



**MAHATMA GANDHI UNIVERSITY  
NALGONDA - 508254**

**No. 07/MGU/NLG/2023-24**

**Date: 21.02.2024**

**ANNUAL CONTRACT FOR SANITATION, AND HOUSEKEEPING AT MAIN CAMPUS &  
PANAGAL CAMPUS, NALGONDA**

**Last Date & Time for submission of tenders 14.03.2024 at 4.00P.M. Date of opening on 16.03.2024 at 11.00 A.M.**

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TENDER ISSUED TO:

.....  
.....

SIGNATURE OF THE OFFICER  
ISSUING TENDER

SIGNATURE OF THE TENDERER



**MAHATMA GANDHI UNIVERSITY  
NALGONDA - 508254**

**No. 07/MGU/NLG/2023-24**

**Date: 21.02.2024.**

**NOTICE INVITING TENDER**

The Registrar, Mahatma Gandhi University, Nalgonda invites Sealed Tenders from reputed, experienced and registered Contractors/Agencies/Companies/ Organizations established with relevant experience of minimum three years and financial solvency to carry out the below described work:-

Sl. No.	Description of Work	EMD In INR	Date & time of opening of the Tender
1.	Annual contract for Sanitation and Housekeeping at Mahatma Gandhi University, Main Campus & University College of Engineering & Technology, Panagal, Nalgonda.	Rs.1,00,000/-	16.03.2024 11.00 am

1. Tender document may be obtained from the Registrar Office, Main campus, Mahatma Gandhi University, Nalgonda in person from 10.00 AM to 4.00 PM in all working days from 23.02.2024 to 14.03.2024 on payment of Rs.6000/- (Rupees Six Thousand only) by way D.D/ Bankers' cheque from Nationalized Bank drawn in favour of the Registrar, **Salaries A/c**, Mahatma Gandhi University, Nalgonda.
2. The above detailed tender document is also available at Website [www.mguniversity.ac.in](http://www.mguniversity.ac.in) under "Tenders" and can be downloaded from website and submitted. In that case, the Tenderer has to invariably attach a bank draft/banker's cheque of Rs. 6,000/- in favour of the **Registrar, Salaries A/c**, Mahatma Gandhi University, Nalgonda payable at Nalgonda, towards cost of Tender document with the technical bid of the tender at the time of submission.
3. Tenders by Telex/Telegram/Fax/E-mail will not be accepted.
4. The Registrar, Mahatma Gandhi University, Nalgonda reserves the right to accept or reject any or all tenders without assigning any reason thereof.
5. EMD of Rs.1,00,000/- is to be invariably attached and submit in the form of Demand Draft/ Bankers Cheque payable at Nalgonda, drawn in favour of the Registrar, Salaries A/c, Mahatma Gandhi University, Nalgonda from Nationalized Banks. EMD in any other form is not acceptable. Please note that tender received without EMD will be summarily rejected. No firm/Organization is exempted from furnishing the EMD under any circumstances.
6. Late and delayed tenders will not be opened and summarily rejected. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the contractors who resorts to canvassing will be liable for rejection.

Sd/-  
REGISTRAR



MAHATMA GANDHI UNIVERSITY  
NALGONDA - 508254

No. 07/MGU/NLG/2023-24

Date:21.02.2024

TENDER DOCUMENT

Sealed tenders are invited by the Registrar, Mahatma Gandhi University, Nalgonda from reputed, experienced & registered Contractors/Agencies/ Organizations for rendering services for Sanitation & Housekeeping at Mahatma Gandhi University main campus, Anneparthi and Panagal campus, Panagal, Nalgonda on annual contract basis. Details are as follows:-

Details	Description of the work	Area in Sqm.
Annual contract for Sanitation and Housekeeping at Mahatma Gandhi University, Main Campus & University College of Engineering & Technology, Panagal, Nalgonda.	a. Sweeping & Mopping.	As per Abstract and annexure.
	b. Cleaning of Toilets.	
	C. Cleaning of Open Pedestrian And plinth protection upto 10' all around the building	

Validity of contract: Initially for a period of one year, it can be extended at the discretion of the Competent Authority on satisfactory performance of Contract on mutually agreed terms for a maximum period of total three years.

