



Dr. APJ Abdul Kalam Government College

डॉ. एपीजे अब्दुल कलाम शासकीय महाविद्यालय

Dadra and Nagar Haveli Uchha Shikshya Samiti
दादरा एवं नगर हवेली उच्च शिक्षा समिति

(Affiliated with Gujarat University, Ahmedabad; Recognized by UGC under Section 2(f))
(गुजरात विश्वविद्यालय, अहमदाबाद से संबद्ध; विश्वविद्यालय अनुदान आयोग द्वारा २ (एफ) के अंतर्गत सूचीबद्ध)
Dokmardi, Silvassa-396230, Dist. Dadra & Nagar Haveli, (U.T. of DNH & Daman & Diu)
डोकमर्डी, सिलवासा ३९६२३०- जिला दादरा नगर हवेली : (केंद्रशासीत प्रदेश दादरा एवं नगर हवेली एवं दमन एवं दीव

Phone No: 9429427117

website: <http://dnh.nic.in/APJGC/>

Email: dnh.sihl2011@gmail.com

No.EDN/SC/Housekeeping/2013/337/Vol-IV/92635

Date: 02/06/2021

E- Tender Notice

I/c. Principal, Dr. APJ Abdul Kalam Govt. College, Dadra & Nagar Haveli Uchha Sikshya Samiti, Silvassa invites sealed tenders through On-Line on <http://dnhtenders.gov.in> website of UT Administration of Dadra and Nagar Haveli for hiring Housekeeping Services for the college from the reputed housekeeping service providers as per the schedule mentioned below:-

Sr. No	Name of Item	Tender ID No.	Earnest Money (Rs.)	Tender Fees Non refundable	Time Limit
1	2	3	5	6	7
1	Hiring Housekeeping Service for College	2021_UTDNH_5353_1	Rs.50,000/-	Rs.1000/-	30 days
Start Date of Online downloading Tender			03/06/2021, 13:00 Hrs		
Last date of Online downloading of Tender Documents			08/07/2021, 11:00 Hrs		
Last date & time of online submission of Tender			09/07/2021, 12:00 Hrs		
On line opening of Technical Bid			12/07/2021, 12:00 Hrs		
On line opening of Price Bid			13/07/2021, 12:00 Hrs		
Submission of tender fees, EMD and other documents etc. in hard copy in the office of the Tender Inviting Authority by RPAD/ Speed Post./ Courier, However, Tender Inviting Authority shall not be responsible for any postal delay or loss of documents. The said documents can also be deposited in the office of the undersigned On or before 10/07/2021 up to 14:00Hrs.			10/07/2021 14:00 Hrs		
Bidders have to submit price bid in Electronic Format only on http://dnhtenders.gov.in website till the date and time for submission. Price Bid in Physical format shall not be accepted in any case.					
The Tender Inviting Authority reserves the right to accept or reject any or all the tender received without assigning any reasons thereof.					
Bidder shall have to post their queries on E-mail Address: dnh.sihl2011@gmail.com on or before 07/07/2021 up to 12:00 hrs					
In case bidder needs any clarification for participating in online tender, they can contact the following:- 24 x 7 Free Help Desk Number:- 1800 3070 2232. Mobile No.07878007972/7					

(Sd/-)

Principal

Dr. APJ Abdul Kalam Govt. College
Silvassa

Copy to:-

1. The Chief Publicity Officer, Dadra & Nagar Haveli, Silvassa for publishing it in one leading widely circulated news paper in adjoining States of Gujarat and Maharashtra.
2. The Director (Information & Technology), Dadra & Nagar Haveli, Silvassa for displaying it on the official website of DNH i.e. www.dnh.nic.in
3. Guard File.



