

**Government of Maharashtra  
GOVERNMENT COLLEGE OF ENGINEERING,  
JALGAON**

(An Autonomous Institute of Government of Maharashtra)  
“Globally Accepted Engineers with Human Skills”  
National Highway No. : 53, Jalgaon - 425002



**TENDER DOCUMENT**

*For*

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



सत्यमेव जयते

Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon ■ कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगांवशी संलग्न



# Government College of Engineering, Jalgaon

## शासकीय अभियांत्रिकी महाविद्यालय, जळगांव

An Autonomous Institute of Government of Maharashtra ■ महाराष्ट्र सरकारची स्वायत्त संस्था  
NH53, Jalgaon, Maharashtra, PIN 425 002 INDIA ■ राष्ट्रीय महामार्ग ५३, जळगांव, महाराष्ट्र, पिन ४२५ ००२ भारत  
+91-257-2281522 ■ principal.gcoejjalgaon@dtmaharashtra.gov.in, principal@gcoej.ac.in

Vision: Globally Accepted Engineers with Human Skills ■ DTE Code: 5004 ■ Website: <https://www.gcoej.ac.in>



No. GCOEJ/Housekeeping/2024/1511

Date: 16-07-2024

### TENDER FORM

**Price Rs.5000/-**

The Principal, Government College of Engineering, Jalgaon invites tender for **Providing Support Services with Material for House Keeping & Gardening Work for the Institute Campus** for Government College of Engineering, Jalgaon. **For the procurement process, the bidders shall follow the procedure described on GEM portal / website (<https://gem.gov.in>).**

The tender document will be available on GEM website and may be downloaded by the interested bidders. The bidders are required to pay online tender fee of **Rs. 5000/- (non-refundable)** and **EMD Rs. 1, 00,000/- (Refundable)**, without which bid shall be considered incomplete & non responsive and shall not be considered.

#### Tender Particulars:

Sr. No.	Item	Particulars
1	Tender Reference	TENDER NOTICE NO.: GCoEJ/Cleaning/2024/ Dt.
2	Name of the Item	<b>Providing Support Services with Material for House Keeping &amp; Gardening Work for the Institute Campus</b>
3	Tender Fee	Rs.5000/- (Rs. Five Thousand only) Non-Refundable
4	EMD	Rs. 1, 00,000/- (Rs. One Lakh Only, refundable post completion of Final Acceptance by the purchaser)
5	Address of Communication	The Principal, Government College of Engineering, National Highway No. : 53, Jalgaon - 425002
6	Telephone Number	0257-2281522
7	E-mail Address	<a href="mailto:principal@gcoej.ac.in">principal@gcoej.ac.in</a>
8	GEM Website	<a href="https://gem.gov.in">https://gem.gov.in</a>
9	Tender shall remain validity	120 days from the date of submission of tender

The purchaser reserves the right to accept or reject or cancel any tender or relax any part of the tender offer without assigning any reason thereof. Subsequent change, if any, to the tender would be notified in the Institute's website only. All the work, under the scope of this tender, will be on rate discovered through the tender.

**(Purchaser)****Dr. Suhas Sudhakarraj Gajre**  
**Principal****Government College of Engineering**  
**Jalgaon, Maharashtra (India)**



सत्यमेव जयते

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## Government College of Engineering, Jalgaon शासकीय अभियांत्रिकी महाविद्यालय, जळगांव

An Autonomous Institute of Government of Maharashtra ▪ महाराष्ट्र सरकारची स्वायत्त संस्था  
NH53, Jalgaon, Maharashtra, PIN 425 002 INDIA ▪ राष्ट्रीय महामार्ग ५३, जळगांव, महाराष्ट्र, पिन ४२५ ००२ भारत  
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### Invitation of E-TENDER of Providing Support Services with Material for House Keeping & Gardening Work for the Government College of Engineering Jalgaon

Government College of Engineering Jalgaon invites e-tenders, under **Two-Bid** system (Technical Bid and Price Bid), from prospective contractors / reputed Indian agencies for **Providing Support Services with Material for House Keeping & Gardening Work for the Government College of Engineering Jalgaon premises for an initial period of 12 Months.** Agencies having **at least 3 years'** experience of providing House Keeping/ Wet Sweeping, Cleaning, gardening, and its maintenance for Government /Public Sector / Private Organizations of reputed autonomous body will be eligible for this work.

The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in bins, cleaning of toilets & toilet fixtures, window glass (both from inside & outside), telephones, walls, stairs, carpets, sofas, chairs, ceiling fans, venetian blinds, polishing of brass items, removing of cobwebs from ceilings, removal of stagnant water from terrace. The development and maintenance of gardens in the campus is also involved. These services will be required on all days during the period of contract as per institute's requirement. The materials, machinery and equipment required for cleaning and housekeeping has to be procured by the contractor/bidder at his/her own cost.

Bidders satisfying the eligibility criteria will only be eligible for participation in tender process. Thus, Price 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 viz. [www.gcoej.ac.in](http://www.gcoej.ac.in) and <https://gem.gov.in>

# 1 IMPORTANT DATES

## 1.1 Tender Schedule (Key Dates)

The Bidders are strictly advised to follow the Dates and Times allocated to each stage as mentioned in following table. At the sole discretion of the tender authority, the time schedule of the Tender stages may be extended.