**Mandatory requirements:**

The Contractors/Agencies/Organizations should meet the following mandatory requirements:-

- 1) Registration under Shops & Establishment Act.
- 2) Registration with EPF, ESI, GST and Prof. Tax authorities.
- 3) Registration with Labour Department (State).
- 4) Infrastructure and financial status of the agency along with job contracts.
- 5) Clientele list with the performance certificate.
- 6) PAN & GST No.s along with preceding 3 years (i.e. 2020-21, 2021-22 and 2022-23) IT & GST return copies.

## TERMS AND CONDITIONS

1. The tenderer shall declare in writing that neither he nor any of his associates are no way related to any Officer of the rank of Assistant Professor or above in the University.
2. The contract is for rendering services of Sanitation & Housekeeping at Main campus, Anneparthi & Panagal campus, Mahatma Gandhi University, Nalgonda.
3. The tender document along with necessary enclosures duly filled-in should be submitted in original on or before the due date and time. The tender should be sealed and addressed to the “ Registrar, Mahatma Gandhi University, Anneparthi, Yellareddigudem (Post), Nalgonda -508254 duly superscribed as “TENDER FOR SANITATION & HOUSEKEEPING WORKS” AT MGU, NALGONDA” due on 14.03.2024 at 4.00 PM to the Registrar, Mahatma Gandhi University. No tender will be accepted after due date & time.
4. If the contractor(s) selected for the work fails to sign the formal agreement within 15 days from the date of information or fails to take up the assignment within 15 days from date of order to commence the assigned work, the Earnest Money Deposit amount is liable to be forfeited.
5. The tender will be valid for a minimum period of 90 days from the date of opening.
6. All payments will be made to the contractor after completion of every month on submission of bills along with pre-receipt by the contractor.
7. The bidder is required to provide sanitation and housekeeping services to this University and is **advised to visit and acquaint himself with the area and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the tender documents.**
8. The bidder shall bear all costs associated with the preparation and submission of his bid and the University will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
9. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of Registrar, Mahatma Gandhi University, Nalgonda not later than two weeks before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will be copied to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the University shall be carried out in writing.
10. Except for any such written clarification by the University, which is expressly stated to be an addendum to the tender document issued by the Office of Registrar, Mahatma Gandhi University, Nalgonda.

11. The contractor is required to provide a field supervisor for sufficient supervision and take instructions daily from the Coordinating Officer In-charge appointed by MGU, to carry out the work efficiently and smoothly without creating any problems.
12. The contractor has to maintain an Instructions Register and all the Instructions made by the Coordinating Officer in absence of the field supervisor should be completed/carried out by the contractor within 48 hours from the date of such instructions, failing which necessary recovery as recommended by the Coordinating Officer will be recovered from the monthly bill of the contractor.
13. The successful contractor shall issue identity cards/name, badges and safety coat to his workers duly signed by him. The identity card shall bear
  - i) Contractor's name and address
  - ii). Name of the worker
  - iii). Validity period etc
  - iv). Photograph of employeeAnd furnish the list of his workers with their address to the Mahatma Gandhi University, Nalgonda.
14. The Registrar, or the Coordinating Officer or any authorized person shall be at liberty to carry out checking on the persons deployed by the contractor in order to ensure that persons deployed are doing the work promptly.
15. No worker of the contractor will be allowed inside the MGU campus without valid gate pass/identity card. The contractor shall not allow the person deployed by him to carry any material/property/equipment outside the campus without valid gate passes issued by the Coordinating Officer. The contractor should ensure that the workers wear the identity cards while on duty.
16. If, any loss to the property/equipment/tools of this Institute is caused by the negligence of the persons of the contractor, the same has to be replaced/rectified/repared by the contractor at his/ her cost. Failing to do so, the cost will be recovered from his monthly bill.
17. In case any of the persons so deployed by the contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful activities, riot, or disorderly conduct, the contractor shall withdraw such person (s) from the campus within 24 hours and place the suitable substitute.
18. The contractor shall deploy his persons in such a way that each of the persons get weekly rest as mandated under relevant provisions of Labour Act.
19. The worker engaged by the contractor shall follow all the rules of discipline stipulated by Mahatma Gandhi University, Nalgonda and shall not indulge in any trade union activities within MGU premises. Any worker violating the code of discipline or involving in trade union activities should be withdrawn by the contractor immediately.