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Terms & Conditions of E-Tender Notice For Housekeeping Services

A. ELIGIBILITY FOR HOUSEKEEPING SERVICES:-

1. The bidder(s) should be a reputed firm with a proven track record of 3 year in providing housekeeping services in corporate/private/government sector institutes with a turnover of Rs.80.00 lacs annually for 3 years.
2. The Tenderer should have been continuously in the business of Housekeeping for a minimum period of last five years.
3. Demand Draft/FDR should accompany Tender application duly completed in all respects for Rs.50,000/- (Rupees Fifty Thousand only) as earnest money deposit in favour of “**Dr. APJ Abdul Kalam Govt. College**” payable at Silvassa. The EMD submitted in any form other than mentioned above will not be accepted. Tender received without EMD will be summarily rejected.
4. Details of the Tender notice can be downloaded from the official website www.dnh.gov.in or <http://dnhtenders.gov.in>
5. Tenderer have to provide Tender Fee in form Demand Draft (non-refundable) of Rs.1000/- (Rupees one thousand only) in favour of ‘**DR. APJ ABDUL KALAM GOVT. COLLEGE**’ payable at Silvassa along with Tender application.
6. The submission of EMD & tender fees is compulsory for all the tenderers and no exemption will be granted in any case.
7. The tenderer will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract/supply order.
8. The received tenders which do not confirm with the terms and conditions of this office will be summarily rejected.
9. No bidders will be allowed to withdraw after submission of bids/opening of the tender.
10. All the firms participating in the Tender must submit a list of their owners/partners etc. along with their contact telephone numbers and a Certificate to the effect that the firm is neither blacklisted by any Government Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.

11. The Principal, Dr. APJ Abdul Kalam Govt. College reserved the right to relax/withdraw any of the terms and conditions mentioned above so as to overcome any problem encountered by the contracting parties.
12. Tenderers quoting rates lower than minimum wages approved by competent authority shall be rejected. The wages will be payable as per Minimum wages Act notified by Office of the Secretary Labour, U.T Administration of Dadra and Nagar Haveli & Daman & Diu, Secretariat, Moti Daman as notified from time to time.
13. **The Registration Certificate of the agency should be in name of partner/proprietor/own /Director of the firm.** The tenderers signing the tenders in case of firms should specify whether they are signing as (i) sole proprietor, (ii) partner, (iii) under power of attorney, (iv) Director, Manager, Secretary etc. as the case may be and copies of the documents/constitution of company authorizing the signing authority to sign the tender, shall be attached with the tender form.
14. Contractor shall have to change or replace Housekeeping Personnel as and when required by the College, whether or not such Personnel are found guilty or otherwise. It shall not be necessary for College to assign any reason to contractor or the Personnel or any other person in respect of any such change or replacement required by College
15. The contractor shall not replace the Housekeeping personnel at random. This shall be done with the prior knowledge of College and full particulars of the personnel deployed shall be given to College. In case any of the staff is found to be posted without the previous knowledge of College shall not be liable to pay for such personnel.
16. No leave of any kind for the Housekeeping personnel shall be sanctioned by College. The contractor shall be liable to make substitute arrangements from amongst leave reserve in case of absence of the Housekeeping personnel. Similarly the contractor shall have to make substitute arrangements in case of the weekly offs. No extra payment shall be payable on this account
17. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other organization/agency. Agency will not depute any representative without authorization letter.
18. No additional payment will be made for working beyond any fixed working hours.
19. Age limit of all employees should be between 18 to 55 years.
20. Salary of employee shall be credited to their respective bank Account by the agency.
21. Contractor would be liable to furnish certificate of payment of wages and all emoluments and benefits to its employees (w.r.t labour Act/ for P.F & Bonus) posted by contractor with College. Such certificates shall be furnished regularly by the contractor to College before taking the payment of the next month

B. RATES TO BE QUOTED:-

1. The house-keeping agency **shall pay all taxes to the government.**

2. The house-keeping agency will provide Housekeeping Staff as per Description of Work define in Annexure-A.
3. Tenders are invited by E-Tendering system so the 'Technical Bid & Price Bid' will be submitted online through E-procurement. Bidder shall upload scanned documents as per Annexure – B (Technical Bid) provided herewith. The 'Financial Bid' shall have to be applied online.

The 'Financial Bid' will have to be applied online through <http://dnhtenders.gov.in>.

