

Pt Neki Ram Sharma Govt College Rohtak

Terms & Conditions for providing Cleaning Services & Tender Documents

Subject: -Terms and conditions for providing Cleaning Services without material at Pt Neki Ram Sharma Govt College Rohtak duly approved by the college council and bursar on dated 25 January 2024.

1. Sealed Tenders are invited from eligible and reputed Cleaning & Housekeeping agencies only for a period of one year from the date of initiation of contract, for providing cleaning services at Pt NRS Govt College Rohtak. Agencies shall have relevant **three years' experience** of having provided similar services to any institutions and **Rs. 1,00,00,000/- (Rupees One Crore) turnover annually**. The tenders should be submitted by 16th February, 2024 upto 4:00 pm.
2. Tenderer can collect tender form from the college office on any working day from 9:00 am to 4:00 pm by paying Rs. 1000/- (Rupees One Thousand only).
3. The bids are invited into two parts, i.e., **Qualifying/Technical Bid and Financial Bid**. The Qualifying/Technical Bid consists of all technical details along with commercial terms and conditions.
4. The Qualifying/Technical Bid should be submitted by the Tenderer in sealed cover duly mentioned "**Tender for providing Cleaning & Housekeeping Services at Pt NRS government college Rohtak**"
5. The Financial Bid duly mentioned Financial Bid should also be submitted in the sealed cover separately. Both the sealed Technical and Financial Bid should be put in a bigger cover which should also be sealed and duly mentioned '**Tender for Providing Cleaning Services at Pt. NRS Govt. College, Rohtak**.'
6. The tenders received without tender cost and EMD, incomplete tenders or tenders without the supporting documents, not agreeing to terms & conditions, shall be summarily rejected.
7. The tender must be opened in the presence of authorized representative of the Tenderer who wish to be present at **the time of opening of bidding on 19th February 2024 at 2:00 pm in the Principal office**.
8. If tenderer qualifies in the technical bid, then only its financial bid shall be opened. The financial bids shall be opened in presence of such tenderers who qualified the technical bid.
9. Principal of the college reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the college for rejection of his/her tender.
10. Successful tenderer has to submit performance security of **Rs 100,000/- (One Lac Only)** at the time of signing of contract.
11. The performance security will be retained during the contract period & refunded only after 30 days from the date of successfully completion of the contract obligation.
12. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the college, the tender will be rejected and the EMD shall be forfeited by the college.

Lokesh
Principal,
Pt. N.R.S. Govt. College,
ROHTAK

A. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

- i) Procedure for submitting the bids : Two bid system
ii) Cost of Tender : Rs. 1000/- (Non-refundable)
iii) Earnest Money Deposit (EMD) with tender document :10,000/- (Refundable)
iv) Performance security will be deposited by the successful tenderer at the time of signing of contract : 1,00,000/-
v) Time and last date of submission of tender documents : 16th February, 2024 upto 4:00 pm.
vi) Time and date of opening of Qualifying/Technical Bid and Financial Bid: 19th February 2024 at 2:00 pm in the Principal office.

B. GENERAL CONDITIONS OF THE CONTRACT:-

1. The Tenderer shall provide cleaning services. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Tenderers shall ensure proper supervision of the duties of his staff through his own supervisor.
2. The Tenderer will supply fresh sets of uniform/badges, Identity cards to his workers, who shall wear the same while on duty and also keep their uniform neat and clean, and one set of recent passport size photograph for records, of each of his staff employed for duty.
3. The Tenderer shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity.
4. College will have no bearing liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep the college indemnified against all losses or damages or liability arising out of or caused, imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.
5. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the contract. No liability shall accrue to college under any circumstances even after expiry of the contract. No claim for continuity of service under contract or otherwise will be entertained by college.
6. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
7. The tenderer shall comply with the provisions of all local laws viz Employee State Insurance Act,

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Workmen's Compensation Act, Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made there under and as modified from time to time by the govt.

8. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
9. Tenderer shall not be allowed to sub-let or sub-contract any part of this contract/job in any circumstances. The Tenderer shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Tenderer will have to be rectified by the Tenderer at his own risk and cost. In case the Tenderer fail to rectify / indemnify the damage, the college reserve the right to deduct it from the performance security.
10. The decision of the authorized officials of college regarding the satisfactory standard of cleaning services shall be final and binding on the tenderer.
11. The tenderer will be fully responsible for coordinating with the all concern authorities and have to be present & to provide all necessary details required time to time by higher/relevant authority.
12. All the statutory requirement to be complied as per government rules & regulations.