20. The contract can be terminated on any of the following contingencies:
- a. On expiry of the contract period
  - b. By giving one month's advance notice by MGU on account of:
    - i) Losses suffered by MGU due to lapse on the part of the contractor/his supervisor/workers
    - ii) For committing breach by the contractor of any of the terms and conditions of contract;
    - iii) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-contracting whole or part of the contract.
    - iv) On violation of any Labour laws as per Contract Labour Act, as amended from time to time.
    - v) On contractors being declared insolvent by the competent Court of Law.
    - vi) The contractor provides unsatisfactory services
21. In the event of any question, difference/dispute arising under this agreement or in connection herewith (except as to matters the decision of which is specially provide under this contract) the same shall be referred for sole arbitration of Registrar, Mahatma Gandhi University, Nalgonda or acting/officiating Registrar, MGU.
22. Bidder shall quote the **rates on the basis of rate per square metre/ No. of Units** in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Sanitation and housekeeping Services. This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.) which should be clearly stated by the contractor.
23. Conditional bids/offers will be summarily rejected.
24. The award of the arbitrator shall be final and binding on both the parties.
25. The arbitrator from time to time with the consent of all the parties may extend the time for making (and publishing) the award.
26. The arbitrator may give interim award(s) or direction(s) as may be required.
27. The Contractor will submit the monthly bills for reimbursement in duplicate after satisfactory completion of the work and payment to the workers, to the Office for certification for pro-rata reimbursement. The office on receipt of the bill will be checked by the AE,Civil, Mahatma Gandhi University,Nalgonda for the work and record there after process the bill for payment.
28. All bills should be submitted on printed forms, duly signed and pre-receipted.
29. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in duplicate along with the certificate of satisfactory performance of work from the AE,Civil, of the Mahatma Gandhi University, Nalgonda. The payment towards EPF and ESI contributions and service tax shall be claimed by the contractor on submission of proof of remittance.
30. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.

31. For any extra duties alternate standby persons shall have to be provided by the Contractor. Notwithstanding any other provisions made in the contract, the MGU reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
32. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit shall be forfeited without any claim whatsoever on MGU and the contractor is liable for action as appropriate under the extant laws.
33. The Contractor should not deploy the workers below the age of 18 years and above the age of 60 years.
34. The contract should allocate the work to be allocated by each worker deployed by him (with the name of worker) every day in the University premises including Panagal campus. A copy of the work allocation shall be furnished to the AE,Civil, Mahatma Gandhi University along with first reimbursement bill.
35. **Each and every page should be signed with seal and submitted along with Technical Bid. Financial bid which should be separately submitted in a sealed cover.**
36. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.
37. The contract shall be valid initially for one year and the Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond further years.
38. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.1,00,000/- in the form of an Account Payee DD/ Bankers Cheque from in any Nationalized Banks in favour of Registrar, Mahatma Gandhi University along with the Tender document.
39. Any Tender not accompanied by Bid Security shall be rejected.
40. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
41. Bid security of the successful bidder shall be returned on receipt of Performance Security by the University and after signing the agreement.
42. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
43. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the University.

I/we ..... have fully read and understood the terms and conditions of the Tender and I/We fully agree for the same.

Name & Address of the Tenderer

Signature of the Tenderer

## GENERAL TERMS AND CONDITIONS OF CONTRACT

1. The execution of cleaning of housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required, and wet mopping.
2. The cleaning and housekeeping works are to be carried out as per norms/standards and in such manners that all premises always look neat and clean.
3. The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
4. It will be the sole responsibility of the contractor that the persons engaged are trained and the Department will not be liable for any mishap, directly or indirectly.
5. All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor. All consumables and disposables should be eco-friendly.
6. Mechanized equipments, wherever required, will be procured by the contractor.
7. Safety equipment required for the manpower engaged should be supplied by the contractor and the man power are to be admitted into work only after wearing the necessary safety equipment.
8. The cleanliness will be periodically checked by the AE, Civil, Mahatma Gandhi University, Nalgonda or any person authorized by Registrar, Mahatma Gandhi University, Nalgonda based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
  - (i) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
  - (ii) Dust or cobwebs etc. on roof, window grills etc.;
  - (iii) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
  - (iv) Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
9. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of sanitation staff/supervisors absent on that particular day shall be levied by the University and the same shall be deducted from the contractor's bills.  
  
