Aluminium partitions	Once a week
	g. Benches, dais and podium in classrooms	Regularly
	h. Notice board and name plates	Once a week
	i. Glass panels cladding in front of the buildings	Once a week
	2) Scrubbing and dusting of the floor with machine	
	a. Corridor	regularly
	b. Halls	Once a week or as required
	3) Removing	
	a. Cow Webs	Regularly
	b. Plants, shrubs on the buildings	Once a month
	c. Dust, waste material on Chajjas or any projection from the buildings	Once a month
<b>B</b>	Area outside the buildings	
	1) Cleaning of	
	a. Roads	Regularly
	b. Sweeping of lawns in the gardens	Regularly
	c. Open drains	Once a week
	d. Roadside blocks. (dry/wet)	Once a week
	e. Main Gate	Regularly
	2) Picking up pouches, leaves around buildings, roads, etc.	Daily
	3) Collecting the waste in dust bin and clearing	Daily
<b>C</b>	Cleaning the parking areas, bus sheds with roof cleaning.	
<b>D</b>	Cleaning material (chemicals/acid/phenyl) required is to be brought by contractor. Use sani fresh for cleaning glass and partition walls.	
<b>E</b>	Toilet Cleaning:	

	Cleaning of floor, dado, wash basin, urinal pots, W.C. Pans twice a day, removing webs, clearing the chock-up of drainage line. Putting naphthalene ball (Plane+ Scented) in wash basin, urinals. Cleaning of mirror glass, wash basins of water coolers etc.
F	Removing Honeybees: Its responsibility of contractor to remove honeybees from any part of building without any damage to the property of institute. Contractor has also necessary to take proper care of attendant doing this work. Contractor should provide safety equipments while working.
G	Garden Maintenance:
	a. Removing bushes, weeds , etc from the lawn.
	b. Watering the plants regularly.
	c. Cutting unwanted branches of trees.
	d. Cleaning of garden includes regular sweeping of lawns, collecting the leaves of the plants & depositing in vermi compost tank.

## 5. Workers, Duties &Uniform:

- 5.1 The contractor shall provide adequate number of skilled, competent and well- trained staff for rendering flawless services. **Minimum number of workers required to complete cleaning of campus will be frozen after the pre-bid meeting.**
- 5.2 Residential area of the institute includes hostels, quarters and guest house.
- 5.3 Housekeeping of guest house consists of following works:
  - 5.3.1 The supervisor of the contractor will be responsible for control over ‘check in’, ‘check out’, ‘key handover’ and proper maintenance of the registers of occupant co ordinance with hostel clerk of the institute.
  - 5.3.2 The contractor man will have to supply clean, pure to each occupant in cool kegs provided for this purpose.
  - 5.3.3 All utility items viz., buckets, mugs, flasks, glass, door mats etc. shall be cleaned thoroughly and regularly at least once in a week and these should not be allowed to appear dirty, patchy or scary.
  - 5.3.4 Fresh bed sheets and pillow covers shall be proved once in 3 days or when a new participant arrives, whichever is earlier.
  - 5.3.5 All clothes will be washed with fresh Surf Excel in fresh water, dried and hand over to Hostel clerk.
- 5.4 The agency shall provide separate colored uniforms to workers (2 sets to each worker) and hand gloves. All workers shall wear their uniforms neat and clean with photo ID badges throughout, while they remain in Institute Campus
- 5.5 The contractor should provide his supervisors with communication facilities such as mobile phones to be contacted by Site Engineer for any problem.
- 5.6 The Agency shall provide ladies labour in the ladies area and gents labours in gent’s area.

## 9.0 TERMS AND CONDITIONS OF CONTRACT:

### CLAUSE 01.

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

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

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

### CLAUSE 03. Security Deposit:

- 3.1 Amount of **Security Deposit is 5% of annual tender cost**. The successful tenderer will be required to submit 5.0 % of awarded contract value in the form of bank guarantee / fixed deposit within seven days of award of contract.
- 3.2 The Bank guarantee/ fixed deposit less any amounts due under the clause No. (04) "Recoveries" shall be returned to the agency after end of the contract without interest on amount and subject to officer in-charge certifying that no liability attaches to the Contractor/agency.
- 3.3 The Bank guarantee or part of Bank guarantee/ fixed deposit as decided by Director will liable to forfeit in the event of non-fulfillment of terms and conditions by the tenderer or contract is terminated due to bad workman ship or non-fulfillment of items in Schedule "B". Any loss from the bad services of the Contractor as determined by the authority is recoverable for security deposit.
- 3.4 If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the Bank guarantee may be forfeited in full or in part as decided by the Competent Authority.
- 3.5 The Bank guarantee/ fixed deposit will be released after one month only on successful completion of the agreement period.
- 3.6 After completion of contractual period if contract extended further, the agency has to deposit additional Bank guarantee/ fixed deposit for this extended period. Total deposit will be refunded after one month only on successful completion of the agreement period. No interest will be

payable on this security deposit. The EMD of the successful tenderer will be refunded after depositing full Security Deposit in the form of Bank guarantee/fixed deposit.