C. SCOPE OF WORK:-


1. Details of premises are mentioned below: -

Old building= Approximately 2000 Square Meters (Including Library)

New Building= Approximately 4600 Square Meters (Ground+3 floors)

Commerce Block= Approximately 1620 Square Meters (Ground +2 floors)

2. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, doors, windows, blinds and ventilators of room and water coolers and its space, cleaning & filling water in desert coolers, removal of garbage, cleaning and inspection of drainage/sewage system; cleaning of Labs and library. Cleaning glasses of doors, windows, ceiling & wall fans, blinds, carpets, pavement, stair cases, roof of all construction area and ventilators of all areas specified above by liquidsoap/chemical/detergent.
3. Spraying/fumigation of disinfectant/insecticide room pertains in the areas cover under the college including rooms, toilets.
4. The Contractor will carry out all the above work on all working days i.e. Six days in a week (8 hours duty) or as required by college.
5. Cleaning of dustbins and Removal/disposal of collected garbage/debris at the college approved location.
6. Cleaning of lighting Fixtures & Accessories, Cleaning of Air conditioners, Cleaning of portable fire extinguishers / smoke detectors / fire detectors, Cleaning of Notice boards, Cleaning of furniture provided


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- in all rooms/offices, Cleaning of Office equipments, Cleaning of Fire Hydrants, Fire Panels, All types of pipes, valves ducts etc.
7. Cleaning of All Switch Boards, Panel Boards, Cleaning of Security equipments like Metal detectors etc., Cleaning of external lighting fixtures, Cleaning of R. O. Equipments etc., Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc., Cleaning of all miscellaneous equipments available or being provided from time to time.
 8. Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins and all other fittings and fixtures , disinfecting material like phenyl, vim, detergent powder, acid liquid soap etc. on daily basis.
 9. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air fresheners ball/toilet paper etc. also needs to be provided as per requirement.
 10. The bidder shall take the sole responsibility for providing cleaning & housekeeping services on the approved wages fixed by the Govt. of Haryana for a period of one year from the date of award of contract.
 11. The services provided by Firm/Agency shall be to the entire satisfaction of college.
 12. All the Cleaning & Housekeeping deployed by the Tenderer will perform duties as per schedule/of college.
 13. The Tenderer will be liable to comply with any instructions/order given in written or verbal time to time for better and efficient services.

D. TERMINATION OF CONTRACT:- In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days' notice and performance security deposited will be forfeited. The decision of the principal of the college in this regard will be final.

E. EVALUATION AND PAYMENT PROCEDURE: The college cleanliness committee will start its work such as evaluation, any type of sanctions/orders and payment to the tenderer after getting the financial and administrative sanction from the department of higher education.

F. DISPUTE RESOLUTION:- In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitrator appointed under the provisions of Indian arbitration and conciliation Act 1996 by college (1st Party) at the cost of both the parties in equal measure, whose decision will be final and binding on both parties. All the disputes arising between the parties shall be tried within the Rohtak jurisdiction.

G. DURATION / PERIOD OF CONTRACT:- The contract will be valid for a period of one year from the date of agreement duly approval by the Director, Higher Education Department, Haryana, Panchkula (DGHE).

H. VALIDITY:- The Tender shall be valid for a period of at least three calendar months from the date of opening of tenders for the purpose of evaluation of tender.

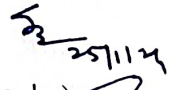
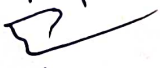


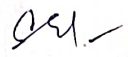

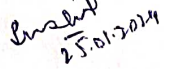
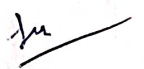
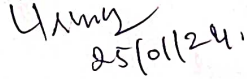
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PAYMENT SCHEDULE: The payment will be made only when the permission/Grant is obtained from DGHE office quarterly basis. No interest/ penalty will be paid on the delayed payment.

J. PERMISSION TO START WORK: Permission will be given to tenderer for starting work only when the college gets sanction of grant from DGHE office.

K. AGREEMENT: A agreement will be signed between successfully tenderer and Principal on Rs. 100/- Non-Judicial stamp paper between the containing all the terms, conditions and obligations.

College council committee

1. Dr Satbir Singh - 
2. Dr Anil kumar (Geography) 
3. Dr Anil Kumar (Comp. Sci.) 
4. Dr Pardeep Kumar Malik 
5. Dr Surender Sangwan 
6. Dr Minakshi Sangwan 
7. Dr Sushil Dalal (Bursar) 
25.01.2024
8. Dr Suresh Dahiya 
9. Dr Urmil Sabharwal 
25/01/24.


Principal,
Pt. N.R.S. Govt. College,
ROHTAK
Principal

Pt. NRS Government College, Rohtak