(b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 8(a) shall be levied.



- (c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.5000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
- d). In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the University reserves the right to impose the penalty as detailed below:-
1. 20% of cost of order/agreement per week, upto four weeks delays.
  2. After four weeks delay the University may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the default contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
9. In case if dissatisfactory performance/ if any complaints received from the users by the administration, a one percent (1%) penalty will be imposed on monthly bill.
10. Minimum number of trained manpower including the Supervisory staff required to do the work has to be specified by the contractor in technical bid of the tender.
11. The University reserves the right to cancel or reject all or any of the tender without assigning any reason.
12. Any act on the part of the tenderer to influence anybody in the University is liable to rejection of his tender.
13. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
14. The staff engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the University. Adequate supervision will be provided to ensure correct performance of the said sanitation services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

15. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
16. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages, with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed by him/ her in the University.
17. The contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Leave, etc. to the staff engaged by him / her. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within seven days of close of every month. Giving particulars of the employees engaged for the sanitation works, is required to be submitted to the University. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time, the University is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract and will be deposited with RPFC on behalf of the contractor.
18. The University 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 duty.
19. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
20. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the department and department shall ensure that the contractor complies with the provisions.
21. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the University. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of the University, regarding payment of wages as per rules and laws in force, before receiving the 2<sup>nd</sup> payment onwards.
22. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

23. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the University and shall not knowingly lend to any person or company any of the effects of the University under its control.
24. The sanitation staff engaged by the contractor shall not accept any gratitude or reward in any shape.
25. The contractor shall be responsible to maintain all property and equipment of the University entrusted to it. Any damage or loss caused by contractor's persons to the University in whatever shape would be recovered from the contractor.
26. The contractor will not be held responsible for the damages/sabotage caused to the property of the University due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
27. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The University shall have right to have any person moved in case of patient/staff/visitor complaints or as decided by representative of the University if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
28. The payment would be made every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the University and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the University.
29. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the University, the said loss can claim from the contractor up to the value of the loss. The decision of the Head of the University will be final and binding on the contractor.
30. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the University.
31. The University may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the University.

32. The contractor will deploy supervisors as per the need given by the University. The supervisor shall be required to work as per the instructions of University.
33. The contractor shall ensure that its personnel shall not at any time, without the consent of the University in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the University and shall not disclose to any information about the affairs of University. This clause does not apply to the information, which becomes public knowledge.
34. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
35. **Force Majeure:-**  
If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.
36. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the University for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the University.
37. The contract period shall be Twelve months from the date of the commencement .
38. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the University shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.

39. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the Department may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the University from the contractor.
40. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the University, such money shall be deemed to be payable by the contractor to the University within seven days. The University shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
41. The list of staff going to be deployed shall be made available to the University and if any change is required on part of the University fresh list of staff shall be made available by the contractor after each and every change.
42. The contractor shall indemnify and hold the University harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
43. The contractor shall not employ any person below the age of 18 yrs. and above the age of 60 yrs. Manpower so engaged shall be trained for sanitation and housekeeping services.
44. Only physically fit personnel shall be deployed for duty by the contractor.
45. The contractor shall ensure that the Sanitation/Housekeeping staff shall not take part in any staff union and association activities.
46. The University shall not be responsible for providing residential accommodation to any of the personnel of the contractor.

47. The University shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The University does not recognize any employee employer relationship with any of the workers of the contractor.
48. 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 University from the contractor.
49. If any underpayment is discovered, the amount shall be duly paid to the contractor by the University.
50. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the University.
51. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every three months.
52. The contractor shall disburse the wages to its staff deployed in the University every month.
53. The University will deduct Income Tax at source as per Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.