- 3.7 The Security deposit less any amounts due under the clause no. (04) "Recoveries" shall be returned to the agency after end of the contract without interest on amount and subject to officer in-charge certifying that no liability attaches to the Contractor/agency.
- 3.8 The security deposit or part of security deposit as decided by Director will liable to forfeit in the event of non-fulfillment of terms and conditions by the tenderer or contract is terminated due to bad workman ship or non-fulfillment of items in Schedule "B". Any loss from the bad services of the Contractor as determined by the authority is recoverable for security deposit.
- 3.9 If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.

#### CLAUSE 04. Recoveries:

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

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

- 5.1 The bills of the Contractor will be paid monthly after the successful completion of one month of the work, subjected to submission of the bill supported with the satisfactory work completion report.
- 5.2 The contractor should pay the wages of workers on or before 5<sup>th</sup> day of every month.
- 5.3 The contractor shall submit its monthly bill after the payment of wages workers along with all Statutory Compliance like **EPF, ESI, HRA and Bonus.**
- 5.4 The payment contractor will be made within 2 weeks from the date of submission of the bill along with supporting documents subjected to clarification of satisfactory work done by the Department Concerned.
- 5.5 SGGS Institute shall have a right to withhold the payment of monthly bill in case the Contractor fails to produce a proof of the payments made by them to the employees deployed by them and statutory compliance. **The contractor shall in no case, withhold the payments due to their employees for any reasons, whatsoever, including that on account of non-clearance of its bills by the Institute.**
- 5.6 All payments to the agency shall be made through crossed Account Payee cheques/ NEFT /RTGS.

#### CLAUSE 06. Deductions:

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



**CLAUSE 07. Acceptance of tender:**

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

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

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

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

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

**CLAUSE 10. Default by Contractor:**

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

If the Contractor fails to take satisfactory corrective action within fifteen days after the receipt of the notice, the Director will terminate the contract in whole or in part. In case the entire

contract is terminated, the amount of security deposit together with the value of work done but not paid shall stand forfeited to the Institute.

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

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

**CLAUSE 12. Sub-letting:**

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

**CLAUSE 13. Notice and Instructions:**

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

**CLAUSE 14. Compensations:**

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

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

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

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

A] Child Labour Abolition and Rehabilitation Act, 2006

B] Labour and employment Act 1972.

C] Workmen Compensation Act 1923.

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

E] The Minimum Wages Act 1948.

F] Employees' Provident Fund Act 1952.

G] Employees' State Insurance Act 1948.

H] Payment of wages act 1935.

I] Payment of Bonus act 1965.

J] Weekly Holiday act 1942.

K] Minimum wages rule 1963.

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

Contractor/Agency will be responsible for all legal provisions under various applicable Acts. The rate quoted by the contractor should fulfil all financial liabilities paid towards workers by the contractors such as (Insurance, P.F.). The Institution will not be responsible for any complaints raised during the contract. The rates agreed for the wages of labours and accepted herein shall not be less than Minimum Wages prescribed by State Government of Maharashtra notified minimum from time to time, as applicable during the contract period. (While calculating per month wages of workers the effect of HRA, Bonus, Leave, EPF, ESIC, Labour Welfare fund and Equipment of safety must be consider). The **change which might occur on account of change in Basic and Dearness Allowance (DA) declared by the Government of Maharashtra, from time to time during the operative period of this Contract will be applicable to all housekeeping and gardening staff by the contractor and this amount will be compensated by SGGS-Nanded to the service provider.** The contractor shall not be entitled to raise any demand imposing additional financial burden on the Institute on any account, excluding rise / decline in Basic and Dearness Allowances, EPF, ESI, HRA and Bonus as mentioned above.