4. **The rates quoted should inclusive of all taxes, all kinds of consumables/ materials and equipments required for cleaning and housekeeping services etc.**
5. The Tenders should be addressed to the Principal, Dr. APJ Abdul Kalam Govt. College, Dokmardi, Silvassa, D&NH.
6. No extra charges will be paid on the rates quoted for any item.
7. Additional terms and conditions may be incorporated if needed to safeguard the interest of the institution.

C. DUTIES:-

1. The duty hours of housekeeping personnel will be 8 hours daily (from 7:30 am to 03.30 pm or as desired by the tender inviting authority.)
2. The Housekeeping Agency shall maintain attendance registers and comply with rules and regulations for employing contract workers shall be open for inspection of College Authority.
3. The House keeping personnel have to work according to Scope of work annexed as Annexure-A.

D. TERMS FOR HOUSE KEEPING SERVICE:-

1. The purchase committee will open the Tenders on the same day if possible in presence of the bidders or their representatives, if any, in the office of the Tender inviting authority.
2. The right to accept or reject any or all Tenders in part or whole is reserved with the Tender inviting authority without assigning any reason and his decision(s) in all matters relating to the acceptance or rejection of Tenders as a whole or in part will be final and binding to all.
3. The amount of earnest money deposited by the bidder(s) will be refunded to unsuccessful bidders after finalized the Tender process.
4. The agency will have the police verification of all the work force/staff prior to its deployment in the college premises for the house keeping work.
5. The Agency will have covered all the work-force/staff deployed in the college premises under the suitable insurance scheme.
6. Supervision and monitoring of the personnel so positioned have to be carried out by the Agency at appropriate periods and intervals.

E. CONDITIONS FOR HOUSE KEEPING SERVICE:-

1. The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
2. The College shall pay the amount of monthly bill by Cheque/NEFT/RTGS to the agency, and not to its personnels. As such the agency shall own the full responsibility for payment to its personnel in time, before submission of wage bill.
3. Housekeeping personnel should be compulsory in proper uniform and should have identity badge provided by agency.
4. Rates quoted in response to this Tenders/ notice shall be considered as acceptance of all terms and conditions for providing of services for all legal purposes.
5. In case of any dispute in respect of housekeeping services all legal matters shall be instituted within the jurisdiction of Dadra & Nagar Haveli.
6. The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the total value of the contract amount as security deposit.
7. Non-receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract/order for housekeeping work without any intimation.
8. The agency shall be held responsible for theft of any kind if occurred.
9. The work has to be started within 15 days from the issue of work order, failing which Security Deposit shall be forfeited.
10. Irregular services shall invite penal action.
11. Any damages caused to the property by the incumbents so engaged, shall have to be borne by the agency which will be deducted from Security Deposit/monthly due payment.
12. If penalty is imposed and recovered from Security Deposit, the money withdrawn from security deposit will be deposited back as Security Deposit by the vendor within 15 days failing which penalty of Rs.250/- will be imposed for each day of delay.
13. The contract can be terminated by giving notice of 30 days from either side.
14. The house-keeping service period is initially for one year and further renewable for a period not exceeding total 3 years at the same rates subject to satisfaction of work performances.

F. PENALTY:-

1. The penalty for breach of any of the clauses will be as follows:
 - a) At first instance Rs.5000/- will be imposed.
 - b) At second instance Rs.10000/- will be imposed.
 - c) At the third instance the agency will be issued termination after giving 30 days notice.

However, notice will be served to the vendor for alleged breach of contract before invoking penalty clause of the agreement.

(Sd/-)
Principal
Dr. APJ Abdul Kalam Govt. College
Silvassa.

The above terms and conditions are accepted and are binding to me/us.

Place:

Signature of bidder

Date:

Name of the Bidder with seal of the firm

Note:- Please return one copy of these terms and conditions duly signed with seal of the firm along-with the tender.