**54. Dispute Resolution:-**

- a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Mahatma Gandhi University, Nalgonda.
- b. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

**55. JURISDICTION OF COURT:-**

The courts at Nalgonda shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**How to apply:**

Contractors/ Agencies meeting the above mentioned mandatory requirements shall submit both technical as well as price bids simultaneously in separate sealed envelopes prescribed for Technical & Price bid and put both of them in one Big Cover duly sealed and superscribed as “TENDER FOR SANITATION & HOUSEKEEPING, WORKS AT MAHATMA GANDHI UNIVERSITY, NALGONDA” addressed to REGISTRAR, MAHATMA GANDHI UNIVERSITY, NALGONDA and should reach us on or before 14.03.2024 by **4.00 P.M.** A **demand draft for** earnest money deposit (EMD) is required to be submitted along with technical bid. In case the Tender document has been downloaded another draft/Banker’s cheque for Rs. 6000/- should also be invariably enclosed with the Technical Bid towards Tender cost. The price bids of only those Tenderers who qualify in the technical bid will be opened on stipulated date and time.

All tenderers are advised to contact Assistant Engineer, Civil, MGU,Nalgonda, who would coordinate, for visiting the site and inspect the buildings, hostels etc., and acquainting themselves with the proposed work to be carried out before submission of their tenders.

Intending tenderers should have sufficient and good experience in execution of similar works in Government Departments, Public Sector Undertakings etc and should be in a position to execute the work.

The Tenders will be opened on 16.03.2024 **at 11.00 A.M.** by the Mahatma Gandhi University, Nalgonda Tender Opening Committee in the presence of the Tenderers or their Authorized Representatives, present if any.

If any information furnished by the Tenderer is found to be incorrect at a later stage, they are liable to be debarred from tendering.

The Registrar, Mahatma Gandhi University, Nalgonda reserves the right to accept or reject any or all the prospective Tenders in full or part thereof without assigning any reason whatsoever and his decision on all matters in this regard shall be final and binding.

SCOPE OF WORK FOR SANITATION AND HOUSEKEEPING  
(SEE ABSTRACT)

**A. BUILDINGS**

SL NO	NATURE OF JOB TO BE PERFORMED
1	Removing all the spider webs in/out side of the building, dustbins with the material and clean it before keeping inside the room.
2	Sweeping, wet mopping with phenol material and removing the all dust materials from rooms, corridors and cleaning.
3	Cleaning of all windows, doors, ventilators, wash basins, room ceiling fans/tube light fittings, glass doors/partitions walls and glass windows
4	Removing of the dead material i.e rats, lizards, dogs etc. and clean that particular area to avoid foul smell
5	Shifting materials from time to time as required by Officer-in-charge like furniture, field materials etc. from stores to building and viz.
6	Any other cleaning work as desired by officer-in-charge from time to time.

**B. TOILETS/BATH ROOMS**

SL NO	NATURE OF JOB TO BE PERFORMED
7	Removing all the spider webs inside all the toilets
8	Cleaning of the toilets contents WC, wash basins, urinals, side walls of the toilets, wet mopping with scented phenol, if needs to be cleaned with acid for removing the hardscale, laying the naphthalene balls, keeping the odonils, spraying the fresheners inside the toilets
9	Keeping buckets in all the toilets with a mug

- Note: 1. Materials will have to be procured by the contractor only.  
2. To be cleaned every day.



# Mahatma Gandhi University, Nalgonda

## ABSTRACT

Area of all the existing building in Main and Panagal Campus

Particulars	No.s	Area Sqms.
Arts Block room areas		5015.41
Arts Block corridors areas		2850.67
Toilets W.C	63	
Urinals	71	
wash basins	49	
Science Block room areas		5349.27
Science Block corridors areas		2850
Toilets W.C	46	
Urinals	65	
wash basins	43	
<b>Library Building</b>		
Reading area		1500
Corridors area		800
Toilets W.C	10	
Urinals	8	
Washbasins	8	
Panagal campus room areas		1913.919
Panagal campus corridors areas		667.0039
Toilets W.C	26	
Urinals	18	
wash basins	15	
Examination Branch Room area		2524.69
Examination Branch Corridors area		606.88
Toilets WC	32	
Urinals	12	
Wash basins	20	
Sports Complex Room area		3263.04
Sports Complex Corridors area		671
Toilets WC	13	
Urinals	6	
Wash basins	8	

Sd/-  
REGISTRAR

**ANNEXURE**

Details of Rooms, Bathrooms, Toilets and Wash Basins.