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

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

**CLAUSE 17. Penalty:**

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

Recovery of penalties from the proceed of the contractor:

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

**CLAUSE18: Termination:**

- 18.1 The contract can be terminated by either party by giving one months' notice.
- a) The agency abandons the work or
  - b) The agency assigns or sublets the work in whole or in part thereof.
- 18.2 The contract is also liable to be terminate by the DIRECTOR at any time without any notice, if-
- a) The agency makes default in proceedings of the work under contract, at any time during the contract period and continues to do so even after a notice is issued by the institute, or
  - b) The agency persistently disregard the instructions issued by the institute, or
  - c) The agency fails to adhere to the agreed schedule of the work, or
  - d) Information submitted by the agency in the Tender is found to incorrect, or
  - e) The agency fails to perform its obligations as per terms of the contract.

**CLAUSE 19: Risk and cost**

In period of contract the agency fails to perform the work as per tender conditions, at any time during the course of work, the contract will be terminated and liable to forfeit the Security Deposit. Similarly, in case of failure of the agency to provide satisfactory service, the institute reserves the right to get the housekeeping work done from any other agency at 1.2 times the normal monthly rate quoted in the tender and at the risk and cost of the terminated agency. The additional expenditure made by the Institute will be recovered from the dues to the contractor.

**CLAUSE 20: Conditional Tender**

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

- 20.1** The Tenderers shall be presumed to have carefully examined the conditions and specifications of the work and have fully acquainted themselves with all details of the site, the labour conditions and in general with all the necessary information and data pertaining to the work, prior to tendering for the work.
- 20.2** The data whatsoever supplied by the Department along with the tender documents are meant to serve only as guidelines for the tenderers while tendering and the Department do not take any responsibility what so ever either for the accuracy of data for their comprehensiveness.
- 20.3** No foreign exchange will be released by the Department for the purchase of plants and machinery for the work by the Contractor.
- 20.4** All scanned pages of tender documents, conditions, specifications, corrections slip etc. shall be initialed by the tenderer. The tender should bear full signature of the tenderer, or his

authorized power of Attorney holder in case of a firm.

- 20.5** The Income Tax at prevailing rates including surcharges or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether measured bill or advance payment
- 20.6** The successful tenderer will be required to produce to the satisfaction of the specified concerned authority a valid concurrent license issued in his favour under the provisions of the Contract Labour (Regulation and Abolition) Act 1970 for starting the work. On failure to do so, the acceptance of the tender shall be liable to be withdrawn and also liable to forfeit the earnest money.

**CLAUSE .21 Agreement:**

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

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

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

Shri Guru Gobind Singhji Institute of Engineering & Technology,  
Vishnupuri, Nanded-431606

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Annexure -A

TECHNICAL BID

Sr. No	Descriptions	Information to be filled by the Tenderer (if required separate sheet may be enclosed)	
1	Name and address of firm/ agency with complete contact details		
2	Type of Organisation (whether proprietorship, partnership, private limited, limited company)		
3	Name and address of the Directors, Proprietor/ partners		
4	No. of years of experience of the Firm		
5	No. of years of experience of the Firm in the area of Housekeeping & / gardening		
6	Details of registration of the Firm	R. No.	Copy enclosed Y/N
7	Income Tax Returns for the last three financial years (attach copies) 2019-20, 2020-21, 2021-22	Copy enclosed: Y/N	
8	Average annual turnover of the agency during last three financial year (attach copies) 2019-20, 2020-21, 2021-22	Copy enclosed: Y/N	
9	Details of EPF & ESI registration (attach copies)	EPF Regn. No.	Copy enclosed: Y/N
		ESI Regn. No.:	Copy enclosed: Y/N
10	GST No/Certificate	No.:	Copy enclosed Y/N
11	Professional Tax Registration Certificate	No.:	Copy enclosed Y/N
13.	Any other information		

(Documentary evidence in support of the above facts are to be provided by the bidder)

**Present Operational contracts in the field of housekeeping:**

S/No	Order Description	Name of Client	Work Order No.

Work Order copies are to be enclosed by the bidder in support of the above information.

List of major clients of having performed housekeeping & / gardening services in Govt./ Semi-Govt./ Autonomous Bodies/ PSUs/ Pvt. Sector/ IT Sector

SL. No.	Name of client with contact details	Work Order No.	Period of Contract		Value of Contract in Rs.
			From	To	
1					
2					
3					
4					
5					

(Work Completion Certificate should be enclosed by the bidder as documentary evidence)

**Annual Turnover during last three years**

Sl. No.	Years	Annual Turnover in Rupees (in figures and words) Please attach supporting documents	Copy enclosed/ Not enclosed
1	2019-20		Y/N
2	2020-21		Y/N
3	2021-22		Y/N

Please enclose copies of IT Return, duly audited Profit & Loss A/c statement and Balance Sheet for the last three financial years.