Annexure- A
(Description of Work)

Sr. No	Area	Work	Frequency	Area in sq. mtrs.
1.	Ground Floor	1. Sweeping/dusting & mopping of rooms 2. Dusting of furniture 3. Dusting of fixtures	Daily	3439.23
2.	First Floor		Daily Weekly	2859.37
3.	Second Floor		Daily Weekly	3034.96
4.	Third Floor	1. Sweeping/dusting & mopping of rooms 2. Dusting of furniture	Daily Daily	1710.77
5.	Internal roads, parking & surrounding areas	1. Cleaning	Daily	
6.	Staircase	Sweeping/dusting & mopping.	Daily	
7.	Toilets	Cleaning / Sweeping/ Mopping	Twice a day	All Toilets (Male and Female) on each floor.

SCOPE OF WORK

CLEANING SERVICES

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. Pre-designated managers/supervisors of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the Dr. APJ Abdul Kalam Govt. College.

A. DAILY SERVICES:-

Housekeeping cleaning services should be done daily from Monday to Saturday at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.00 A.M.

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as classrooms/halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, classrooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.

4. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
5. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors etc.
6. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
7. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
8. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
9. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
10. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.

B. WEEKLY SERVICES:-

The deep cleaning of the entire area will be done by the Contractor once a week as under:-

1. Dusting of entire area including windows / windowpanes/ doors / ledges, etc.
2. Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Washing of outside area with High Pressure Jet machine.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The Contractor will make a cleaning programme and submit to college for weekly cleaning so that college concerned official / Incharge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
8. The Contractor will work in the specified area mentioned in the scope of work.
9. The Contractor will provide the duty register to College as required.

C. GARBAGE DISPOSAL:-

The Contractor shall collect from all dustbins and garbage bins existing inside the premises and shall dispose it appropriately.

D. HOUSEKEEPING MONITORING AND CONTROL

For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor:-

1. Toilets Checklist

This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervising staff on duty daily.

2. Management / Housekeeping Service Requirements/ Complaints Report

This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site to the Contractor and reported to the Assistant, Dr. APJ Abdul Kalam Govt. College. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

3. Housekeeping Services Complaint Register

This register is to be completed on the basis of information received by the Housekeeping Manager from college through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from college, etc. and necessary action is to be taken.

(Sd/-)
Principal
Dr. APJ Abdul Kalam Govt. College
Silvassa

Annexure –B

Tender Documents for Hiring Housekeeping service

Tender Notice No. EDN/SC/Housekeeping/2013/337/Vol-IV/92635

Date: 02/06/2021

1.	Name of the tenderer	
2.	Address of the Tenderer	
3.	Duly attested registration certificate from labour department	
4.	Duly attested registration certificate from employees state insurance corporation.	
5.	Duly attested work execution certificate in central/state govt./psu/autonomous body of central govt. of last 5 years.	
6.	Duly attested copy of the latest three years income tax return	
7.	e-mail	
8.	Tel.Nos./Cell Nos.	
9.	Name of the Proprietor/Partners	
10.	Year of Establishment	
11.	Tender Fees (Demand Draft No. Date & Bank Name)	
12.	EMD (Demand Draft/FDR No. Date & Bank Name)	
13.	GST No.	
14.	PAN No.	
15.	Annual Turnover of not less than 80 lacks for last 03 years. (CA Certified)	
16.	Bank Account no, Bank Name, Branch Name & IFSC Code	
17.	Terms and Conditions Signed by Authorized person with stamp	

I/We certify that I/We read, understood and accept the contents of both terms and conditions incorporated in the Tender Form and 'Note' below and submit this Tender for consideration. I/We certify that the above statements are true.

(Signature of the Owner/Proprietor) with stamp

Full name of the firm:

Address :

PRICE BID (BOQ DETAILS)

Sr.No	Particulars	No. of personnel	Rate in Rs. (per personnel)	Total Amount in Rs. (for month)
01.	Supervisor	01		
02.	Cleaners	11		
03.	Sweeper	03 (02 Male & 01 Female)		
04.	Cleaning Material for 01 months	---		
Grand Total				

Note:- Lowest bidder of Grand total will be considered for Housekeeping service.