<b>Name</b>	<b>Particulars</b>	<b>No. of Rooms</b>	<b>Area in Sqmts</b>	<b>Total</b>	
<b>Arts Block Ground Floor</b>	Class Rooms	8	72	576	
	Class Rooms	6	45	270	
	Class Rooms	1	66.6	66.6	
	Class Rooms	1	57	57	
	Ladies Waiting Hall	1	62.1	62.1	
	Staff Room	1	51.66	51.66	
	Staff Room	2	98.14	196.28	
	Seminar Hall	1	203	203	
	Seminar Hall Entrance	1	285.65	285.65	
	Conference Hall	1	131.04	131.04	
				1899.33	
	Corridors			950.67	
	Toilets W.C	25			
	Urinals	25			
	Wash Basins	17			
	<b>Arts Block First Floor</b>	Class Rooms	8	72	576
		Class Rooms	6	45	270
Class Rooms		1	66.6	66.6	
Class Rooms		1	57	57	
VC Office & VC Peshi		1	62.1	62.1	
Staff Room		1	51.66	51.66	
Conference Hall		1	131.04	131.04	
				1214.4	
Toilets W.C		26			
Urinals		25			
Wash Basins	18				

Name	Particulars	No. of Rooms	Area in Sqmts	Total
<b>Arts Block Second Floor</b>	Class Rooms	12	72	864
	Class Rooms	12	72	864
	Class Rooms	6	45	270
	Class Rooms	1	66.6	66.6
	Class Rooms	1	57	57
	Registrar Office	1	62.1	62.1
	Staff Room	1	51.66	51.66
	Staff Room	2	98.14	196.28
	Admin Office	1	203	203
	Conference Hall	1	131.04	131.04
				<b>1901.68</b>
	Corridors			950
	Toilets W.C	12		
	Urinals	21		
Wash Basins	14			
<b>Science Block Ground Floor</b>	Class Rooms	10	72	720
	Class Rooms	6	45	270
	Class Rooms	1	66.6	66.6
	Class Rooms	1	57	57
	Staff Room	1	62.1	62.1
	Staff Room	1	51.66	51.66
	Staff Room	1	98.14	98.14
	Seminar Hall	1	203	203
	Seminar Hall Entrance	1	285.65	285.65
	Cabins Room	1	131.04	131.04
				1945.19
	Corridors			950
	Toilets W.C	17		
	Urinals	23		
Wash Basins	15			

Name	Particulars	No. of Rooms	Area in Sqmts	Total
<b>Science Block First Floor</b>	Class Rooms	12	72	864
	Class Rooms	6	45	270
	Class Rooms	1	66.6	66.6
	Class Rooms	1	57	57
	VC Office and VC Peshi	1	62.1	62.1
	Staff Room	1	51.66	51.66
	Conference Hall	1	131.04	131.04
				1502.4
	Corridors			950
	Toilets W.C	12		
	Urinals	21		
	Wash Basins	14		
	<b>Science Block Second Floor</b>	Class Rooms	12	72
Class Rooms		6	45	270
Class Rooms		1	66.6	66.6
Class Rooms		1	57	57
Rooms		1	62.1	62.1
Staff Room		1	51.66	51.66
Staff Room		2	98.14	196.28
Drawing Hall		1	203	203
Rooms		1	131.04	131.04
				1901.68
Corridors				950
Toilets W.C		17		
Urinals		21		
Wash basins	14			
<b>Library Building</b>	Reading area		1500	1500
	Corridors area		800	800
	Toilets W.C	10		
	Urinals	8		
	Washbasins	8		

Name	Particulars	No. of Rooms	Area in Sqmts	Total
<b>Panagal Campus College Building</b>				
		3	55.77	167.31
		3	11.15	33.45
		3	15.06	45.18
		3	10.883	32.649
		3	55.77	167.31
		3	10.6	31.8
		3	14.5	43.5
		3	32.35	97.05
		3	36.26	108.78
				727.029
	Corridors	3	65.07	195.21
		3	17.78	53.34
	Toilets W.C	18		
	Urinals	12		
	Wash Basins	9		
<b>Sheds</b>	<b>Shed -1</b>			
	S1	1	39.73639203	39.73639
	S2	1	52.98185604	52.98186
	S3	1	39.03926234	39.03926
	S4	1	25.60789709	25.6079
	S5&S6	1	26.04941255	26.04941
	S7	1	117.8149167	117.8149
	S7	1	23.23765616	23.23766
				324.4674
	Corridor	1	63	63
	<b>Shed -2</b>			
	4 No.s	4	61.238	244.952
	Corridor	1	57	57
	<b>Hostel</b>	28	22.05253569	617.471
	Corridor	2	126.2269482	252.4539
		2	23	46
				298.4539
	Toilets W.C	8		
	Bath Rooms	8		
	Urinals	6		
	Wash Basins	6		