### **Undertaking**

I hereby certify that all the information furnished are true to the best of my knowledge. I have no objection to the Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that I have understood all the scope of work, terms and conditions indicated in the tender document and hereby accept all the same completely.

**Signature of the authorized signatory of the agency**  
**Official seal/Stamp**

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

**Annexure -B**

**PRICE BID**

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

It. No.	Particulars of Work/Item	Unit	Rate/Month/ labour Rs.	Total Amount in Rs. Per month	
				In figure	In words
01	Providing complete housekeeping services as per the detailed scope of work. For administrative area and residential area.	Lump sum.			
02	Providing complete housekeeping services as per the detailed scope of work. For Hostel area.	Lump sum			
03	Providing of unskilled workers for gardening work	10 Nos.			
				<b>Total (1+2+3):</b>	
04	Administrative and management costs as including contractors/agencies profit complete per month			In percentage on total (1+2+3)	

**(THE RATES SHOULD BE EXCLUSIVE OF G.S.T.)**

Bidder's Signature  
(with official seal)

Annexure-C

**TENDER ACCEPTANCE LETTER**

(To be submitted on Bidder's Letter Head)

Date:

To,

The Director,

Shri Guru Gobind Singhji Institute of Engineering & Technology,

Vishnupuri, Nanded-431606.

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No: SGGs/SITE/2023-24/1

Name of Tender / Work: **Providing Support Services for Housekeeping & Gardening Work on the Campus of Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded**

Dear Sir,

1. I/ We hereby certify that I/we have read the entire terms and conditions of the above referred tender (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and hereby submit our unconditional acceptance to the terms/conditions/clauses contained therein.

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

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

4. The corrigendum(s) issued from time to time by your department organization have also been taken into consideration while submitting this acceptance letter.

5. I/ We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event if the information is found incorrect untrue or found violated, then your department/ organization shall, without giving any notice or reason thereof, will summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit / security deposit absolutely.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

## Annexure-D

### UNDERTAKING BY THE BIDDER

I/we do hereby undertake that

1. The rate quoted is inclusive of cost of disinfectant acid detergent of approved quality & Brushes/brooms, mops or any other material required as mentioned in the list of consumables and non-consumable items required to carry out the operations of the contract satisfactorily will be provided by the Contractor.
2. Full manpower will be engaged on daily basis for housekeeping/maintenance work of all the buildings. Job will be as per given schedule or as per instructions of Officer: in-Charge.
3. Rates have been quoted by me/us after full evaluation of the level of services to be rendered.
4. We agree to receive the payment of our bills only for the work carried out by me/us on monthly basis.
5. Daily checking/Inspection of liquid soap filling in soap dispenser, Toilet tissue paper in toilets. Day to Day emptying of Dust Bins, Garbage & other waste materials etc. will be done by my/our supervisor/cleaners.
6. Waste materials will be collected in suitable bags and disposed into the Municipality's waste bins.
7. Stocks of housekeeping material as per specifications will be maintained on monthly basis and material delivery challans will be submitted to the Supervisor/Officer-in-Charge and the authorized representative(s) of the Institute will be allowed to inspect the materials at any point of time.
8. The workers to be deployed under the scope of the contract will be paid at least the minimum wages as declared or amended by the State Govt. of Maharashtra from time to time. All statutory provisions of the Minimum Wages Act, shall be complied with.
9. Branded quality of all materials will only be used for cleaning and sweeping.
10. Two sets of complete uniforms and Identity Card will be provided by me/us to all the workers immediately after award of work and it will be replaced as and when required. All the workers will be in complete uniform and carry Identity Card provided by me/us while on duty.
11. I/we undertake to abide by the Institute's overall discipline and legal requirements.
12. I/We shall keep SGGS-Nanded indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same. In case SGGS-Nanded is made a party and is supposed to contest the case, ISI-Delhi will

be reimbursed for the expenses incurred towards Consultation Fee, legal and other expenses which shall be paid in advance by the Contractor to SGGS-Nanded on demand. Further, the Contractor shall ensure that no financial or any other liability comes on SGGS-Nanded in this respect or of any nature whatsoever and shall keep SGGS-Nanded fully indemnified in this regard.

Place:

Date:

**Bidder's Signature**  
(with official seal)