**Table 1A: Tender details and schedule**

SN	Events	Date	
1	Issue of Tender Forms	16-07-2024	
2	Start Date and Time of Document download.	16-07-2024	
3	Date and Time of pre-Bid meeting	25-07-2024 11.30AM Venue: Conference hall, GCOE Jalgaon	
4	Last Date of Receipt of Tenders /Bid submission and Document download	03-08-2024 5.00PM	
5	All documents self-attested and stamped pertaining to application, uploaded in Gem Portal along with tender fees, and EMD details/Original DD must be sent to correspondence address on or before:	07-08-2024 5.00PM	
6	Date and Time of Technical Bid opening	09-08-2024 12.00 PM	
7	Time to be allowed to bidder for technical clarification during technical evaluation	3 days after Technical Bid opening	
8	Date and Time of Commercial Bid opening	13-08-2024	
9	Date of Supply Order	After Selection of bidder	
10	Tender Fees	Rs. 5000/- ( Five Thousand Only) ( Non-Refundable)	Payment through online mode: PRINCIPAL GOVT. COLLEGE OF ENGINEERING, Jalgaon
11	EMD	Rs. 1, 00,000/- (Rs. One Lakh Only, refundable post completion of Final Acceptance by the purchaser)	Acc. No. 30412214004 IFS code:SBIN0000393 OR attach Demand Draft in the name of 'Principal, Government college of Engineering Jalgaon' payable at 'Jalgaon'
12	Correspondence Address	Principal, Government College of Engineering, Jalgaon, <b>Opp. Government ITI</b> , NH-53, Jalgaon - 425002	
13	Email Address & Telephone No.	<a href="mailto:principal@gcoej.ac.in">principal@gcoej.ac.in</a> , (0257-2281522), 9021783142	
14	Tendering Website	<a href="https://gem.gov.in">https://gem.gov.in</a>	
15	Commencement of work	within 10 days from the day of receipt of work order	

## 2 ELIGIBILITY CRITERIA:

- i. The Bidder should be a registered entity for providing services of skilled, semi-skilled and unskilled (including Sweeper and Scavenger) nature having requisite licenses.
- ii. The Bidders should be experienced in providing **Support Services with Material for House Keeping & Gardening Work** and should have been in existence for the last 5 years and must have executed at least 3 works of similar nature for reputed Institutions/ Universities/ Govt. / Public sectors/ Private Organizations.
- iii. The Bidder should have experience of the **Providing Support Services with Material for House Keeping & Gardening Work** at any Institutions/ Universities/ Govt. / Public sectors/ Private Organizations with **at least one work order of Rs. 40 Lakhs or two work orders of Rs. 25 lakhs each in last five years.**
- iv. The **Average Annual Turnover** of the firm/ company, for each year during any **three financial years from last five financial years** specifically in the field of **Providing Support Services with Material for House Keeping & Gardening Work** shall be at least **Rs. 40 Lakhs ( Joint venture Turn Over will not be accepted).** The certificate issued by Chartered Accountant should be attached.
- v. Satisfactory work completion certificates should be produced from three of their existing major clients with details of contact person, Telephone Nos., e- mail etc.
- vi. The Bidder should have registered office in Maharashtra and should have experience providing the **Providing Support Services with Material for House Keeping & Gardening Work.** (Proof Required to be submitted)
- vii. The bidder must be registered under appropriate authorities i.e. must be registered with Service tax authorities/Income tax/EPF/ESI authorities/PAN/GSTIN etc. (Proof Required to be submitted)
- viii. The bidder must not have been under any declaration of in eligibility/blacklisting by any authority. A statement to the effect should be furnished.
- ix. **Above eligibility criteria is minimum and preference will be given to bidder having merits in eligibility criteria as defined in section Evaluation of Bid.**
- x. A mandatory pre-bid meeting will be held as per schedule at Government College of Engineering, Jalgaon, Opp. Government ITI, NH-53, Jalgaon - 425002. Prospective bidders have to compulsorily view the premises of Government College of Engineering, Jalgaon, and attend the pre-bid meeting to understand the requirements of Government College of Engineering, Jalgaon.
- xi. Bidders should pay Tender fees and EMD as instructed. Payment through online mode to be made at institute and attach receipt OR attach Demand Draft in the name of Principal, Government college of Engineering Jalgaon payable at Jalgaon.
- xii. The original DD must be submitted along with self-attested and stamped hard copy of documents pertaining to application, uploaded in Gem Portal **on or before given date.**

### 3 BIDDING PROCESS:

#### 3.1 PROCEDURE

The BID/ TENDER document will be in two bid system - Technical Bid (Part I) and Price Bid (Part 2) through GEM portal.

##### **Part 1: Technical Bid -**

The prescribed format of technical bid is defined in Table 3B. Detailed profile of the agency/organization, eligibility for selection, tender terms & conditions, etc. duly signed by competent authority should be submitted/ Uploaded with tender/bid documents. The necessary information should be provided which is mentioned in **Table 3B** duly signed by competent authority and self-attested and stamped documents in support of turnover, experience, list of similar work orders, client list, etc.

##### **Part 2: Price Bid –**

The prescribed format of Price bid is defined in Table 3C. As per Table 3C, Price bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the **Providing Support Services with Material for House Keeping & Gardening Work** Including manpower, machinery. Consumables and all applicable Taxes.

#### 3.2 SUBMISSION OF TECHNICAL BID:

- a. Tender is required to be submitted only through online mode only at <https://gem.gov.in> as per schedule. No other mode of submission will be accepted in any circumstances. Any request for modification in the time/date of submission of tender due to tenderer's failure to submit his offer, will not be accepted. The tender received after closing date and time will not be accepted at all. Tender sent by any other mode will not be accepted.
- b. The prescribed format of technical bid is defined in Table 3B.
- c. EMD of **Rs. 1,00,000/- ( Rupees One Lakh only)** refundable post completion of Final Acceptance and without any interest whatsoever) is to be paid at institute and attach receipt OR attach Demand Draft in the name of Principal, Government college of Engineering Jalgaon payable at Jalgaon or through Tendering website <https://gem.gov.in>.
- d. Bidder must attach relevant certificates/work order/audit statements etc. as defined in Table 3B in support of the claims made. The claims made without Proofs will not be considered for deciding eligibility. No claims in this regards will be entertained after submission of tender.
- e. Self-attested and stamped documents pertaining to tender application, uploaded in Gem Portal along with tender fees receipt, and original EMD details must be sent to correspondence address on or before given date.

#### 3.3 EVALUATION OF BID:

- i. As per schedule, the Bids received beyond the closing date/ time will not be accepted.
- ii. The Part I (Technical Bid) will be opened **as per schedule** at the same venue in presence of the bidders/ representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
- iii. **Stage 1:** A Committee will evaluate and verify the documents of all Technical Bids on the basis of eligibility criteria in section 1 above. If more number of tenders are received, those bidders who fulfil above criteria will be considered eligible for stag-2 evaluation.
- iv. **Stage-2:** Technical evaluation will be carried out on the basis of the documents, submitted by the bidder as per Technical Bid (Table 3B.) Following parameters carrying total 100 marks will be used to evaluate the Bidder' technical credentials. **Stage –II evaluation may be done to scrutinize bids if more number of bids are received.**

**Table 3A: Bid Evaluation criteria**

S/No.	Particulars	Marks breakup		Allocation of Marks		
				Min	Max	Actual
1	Average Annual Turnover of the previous three financial years 2021-22, 2022-23, 2023-24.	40 lacs to 1.0 crore	10	10	20	
		>1.0 to 2.00 crore	15			
		>2.00 crore	20			
2	Total experience of the Firm	3 to 4 years	10	10	20	
		5 to 7 yrs	15			
		➤ 7 yrs.	20			
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.	3 to 5 years	15	15	25	
		5 to 7 yrs.	20			
		➤ 7 yrs.	25			
4	Present operational contracts (works in hand) in the relevant field of housekeeping & / gardening.	1 to 2 contracts	5	5	15	
		3 to 5 contracts	7.5			
		>5 contracts	15			
5	Experience with at least one work order of Rs. 40 Lakhs or two work orders of Rs. 25 lakhs each in last five years.		10	0	10	
6	Standardization Certificate. (ISO, etc.), Award, appreciation letter.		10	0	10	
	Total marks of Stage-2 Evaluation	Maximum Marks	100			

(N.B.: The bidders fulfilling Pre-Qualification Criteria (POC) will be allowed to present the 10 min presentation on the day of Technical Bid opening.)

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 shown in column 2, then the technical scores for the bidders would be as shown in column 3.

Bidder	Total Marks of Technical Evaluation	Technical Score (TS)
A	80	8.89
B	55	6.11
C	90	10.00

To be eligible for qualifying in 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.

**For those who do not fulfill the above criteria for such bidders the Price bids will not be opened and will not be considered for comparison purpose /award of work.**

### 3.4 SUBMISSION OF PRICE BID

Price bid will be opened after the technical evaluation of tenders by the Committee and only eligible and technically qualified bidders as in Section 3.3 above, will be invited for Price bid opening in presence of the bidders representatives who wish to attend.

#### Conditions:

1. All duties, taxes and other levies payable by the bidder needs to be mentioned separately and break up needs to be indicated. Vendors should quote prices in price bid only, offers indicating rates anywhere else shall be liable to rejection.
2. The Price bids will be evaluated for **Manpower deployment as in Table 4C and Table 4D for work specified in Table No. 4A, Table No. 4B, and material and machinery supplied as per Table No. 4E and Table No 4F.**
3. If two bidders or more than two bidders have quoted same bid rate/price, then Bidder will be selected on the basis of following priority
  - i. Those have more number of experience in years-months-days of similar type of work in Government Organizations.
  - ii. If two bidders or more than two bidders have same number of year/month experience in Government Organizations, preference will be given to those having Higher/more Total year/month experience (including Government Organization + Private Organization) and
  - iii. If two bidders or more than two bidders have same number of year/month total experience as mentioned in above at sr no 2, then preference will be given to those having more number of clients.
  - iv. If number of clients as mentioned in above condition (sr no 3) are equal, then preference will be given to those have higher average turnover in last 3 year financial year.

#### Note:

For counting overlap experience, experience certificate which provides longer duration will be consider among them. (Example: certificate-A shows period 2/2/2023 to 10/11/2024 and certificate-B shows 4/4/2023 to 8/10/2024, then certificate-A duration will be consider)

For counting partial overlap experience, earlier date of certificate as a start date and later date of certificate as an end date will be consider among them. (example: The bidder will ensure that manpower deployment at the campus will be at least as mentioned in manpower deployment which is mentioned **in Table 4D.**

4. The security deposit has to be submitted as per clause 3 of terms and conditions. Verification of Security deposit/ Bank Guarantee submitted by the Bidder as Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.
5. Termination Clause: As defined in Clause 18 of terms and conditions.
6. Offers in bid should be written in English and price should be written in both, figures and words.
7. e- Tender will be accepted only through official GEM web site. No tender will be entertained by E-mail/ FAX etc.
8. The Competent Authority/Principal, Government College of Engineering Jalgaon, has final right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.
9. The Institute reserves **the right to cancel work order at any stage for unsatisfactory performance before making payments**, without giving any reasons thereof. The Institute reserves **the right to reduce the term of contract** without giving any reason therefore.
10. The institute may extend the contract for additional one/two years as per clause 8 in terms and conditions.

**Table 3B: TECHNICAL BID (To be filled up by the bidder)**

<b>Tender Ref. No:</b>			
<b>Sr. No.</b>	<b>Description:</b>	<b>Provide Details</b>	
		<b>Necessary Documents Submitted (Yes/No)</b>	
1	Name & Full Address of the bidder		
2.	Registered Office Address, contact details, mail, etc.		
3	Name & Addresses of the person who will represent the firm while dealing with the Institute. Power of Attorney for signing of tender.		
4	Whether limited company or Pvt. ltd. or Partnership		
5	Details of registration of firm	R. No.:	Copy Enclosed Y/N
6	PAN	No.	Copy Enclosed Y/N
7	EPF/ Provident Fund Account No.	No.	Copy Enclosed Y/N
8	ESI Number:	No.	Copy Enclosed Y/N
9	License number under Contract Labour (R&A) Act, if any	No.	Copy Enclosed Y/N
10	GST /Service Tax Registration Number:	No.	Copy Enclosed Y/N
11	Professional Tax Registration certificate.	No.	Copy Enclosed Y/N
12	Tender fee details		Copy Enclosed Y/N
13	EMD details		Copy Enclosed Y/N
14	Do you have an office in Maharashtra?	Y/N	Copy Enclosed Y/N
15	Have you been blacklisted by any Government authority in India? If so, then you will not be eligible. Submit Affidavit stating you are not blacklisted in past. Provide proof	Y/N	Affidavit Copy Enclosed Y/N
16	Turnover for the five financial years. (Attach audited statements) (Average of Highest/maximum three years will be considered for average turnover of last three years )		Copy Enclosed Y/N

17	Details experience of Providing Support Services with Material for House Keeping & Gardening Work for last 5 years	Copy Enclosed Y/N	
18	Do you have at least one work order of Rs. 40 Lakhs or two work orders of Rs. 25 lakhs each in last five years?	Y/N	Copy Enclosed Y/N
19	Income Tax Returns, Service Tax and other applicable taxes, GST for the past three years. Provide proof.	Copy Enclosed Y/N	
20	Do you have at least three work order for similar services during previous five years?		
21	Do you have the Average Annual Turnover of the firm/ company of at least Rs. 40 Lakhs, during last five financial years specifically in the field of Providing Support Services with Material for House Keeping & Gardening Work (Joint Venture Turn Over will not be accented)	Y/N	Copy Enclosed Y/N
22	Any other standard affiliation or award, appreciation letter.	Y/N	Copy Enclosed Y/N
23	Duly signed & stamped tender documents (All pages signed) as a mark of your acceptance, Attached?	Y/N	Copy Enclosed Y/N
24	Duly signed & stamped Undertaking by the Bidder (All pages signed) Attached?	Y/N	Copy Enclosed Y/N

**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					

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

**Annual Turnover during last three years**

Sr. No.	Years	Annual Turnover in Rupees (in figures and words) Please attach supporting documents	Copy enclosed/ Not enclosed
1	2021-22		Y/N
2	2022-23,		Y/N
3	2023-24		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 detailed description of the scope of work, along with manpower requirement, terms and conditions indicated in the tender document and hereby accept all the same completely.

Place:

Date:

**Signature of the authorized signatory of the agency**

**Official seal/Stamp**

### Table 3C: Price Bid

The format of Price offer for providing Support Services with Material for House Keeping & Gardening Work at Government College of Engineering Jalgaon

<b>Tender Ref. No:</b>			
<b>Sr. No.</b>	<b>Name of work</b>	<b>BID price for 1 Months in Rs. (Inclusive of all Taxes).</b>	<b>Total price 12 Months in Rs. (Inclusive of all Taxes).</b>
1	Providing Man power deployment for providing Support Services with Material for House Keeping & Gardening Work at Government College of Engineering Jalgaon as mentioned in <b>Table No 4C and Table No 4D in section 4. (Considering Minimum wages to all deployed workers as per Maharashtra Government minimum wages act.)</b>		
2	Service charges for providing man power in Rupees of “ <b>Serial no. 1 of Table no. 3C</b> ” only. ( Mention the values in Rupees)		
3	a) Service charges for Machinery and Equipment which are owned by the bidder b) Cost of Consumable Material and other Misc. cost for Providing Support Services with Material for House Keeping & Gardening Work as per the provisions in <b>Table No. 4A, Table No. 4B, Table No. 4E and Table No 4F.</b>  Good Quality <b>ISI marked</b> Material only is to be supplied/ used.  Minimum Material Required Per Month mentioned in Table No. 4E and Table No 4F Other material as per requirements		
<b>Total Amount (Inclusive of all Taxes) in Rs.</b>			
Total Amount (Inclusive of all Taxes) in Rupees.....only. ( in words )			

Place:  
Date:

**Signature of the authorized signatory of the agency**

**Official seal/Stamp**

### **Note for Price Bid:**

- i. Quote as per prevailing Approved latest State Govt. Daily wages / minimum wages act also attach necessary documents.  
Cost of uniform, identity card, safety shoes, safety goggles etc. and its maintenance payable to deployed workers will be borne by the bidder. If any complaint received from the deployed worker it is the responsibility of contractor to resolve the complaint. The Bidder is required to provide manpower on every day as given in **Table No 4C and Table No 4D in section 4.**
- ii. The Bidder must follow all labor rules and laws for remunerating the manpower deployed and will be solely responsible for any dispute in this regards. For any contravention thereof the bidder will be solely responsible.
- iii. The bidder has to compulsorily submit the breakup of Price bid mentioned in table no 3C regarding providing man power, service charges for providing man power, services charges for new machinery and equipment's for proving service and consumables. Separate cost must be mentioned for each. The bidders who fails to submit the breakup of Price bid as mentioned will be disqualified.
- iv. Noncompliance of **minimum wages act shall be dealt seriously** and bidder will be fined appropriately on case to case basis, it may result in termination of the contract.
- v. The bidder is expected to indicate and submit the service chain applicable for the said work within 15 days of award of contract.
- vi. **Increase in Minimum wages, as and when applicable will be paid by the institute.** Institute shall not be responsible for any kind of legal matters arising out of non- compliance of payment of minimum wages. Bidder shall note that any contravention of minimum wages act, institute shall not be responsible.
- vii. Additional manpower will have to be provided on Special Occasions viz. **Gathering, Alumni Meet, conferences** etc... as and when required by the Institute with additional payment as per latest minimum wage basis on written instruction by competent authority.
- viii. Service Charges will be applicable only to the Wages and not to Waste / Garbage Disposal and the Material. Waste/garbage Disposal and material will be at fixed cost to be born by the bidder per month as per tender.
- ix. Deployed worker by the bidder shall have to maintain discipline within premises of institute, failing which strict action will ensured.
- x. **Contract services are funded from personal ledger account (PLA)/contingency fund of institute.**
- xi. **The bidders are informed to upload and furnish valid document proof of purchase and ownership of equipment's/ machinery available with the bidders.**

## 4 GENERAL SCOPE OF WORK

### 4.1 WORK SPECIFICATIONS.

GCOE Jalgaon 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 GCOE Jalgaon 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.

The general scope of work includes Cleaning/dusting/wet sweeping/ vacuum cleaning of entire buildings including cleaning of toilets, urinals, wash basins & bathrooms using detergents, acids, toilet cleaners etc. of prescribed Buildings and surrounding in the college Campus.

**Table 4 A: Work specifications**

S.N.	Building Name	Built up area (sqm)	Approx. No of Person	Cleaning scope and frequency
<b>A) Administrative Area:</b>				
1	Main and administrative building (G+2) Reading Hall and Seminar Hall	9253.57	6	Cleaning/dusting/wet sweeping/ vacuum cleaning of all class rooms, drawing halls, Principals office, Administration office, faculty cabins, tables, chairs, stools, desks, benches in class room and laboratories, staff rooms, Seminar hall, reading hall, meeting hall, passages, balconies, staircases, entrance, surroundings, etc. The work includes cleaning of drinking water spots, toilet blocks, urinals, wash Basins & bathrooms using detergents, acids, toilet cleaners etc.. Ladies toilets and common rooms are cleaned by ladies workers only. Frequency: Twice Daily/ Continuous wet sweeping
2	Workshop	2225.05	1	
3	Library (G+2)	935.37	1	
<b>B) Hostel Area</b>				
4	Boys hostel-I (180 Capacity) G+2, mess hall, Inside ground and surroundings.	3203.24	2	Cleaning/dusting/wet weeping/vacuum cleaning of entire Hostels within campus including all the toilet blocks, passages, balconies, staircases, office, rooms, entrance, inside ground, and surroundings, etc. The work also includes cleaning of drinking water spots, toilet blocks, urinals, wash basins & bathrooms using detergents, acids, toilet cleaners etc. Ladies Hostels are cleaned by ladies
5	Boys hostel-II (180 Capacity) G+2, mess hall, Inside ground and surroundings.	3203.24	2	

6	Girls Hostel (106 Capacity), mess hall, Inside ground and surroundings.	2623.55	2 (Ladies only)	workers only.  Frequency: Twice Daily/ Continuous wet sweeping.
<b>C) Residential Area</b>				
7	Principal Quarter	149.39	1	Cleaning/dusting/wet weeping/vacuum cleaning of Common areas, surrounding area, roof top, Stairs. The work also includes cleaning of drinking water spots, toilet blocks, urinals, wash basins & bathrooms of using detergents, acids, and toilet cleaner etc. cleanliness of surroundings and maintenance of garden. Frequency: Daily/ Continuous sweeping
8	Guest house and Gym	168.44		
8	Professor Quarters A-wing (8 Qrt.) G+3	1560	1	Cleaning/dusting/wet weeping/vacuum cleaning of Common areas, surrounding area, roof top, Stairs, open space, ground in front of buildings, Frequency: Daily/ Continuous sweeping
9	Professor Quarters B-wing (8 Qrt) G+3			
10	Class-IV Quarters (16 QTrs) G+3			
<b>D) Other Common Areas</b>				
11	Ground (Main)	37.60	1	Cleaning/dusting/wet weeping/vacuum cleaning of Common areas, surrounding area, roof top, Stairs. The work also includes cleaning of drinking water spots, toilet blocks, urinals, wash basins & bathrooms of using detergents, acids, and toilet cleaner etc. cleanliness of surroundings and maintenance of garden. Frequency: Daily
12	Old Canteen/ Canteen Ground	--		
13	Ground Guest house	30		
14	Workshop Ground			
15	Electric Substation	--		
16	GSR and Pump house	--		
17	Cycle Stand (3 Nos)			
18	Security Cabin(3 Nos)			
<b>E) Roads</b>				
19	Internal Roads (Main entrance to back gate)	1500 meters	2	Cleaning and sweeping of all internal roads up to 05 m beyond road edge on both sides within the campus located near Main Administrative Block, workshop, hostel, library and quarters, All Boys Hostels, All Girls Hostels, All Residential Quarters, Canteen, Parking areas within the campus Frequency: Daily/ Continuous sweeping
<b>F) Gardening</b>				
20	Developing and maintenance of Trees, Garden, and Lawns etc.		1	All over the campus. Garden Maintenance: Removing bushes,

				weeds, etc. from the lawn. Watering the plants regularly. Cutting unwanted branches of trees. Cleaning of garden includes regular sweeping of lawns, collecting the leaves of the plants & depositing in vermi compost tank.
21	Supervisor		1	Skilled worker cum plumber

**Along with above details following instructions are included in scope of work.**

- i. 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.
- ii. Master cleaning of entire premises should be undertaken once in a month.
- iii. He will ensure rectification/compliance of all complaints/suggestions made by the PRINCIPAL/site engineer/faculty members/staff.
- iv. 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.
- v. Preventing persons from writing, pasting posters, notice etc. on inside walls of the buildings and disfiguring the same.

**Table 4B: Work Schedule and Details**

A	House Keeping of Building includes.		
	1) Cleaning of		
	a. Floor area (wet and dry)		Twice a day
	b. Door and windows		Once a week
	c. Granite cladding of the building		Once a week
	d. Roof		Once a month
	e. Open space		Regularly
	f. Aluminium partitions		Once a week
	g. Benches, dais and podium in 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	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
C	Cleaning the parking areas, cycle stand with roof cleaning.		
D	Cleaning material (chemicals/acid/phenyl) required is to be brought by contractor. Use sani fresh for cleaning glass and partition walls. Housekeeping/Cleaning Services includes supply and use of necessary items like detergents, acids, toilet cleaners etc. along with liquid soap, naphthalene balls room fresheners etc. to maintain hygienic atmosphere. ISI marked floor cleaner/ phenyl (eco-friendly WHO recommended materials of reputed brands such as Lysol, Bengal Chemical, Ajax, Dettol, Harpic, etc.) consumables and cleaning materials for both dry & wet cleaning. Mosquito repellent, anti-mosquito spray/fumigation, rodent and pestcontrol, fly/ultrasonic repellent, etc. Liquid Soap Dispenser/ Bath Soap, tissue rolls, toilet paper, room fresheners such as Odonil, Glade, etc., naphthalene balls, antifoaming urinal mats, duster brooms and other cleaning I sanitary materials and Tools and Tackles for cleaning work. Supply of chlorine powder for disinfection. Details are given below.		
E	Toilet Cleaning:		
	Cleaning of floor, dado, wash basin, urinal pots, W.C. Pans twice a day, removing webs, clearing the chock-up of drainage line. Putting naphthalene ball (Plane+ Scented) in wash basin, urinals. Cleaning of mirror glass, wash basins of water coolers etc.		
F	Removing 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 equipment while working.		
G	Garden Maintenance:		
	a.	Removing bushes, weeds, etc from the lawn.	
	b.	Watering the plants regularly.	
	c.	Cutting unwanted branches of trees. Trimming of all trees within the campus.(After obtaining Prior sanction from the sanctioning authority/ AMC.)	
	d.	Cleaning of garden includes regular sweeping of lawns, collecting the leaves of the plants & depositing in vermi compost tank.	
	e.	Developing new gardens, lawns, and, flower pots, etc. in the available area.	
H	Disposal of dead animals if any to remote place. As per requirement.		
I	Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the institute in all covered and open area. Dusting of entire campus using Power Fogger machine / Power dusting machine with insecticides, Frequency: Once in a fifteen days.		
J	Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures, ceiling fans, tube lights, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning in various department		
K	Cleaning of drinking water coolers, water filters, Desert coolers, etc., and surroundings. Frequency: Once in a fifteen days.		
L	Cleaning and maintenance of all the Traps and drains within the department toilet blocks by removing choke up and other waste within the traps and drains. Cleaning and maintenance of all the sewer drains within the department toilet blocks. Cleaning and maintenance of all the open drains within the institutional campus. Frequency: As per requirement.		

## 4.2 MANPOWER DEPLOYMENT:

Minimum Manpower required per day shall be deployed by service provider as per below: "**Male and female workers and supervisor are skilled**".

- Male workers - 10 (Sweeper and Scavengers)
- Female Workers- 10 (Sweeper and Scavengers)
- Supervisors - 01 ( Skilled)

Additional manpower will have to be provided on Special Occasions as and when required by the institute on Pro rata basis. All Housekeeping deployed workers will work for 8 ½ Hrs in a shift including ½ hr meals break.

4.2.1 Shift timing will be as follows (Likely to change based on the need of the Institute):

**Table 4C: Shift and Timing**

Sr.No.	Shift and Timing	Manpower in Nos.			Total Manpower in Nos.
		Male	Female	Supervisor cum Plumber Male	
I.	General Shift: 8.00 am - 4.30 pm	07	07	01	14
II.	Afternoon Shift 10.00 am - 6.30 pm	03	03		06
				Total= 21	

### 4.2.2 Minimum Wages

With reference to letter of labour commissioner office dated 05/02/2024 of kiman vetan adhiniyam 1948, regarding Basic pay and DA following schedule/table is mentioned-

**Table 4D: Minimum Wages**

S. N.		Skilled Worker	Sweeper and Scavengers
1	<b>Basic Pay</b>	<b>11632</b> /-	<b>10000</b> /-
2	<b>D.A.</b>	3068 /-	6120 /-
3	Total ( 1 + 2 )	14700 /-	16120 /-
4	EPF 13% of( 3)	1911 /-	2096 /-
5	ESI 3.25 % of ( 3 )	478 /-	524 /-
	Total Per person Per Month	17089 /-	18740 /-

Required skilled workers (01) (total cost 01 \* 17089 = 17089/-)

Required sweepers (20) (10 Male, 10 Female) (total cost 20 \* 18740 = 374800 /-

**Grand Total = 391889/- Per Month, 4702628/- Per Annum**

Whenever changes occurs in DA from Government/ competent authority it is applicable from time to time and it will be paid by the institute.

- If the contract is extended for further periods, the hike in minimum wages will be applicable and the

minimum wages will be paid according to the minimum wages act prevailing at the time of extension of contract.

- The Agency shall provide ladies workers for cleaning of the ladies hostel and ladies toilets and Male workers for boys hostel.
- 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.
- The contractor should provide his supervisors with communication facilities such as mobile phones to be contacted by Site Engineer for any problem.
- 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
- Institute will not give any additional charges/cost to service provider beyond Work order cost.

#### **4.3 SUPPLY OF CONSUMABLE MATERIALS:**

Following standard and good quality Material/Equipment as mentioned in Table No.3 ( A) and Table No 3(B) List of Machinery. Equipment & Tools and Basic materials to be used by service provider/ Bidder.

List of Machinery /Equipment which should be provided on site is as below:

- i.Cleaning Materials and other items conforming to BIS standards and Machines that would be need executing the housekeeping work.
- ii.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.
- iii.General list of approximate material required for cleaning is given below. Contractor should keep sufficient stock of this material in the Institute. The quantity and items may change after prior permission from institute authorities.
- iv.All material should be supplied before 5<sup>th</sup> day of every month.
- v.Non supply of any material listed below, the cost for the same is recovered as per market rate.
- vi. 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.
- vii. 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.
- viii. The shortage or damage of any item or items in the list below should be supplied or replaced immediately in contractual period. Besides these items any item if required for easy cleaning, contractor has to bring immediately.
- ix.List of Basic Consumable materials and Machinery, Equipment and Tools required is as given in Tables 4E and 4F.

**Table 4E: List of Basic Material**

<b>Sr. No</b>	<b>Description of Cleaning Equipment &amp; Materials</b>	<b>Brand /specification</b>	<b>Unit</b>	<b>Min Qty</b>
1	Hard Broom	450 grams local	Nos	10/month or as per requirement
2	Soft Broom	400 Grams local	NOs	10 /month or as per requirement
3	Toilet Cleaner	Harpic or equivalent	Ltr	40 /Month or as per requirement
4	Glass Cleaner	Colin or equivalent	Ltr	20/yr or as per requirement
5	Disinfectant liquid	Dettol/Finotex/Taski or equivalent	Ltr	20/Month or as per requirement
6	Sanitizer	Finotex/Taski or equivalent	Ltr	10/Month or as per requirement
7	Detergent Powder	Surf excel or equivalent	Kgs	5/Month or as per requirement
8	Air freshener blocks for toilets	Finotex/Taski or equivalent	Pkts	30/Month or as per requirement
9	Toilet Brush	Cello, gala or equivalent	Nos	20/yr or as per requirement
10	Air Freshener spray / Room freshener (lavender)	Finotex/Taski or equivalent	Ltr	10/Month or as per requirement
11	Floor Duster (Floor mop cloth)	Cello, gala or equivalent	Pcs	5/ month or as per requirement
12	Table Duster (Table mop cloth)	Cello, gala or equivalent	Pcs	5/month or as per requirement
13	Glass duster cloth	Cello, gala or equivalent	Nos	20/yr or as per requirement
14	Mug	Cello or equivalent	Nos	60/yr or as per requirement
15	Dust Pan (Supadi)	Cello or equivalent	Nos	20/yr or as per requirement
16	Bleaching Powder	Tiger or equivalent	Kgs	10/month or as per requirement
17	Wiper for cleaning (long stick) min 24"	Cello or equivalent	Nos	24/yr or as per requirement
18	Wet mop set with long stick min 24"	Cello or equivalent	Nos	15/month or as per requirement
19	Wet mop refill min 24"	Cello or equivalent	Nos	15/month or as per requirement
20	Bucket (small and big)	Cello or equivalent	Pcs	50/yr or as per requirement
21	Glass Wiper	Pulito or equivalent	Nos	05/yr or as per requirement
22	Toilet Wiper	Scotch or equivalent	Nos	20/yr or as per requirement
23	Colour And Cented Naphelene Balls	Feel fresh or equivalent	Nos	300/month or as per requirements

24	Dust Bin (Big & Small)	Cello or equivalent	Nos	30 Big and 20 Small /yr or as per requirement
25	Mori Brush	Cello or equivalent	Nos	20/yr or as per Requirement
26	Nylon/ Steel Ghasni	Cello or equivalent	Nos	25/yr or as per requirement
27	Hand Wash Of Standard Make	Dettol or equivalent	ltr	30/month or as per requirement
28	Descaler material safety data sheet to be provided with material			As per requirement
29	Any other material needed for cleaning purpose			As per requirement
30	Antifoaming Urinal Screen Mats In All Urinals	Urinal Doctor or equivalent	Nos	As per requirement

**Table 4F: List of Machinery, Equipment and Tools**

Sr. No.	Name of Machine	Quantity / or as per requirement
1	Auto Scrubber Machine model BD 43/40 Karcher make or Equivalent	1
2	Single Disc Scrubber Karcher make or equivalent	1
3	High Pressure jet cleaners (Electric)	1
4	Vacuum dust cleaner	1
5	Grass Cutting Machine Honda or equivalent	1
6	Water pipes (Min 100 feet) ISI Marks	5
7	Ladders (with adjustable height)	1
8	Telescopic pole (5m to 10m length) (Roots/TTS/Unger)	1
9	Cobweb and fan cleaners (Roots or similar make)	5
10	Window washer (Roots or similar make)	5
11	Drainage powrahs	3
12	Shovels	3.
13	Punjas	3
14	Powrahs & Ghamela	5
15	Trees or shrubs hand cutting instrument (Koitha)	2
16	Axe	2
17	White and red cement paints for painting Tree trunks and earthen pots. lime, brushes, etc.	As per requirement
18	Any other equipment needed for cleaning purpose	As per requirement

## 5 TERMS AND CONDITIONS

### 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 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.
- 3.3 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.
- 3.4 The Security deposit less any amounts due under the clause no. (04) "Recoveries" shall be returned to the agency after end of the contract without interest on amount and subject to officer in-charge certifying that no liability attaches to the Contractor/agency.
- 3.5 The security deposit or part of security deposit as decided by Principal will liable to forfeit in the event of non-fulfillment of terms and conditions by the tenderer or contract is terminated due to bad workmanship or non-fulfillment of items in Schedule "B". Any loss from the bad services of the Contractor as determined by the authority is recoverable for security deposit.
- 3.6 If the successful tenderer fails, in course of the agreement period, to comply with the terms and conditions of the Agreement, the security deposit may be forfeited in full or in part as decided by the Competent Authority.
- 3.7 The Bank guarantee/ fixed deposit will be released after one month only on successful completion of the agreement period.

### 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 GCOE Jalgaon 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 Principal.** 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, Principal, Government College of Engineering Jalgaon 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:**

- 9.0 The contractor shall take all the necessary precautions while working and safeguard the institutes property, Institutes employees and adjacent property.
- 9.1 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. All consumables and disposables should be eco-friendly (Material Safety Data Sheet to be provided with material).
- 9.2 The contractor shall insure his labours are properly trained and provided with safety tools. All workers should be 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. The institute will not be liable for any mishap, directly or indirectly.

9.3 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 Principal 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 Principal 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 The Contractor will maintain a register on which day to day deployment of personnel will be entered in the specified format. This will be countersigned by the authorized official of the institute. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown.
- 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 Principal 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.
- 11.12 Drunkenness, disorderly behavior, riotous behavior of any deployed workers shall not be permitted within premises of institute and worker shall not indulge in any such act which subversive to discipline on the part of worker shall not be permitted.
- 11.13 Any worker is found in committing sexually harassment or making sexually colored remark or found in any indecent manner/ stalking to any female students or staff criminal action will be ensued against

such worker. Therefore the agency should take precaution in this regard.

- 11.14 The contractor shall ensure that the worker deployed in the institute shall not have any criminal antecedents.
- 11.15 The personnel deployed have to be extremely courteous, and exhibit very pleasant mannerism while dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The institute shall have right to have any person moved in case of staff/visitor complaints or as decided by representative of the institute if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

**CLAUSE 12. Sub-letting:**

The Contractor / agency shall not sub-let any portion of the contract without the written permission of the Principal. Contractor/ Service provider should not sub-let/sub-contract fully or partially the services mentioned herein to any other party/person during the tenure of this contract under any circumstances. Failure to comply with this can lead to termination of the contract.

**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 Principal 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] 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 introduced 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 Institute 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 considered). 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 GCOE Jalgaon 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.

If Contractor/service provider get purchase order, the list of all required certifications and registrations of Contractor/ Service provider to be handed over to Government College of Engineering Jalgaon for records like shop act, GST/service tax etc.

#### **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 Principal, Government College of Engineering Jalgaon 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 Institute.
- 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 Principal for his information within 20 days.
- 1.6 Any disputes or differences, Questions whatsoever arises from this Tender or Contract will subject to **JALGAON JURISDICTION ONLY**.
- 1.7 The institute shall not be under any obligation for providing employment to any of the worker of the contractor during and after the expiry of the contract. The institute does not recognize any employee employer relationship with any of the workers of the contractor.
- 1.8 If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the institute from the contractor.
- 1.9 Deployed worker shall not claim any right for the status of the employee of the institute.
- 1.10 Government College of Engineering Jalgaon is not liable for any breach of any Government rules/regulations by Contractor/ service provider or its deployed workers. Contractor/ Service provider will be solely responsible for their action.

**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 Principals or Site Engineers decision would be final and binding on the contractor. The same should be deducted from the monthly bill.

**Table 5A: 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 Principal 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 PRINCIPAL 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.

18.3 The institute shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his / her duty and similarly Contractor may change the staff with prior intimation to the institute.

#### 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) Act1970 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.

**(Purchaser)**  
**. Dr. S. S. Gajre,**  
**Principal**  
**Government College of Engineering,**  
**Jalgaon, Maharashtra (India)**

## **6 TENDER ACCEPTANCE LETTER (To be submitted on Bidder's Letter Head)**

To  
The Principal  
Government college of Engineering Jalgaon

Sub: Acceptance of Terms & Conditions of Tender Reference No: GCOEJ/

Name of Tender / Work: Providing Support Services for Housekeeping & Gardening Work on the Campus of GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

Dear Sir,I am the authorized signatory of my company/Firm for this tender process and, am therefore competent to make this declaration.

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 PRINCIPAL 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. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal.

6. I/We hereby declare that all the information related to my company/Firm, manpower, customer base, work orders, financial details, etc., provided in our offer is true and without any alteration/modification. 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

Telephone: -----

Mobile ----- Mail

## **7 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 GCOE Jalgaon 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 GCOE Jalgaon 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 GCOE Jalgaon on demand. Further, the Contractor shall ensure that no financial or any other liability comes on GCOE Jalgaon in this respect or of any nature whatsoever and shall keep GCOE Jalgaon fully indemnified in this regard.

Place:

Date:

Bidder's Signature (with official seal)