Sl. No.	Name	Width	Length	Total Area Sqmt
<b>Examination Branch Ground Floor area</b>				
1.	Hall-1	18.3	15.08	289.14
2.	Room 1	6	9	54
3.	Room 2	12.2	12.2	148.84
4.	Hall -2	18.3	15.8	289.14
5.	Room 1	6	9	54
6.	Room 2	12.2	12.2	148.84
7.	EDP Section	18.3	13.85	253.455
8.	Confidential Section	1.8	13.85	24.93
<b>Total</b>				<b>1262.345</b>
9.	Corridors	1.8	15.3	27.54
10.	Corridors	1.8	42	75.6
11.	Corridors	1.8	42	75.6
12.	Entrance foyer	14.5	8.6	124.7
<b>Total</b>				<b>303.44</b>
13.	Toilets W.C.	16		
14.	Urinals	6		
15.	Wash Basins	10		
<b>Examination Branch First Floor</b>				
1.	Hall-3	18.3	15.08	289.14
2.	Room 1	6	9	54
3.	Room 2	12.2	12.2	148.84
4.	Hall -4	18.3	15.8	289.14
5.	Room 1	6	9	54
6.	Room 2	12.2	12.2	148.84
7.	Hall -5	18.3	13.85	253.455
8.	Hall -6	1.8	13.85	24.93
<b>Total</b>				<b>1262.345</b>
9.	Corridors	1.8	15.3	27.54
10.	Corridors	1.8	42	75.6
11.	Corridors	1.8	42	75.6
12.	Entrance foyer	14.5	8.6	124.7
<b>Total</b>				<b>303.44</b>
13.	Toilets W.C.	16		
14.	Urinals	6		
15.	Wash Basins	10		

Sl. No.	Name	No. of rooms	Area in Sqmt	Total Sqmt
<b>Sports Complex Ground Floor area</b>				
1.	Multipurpose store	8	15.2	121.6
2.	Inter University	8	11	88
3.	Inter College	8	11	88
4.	Hall-2	18.3	15.8	289.14
5.	Gym/ Fitness Room	15	11	165
6.	Table tennis room	15	11	165
7.	Squash Room	10	12.85	128.5
8.	Billardes Room	9.5	7.6	72.2
9.	Multipurpose indoor stadium	36	59.6	2145.6
<b>Total</b>				<b>3263.04</b>
10.	Corridors	4	11	44
11.	Corridors	3	17	51
12.	Corridors	3	12	36
13.	Reception or lobby	15	36	540
<b>Total</b>				<b>671</b>
14.	Toilets W.C.	13		
15.	Urinals	6		
16.	Wash Basins	8		

MAHATMA GANDHI UNIVERSITY, NALGONDA

TENDER FORM FOR PROVIDING SANITATION & HOUSE KEEPING SERVICES

1. Cost of tender : Rs \_\_\_\_\_
2. Due date for tender
3. Opening time and date of tender
4. Names & address of Firm/Agency and Telephone numbers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Registration No. of the Firm/ Agency. \_\_\_\_\_
6. Name, Designation, Address \_\_\_\_\_ and Telephone No. of Authorized person of Firm/ Agency to deal with. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners should specified. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Copy of PAN card issued by Income Tax Department and copy of previous three Financial Year's Income Tax Return.
9. Provident Fund Account No. \_\_\_\_\_
10. ESI Number \_\_\_\_\_
11. Licence number under Contract Labour (R&A) Act, if any. \_\_\_\_\_

Affix duly  
Attested P.P. Size



12. Details of Bid Security deposited:

(a) Amount : Rs. ... (Rupees in words also)

(b) DD No. \_\_\_\_\_ EMD in favour of  
\_\_\_\_\_

(c) Date of issue:

(d) Name of issuing authority:

13. Are you on the approved list of any govt./ public sector organization if so, furnish particulars.

14. Whether Income Tax upto latest assessment year is finalized and paid.

15. Registration with Labour Department of State Govt. (attach a copy of certificate).

16. GST Registration (Copy of the same may be attached).

17. Any other information:

18. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name and Address  
(with seal)

**TECHNICAL BID**  
**Documents/details to be mandatorily submitted:-**

Sl. No.	Particulars	Enclose copy & Refer here
1.	Name of the Organization/Firm location of office with complete address with Telephone/Fax Nos. and e-mail address.	
2.	Approximate Annual Turnover with proof	
3.	Number of workmen employed and infrastructure details	
4.	License No. as per the Contract Labour (R & A) Act 1970. If so Indicate the License No. and date other particulars.(attach proof in support)	
5.	Name and address of your Banker	
6.	Details of major similar contracts of equivalent value or more completed successfully during the last five years in at least two Government /R&D Organizations/Reputed Companies/Large Hospitals (experience certificate to be enclosed)	
7.	Are you on the Approved List of any Government/Public Sector Organization If so, furnish Particulars.	
8.	Whether Income Tax/ Sales Tax upto latest assessment year is finalized and paid.	
9.	Registration with Labour Department of State Govt. (attach a copy of the registration certificate)	
10.	Registration with EPF authorities (Enclose the copy of same)	
11.	Registration under ESI Act. (Attach a copy of same)	
12.	Professional Tax Registration. (Copy of the same may be attached)	
13.	PAN & GST of the firm.	
14.	Has the firm attached scope of work, terms and conditions etc, duly signed on all pages?	
15.	Details of EMD	
16.	Clientele list with the performance certificate.	
17.	Infrastructure and financial status of the agency along with job contracts	
18.	An affidavit duly certified by a Notary that the Partners of the firm or Company has never been black listed or changed that name of the firm ( in original)	
19.	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/Vigilance enquiry pending or ever been punished by any Hon'ble Court ( in original)	

I/ we certify that the above information is true to the best of my/ our knowledge and I/ we do not have any relative of the rank of Assistant Professor of equivalent working in Mahatma Gandhi University, Nalgonda.

DATE:

SIGNATURE OF THE CONTRACTOR WITH SEAL AND  
ADDRESS

Mahatma Gandhi University, Nalgonda

**FINANCIAL BID**

1. Name of the Agency:

.....

2. License Number :

(obtained under contract Labour Regulation) .....

3. License Number:

(with employment Registration) .....

Description of work	Area which requires sweeping, Wet cleaning and scrubbing (Sq.m)	Toilets (No.s)	Frequency/ Periodicity	Rate per square metre (in Rs.) (in words and figures)	Monthly amount (in Rs.) (in words and figures)
Total Room area	19566.329	-	Once in a day and as and when required		
Total corridors areas	8445.5539	-	Once in a day and as and when required		
Toilets W.C	-	190	Twice in a day		
Urinals	-	180	Twice in a day		
wash basins	-	143	Twice in a day		
Total amount per month					

**Note:-**

1. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide sanitation and housekeeping services to the Department for providing neat and clean environment. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per square metre.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The contract is for one year.
4. The area and number of articles shown above is indicative and the actual quantity may vary.
5. **All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.**

## UNDERTAKING BY CONTRACTOR

I/We hereby certify that:

1. Full manpower will be engaged on daily basis for the Services sought under this contract on rotation basis (if required) as per given schedule or as per instructions of Officer-in-charge.
2. We agree that the cleaning will be done two times in certain points to be decided by the University authorities.
3. I/We have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
4. We have number of persons to be engaged daily(man-power) to execute all the works.
5. We agree that the payment will not be made for the work not carried out by the contractor in any of the above areas.
6. Waste material will be collected and stored in specified place/loaded in vehicle for disposal at the designated area.
7. I/we agree for the bills payment on monthly pro-rata basis.
8. The holiday list of the contracted staff should be approved by the Competent Authority.
9. I/we agree to pay minimum wages as per the Labour Enforcement Authority Paid Holidays Payment will be made on 5<sup>th</sup> day of every month.
10. Substitute will be made available as and when required. Extra manpower if any called during conference/meetings etc. will be provided on 24 hours notice Qualified, experienced Supervisors will be provided.

Place:

Contractor's Seal & Signature

Date: