



**MAHATMA GANDHI UNIVERSITY
NALGONDA - 508254**

No. 05/MGU/NLG/2025-26

Date: 20.03.2026

**NOTICE INVITING TEND
For
PROVIDING HOUSEKEEPING & SANITATION SERVICES
At
MAHATMA GANDHI UNIVERSITY, NALGONDA - 508254**

Last Date & Time for submission of tenders 04.04.2026 at 4.00P.M. Date of opening on 06.04.2026 at 11.00 A.M.

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TENDER ISSUED TO:

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SIGNATURE OF THE OFFICER
ISSUING TENDER

SIGNATURE OF THE TENDERER



MAHATMA GANDHI UNIVERSITY NALGONDA - 508254

No. 05/MGU/NLG/2025-26

Date: 20.03.2026

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 LAW, Panagal campus, Nalgonda.	Rs.4,00,000/-	06.04.2026 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 20.03.2026 to 04.04.2026 on payment of Rs.5000/- (Rupees five Thousand only) by way D.D/ Bankers cheque, UPI, Net Banking drawn in favour of the Registrar, **Fee & Other Income A/c**, Mahatma Gandhi University, Nalgonda or any other digital forms.
 2. The above detailed tender document is also available at Website www.mguniversity.ac.in under "Tenders" and can be downloaded from website and submitted. In that case, the Tenderer has to invariably attach Tender form cost of Rs. 5,000/- & Tender processing fee of Rs. 10,000/- in favour of the **Registrar, Fee & Other Income A/c, No.62048583586**, Mahatma Gandhi University, Nalgonda payable at Nalgonda with the technical bid of the tender at the time of submission. **Bidders are requested to visit the website regularly to keep themselves updated. Any Addendum/ Corrigendum will be displayed on a aforesaid website only.** A proof of the transfer form need to be enclosed with the document.
 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.4,00,000/- is to be invariably attached and submit in the form of Demand Draft/ Bankers Cheque payable at Nalgonda or in any other online transaction, drawn in favour of the Registrar, Fee & Other Income A/c, Mahatma Gandhi University, Nalgonda from Nationalized Banks. 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.
 7. Tender form cost, processing fees, EMD can be paid in any of the following forms:
a) DD in favour of Registrar, MGU b) UPI c) Net Banking d) any other online transfer
- * Proof transfer need to be enclosed with the tender document.

Sd/-
REGISTRAR



MAHATMA GANDHI UNIVERSITY NALGONDA - 508254

No. 05/MGU/NLG/2025-26

Date:20.03.2026

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 University College of LAW, 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 LAW Panagal campus , 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. 2022-23, 2023-24 and 2024-25) IT & GST return (2025-26 also) copies.
- 7) Any other registration/ license which are mandatory for such agencies stipulated by concerned authorities from time to time such as storage of chemicals etc.,
- 8) Non- blocking certificate on firms letter head as per Annexure – III
- 9) List & quantity of material (without rate) for a month which will be provided by the contractor.

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 04.04.2024 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 one week 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
 - c. The contractor may also ask for the same by giving 03 months' notice, but he has to provide the housekeeping facility till the next agency is engaged. In case, if contractor fails to do so, his security deposit will be forfeited.
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 prescribed proforma for Financial Bid (Annx-VI)** 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. The Performance Security : The successful bidder has to submit an amount of Rs. 10.00 lakhs as performance guarantee deposit in the form of Bank Guarantee/Fixed Deposit in name of REGISTRAR, MAHATMA GANDHI UNIVERSITY, NALGONDA – 508254; issued by a Nationalized Bank for one year and period will be extended co-terminous with the extension of Agency by the University.
24. Conditional bids/offers will be summarily rejected. The award of the arbitrator shall be final and binding on both the parties. The arbitrator from time to time with the consent of all the parties may extend the time for making (and publishing) the award
25. The award of the arbitrator shall be final and binding on both the parties. 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 GST shall be claimed by the contractor on submission of proof of remittance.

30. Income Tax and GST & 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 A&E, 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 contractor shall deposit Earnest Money Deposit for an amount of Rs.4,00,000/- in the form of an Account Payee DD/ Bankers Cheque from in any Nationalized Banks or any online transactions in favour of Registrar, Mahatma Gandhi University along with the Tender document.
38. Any Tender not accompanied by Bid Security shall be rejected.
39. EMD of the unsuccessful bidders will be returned to them at the earliest Possibility.
40. EMD of the successful bidder shall be returned on receipt of Performance Security by the University and after signing the agreement.
41. EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
42. EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security (BG/FD) within the time frame specified by the University.
43. The University reserves right to cancel, modify, reject and bid without assigning any reason.

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 equipment, 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 equipment, 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, up to 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 2nd 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, Income Tax Act, GST Act 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 month.
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 and the University will deduct 2% GST from the agency out of 18% GST paid and the same will be credited to agency concerned for GST by this University only.

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 04.04.2026 by 4.00 P.M. A **demand draft or in any other form** 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 or other online transaction mode for Rs. 5000/- & processing fee Rs.10,000/- 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 06.04.2026 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

S.no	Name of The Building	Total Building Area (Sqmts)	Total Building All Around Area Only (Sqmts)	Minimum No. of Workers to be deployed
1	Arts Block	7809.08	900	10
2	Science Block	8085.27	900	10
3	Engineering College	6966.79	2115.63	8
4	Exam Branch	2931.27	2011	4
5	Sports Complex	3394.04	1160	3
6	Amphi Theater	482	3082	2
7	Guest House (Staff Quarters)	821	416	1
8	Library	2466.51	450	3
9	Boys Hostel	7362.15	897.02	12
10	Boys Hostel New	7176.31	897.02	
11	Ladies Hostel	2993.52	4593	15
12	Ladies Hostel New	1408.05	4593	
13	Pangal Campus including Shed 1, Shed 2 and Hostel & Dinning	2384.14	1731.01	7
Total		54280.13	23745.68	75

Arts Block		
Description	Area in Sqmtrs	Remarks
Class rooms	3139.8	Daily Sweeping Dusting Weekly Twice Moping Monthly Twice
Staff room	874.74	Daily Sweeping & Moping
Corridors	2850.67	Daily Sweeping Moping Alternate Days
Ladies Waiting Hall	62.1	Daily Sweeping & Moping
Seminar Hall	203	Daily Sweeping & Moping
Seminar hall Entrance	285.65	Daily Sweeping Moping Alternate Days
Conference hall	393.12	Daily Sweeping & Moping
Toilets W.C	63	Daily Twice
Urinals	71	Daily Twice
wash basins	49	Daily Twice
Total Moping & Sweeping Area	7809.08	
All Around Building Area (Sweeping Only)	900	

Science Block		
Description	Area in Sqmtrs	Remarks
Class rooms	3910.94	Daily Sweeping Dusting Weekly Twice Moping Monthly Twice
Staff room	704.64	Daily Sweeping & Moping
Corridors	2850	Daily Sweeping Moping Alternate Days
Seminar Hall	203	Daily Sweeping & Moping
Seminar hall Entrance	285.65	Daily Sweeping Moping Alternate Days
Conference hall	131.04	Daily Sweeping & Moping
Toilets W.C	46	Daily Twice
Urinals	65	Daily Twice
wash basins	43	Daily Twice
Total Moping & Sweeping Area	8085.27	
All Around Building Area (Sweeping Only)	900	

Engineering College		
Description	Area in Sqmtrs	Remarks
Class Room	3233.5	Daily Sweeping Dusting Weekly Twice Moping Monthly Twice
Staff Room	1139.04	Daily Sweeping & Moping
Corridors	2594.25	Daily Sweeping Moping Weekly Twice
Toilets W.C	44	Daily Twice
Urinals	38	Daily Twice
wash basins	52	Daily Twice
Total Moping & Sweeping Area	6966.79	
All Around Building Area (Sweeping Only)	2115.63	

Guest House (Staff Quarters)		
Description	Area in Sqmtrs	Remarks
Flat Area - 2 No's	362.5+362.5 = 725	Daily Sweeping & Moping
Corridors	96	Daily Sweeping & Moping
Toilets	4	Daily Twice
Total Moping & Sweeping Area	821	
All Around Building Area (Sweeping Only)	416	

Library		
Description	Area in Sqmtrs	Remarks
Area of Library	2466.51	Daily Sweeping Moping Weekly Twice
wash basins	10	Daily Twice
Urinals	13	Daily Twice
Toilets	9	Daily Twice
Total Moping & Sweeping Area	2466.51	
All Around Building Area (Sweeping Only)	450	

Sports Complex		
Description	Area in Sqmtrs	Remarks
Rooms Area	1117.44	Daily Sweeping & Moping
Multipurpose Indoor Stadium	2145.6	Daily Sweeping
Corridors	131	Daily Sweeping Moping Weekly Twice
wash basins	8	Daily Twice
Total Moping & Sweeping Area	3394.04	
All Around Building Area (Sweeping Only)	1160	

Exam Branch		
Description	Area in Sqmtrs	Remarks
Rooms	2524.69	Daily Sweeping & Moping
Corridors	406.58	Daily Sweeping Moping Weekly Twice
Toilets W.C	32	Daily Twice
Urinals	12	Daily Twice
wash basins	20	Daily Twice
Total Moping & Sweeping Area	2931.27	
All Around Building Area (Sweeping Only)	2011	

Boys Hostel		
Description	Area in Sqmtrs	Remarks
Rooms	3274.8	Daily Sweeping & Moping
Corridors	3600	Daily Sweeping Moping Weekly Twice
Amphitheatre	487.35	Daily Sweeping
Bath rooms	220.32	Daily Twice
Toilets W.C	48	Daily Twice
Urinals	48	Daily Twice
wash basins	72	Daily Twice
Total Moping & Sweeping Area	7362.15	
All Around Building Area (Sweeping Only)	897.02	

Boys Hostel New		
Description	Area in Sqmtrs	Remarks
Rooms	3088.96	Daily Sweeping & Moping
Corridors	3600	Daily Sweeping Moping Weekly Twice
Amphitheatre	487.35	Daily Sweeping
Bath rooms	220.32	Daily Twice
Toilets W.C	48	Daily Twice
Urinals	48	Daily Twice
wash basins	72	Daily Twice
Total Moping & Sweeping Area	7176.31	
All Around Building Area (Sweeping Only)	897.02	

Ladies Hostel		
Description	Area in Sqmtrs	Remarks
Rooms	1477.29	Daily Sweeping & Moping
Corridors	1150	Daily Sweeping Moping Weekly Twice
Amphitheatre	366.23	Daily Sweeping
Bath rooms	146.88	Daily Twice
Toilets W.C	24	Daily Twice
wash basins	30	Daily Twice
Total Moping & Sweeping Area	2993.52	
All Around Building Area (Sweeping Only)	4593	

Ladies Hostel New		
Description	Area in Sqmtrs	Remarks
Rooms	1101.6	Daily Sweeping & Moping
Corridors	306.45	Daily Sweeping Moping Weekly Twice
Bath rooms	219.044	Daily Twice
Toilets W.C	13	Daily Twice
wash basins	9	Daily Twice
		Daily Twice
Total Moping & Sweeping Area	1408.05	
All Around Building Area (Sweeping Only)	4593	

Panagal Campus College:

S.No	Description	Area in Sqmtrs	Remarks
1	Class Rooms	507.44	Daily Sweeping Dusting Weekly Twice Moping Monthly Twice
2	Entrance	36	Daily Sweeping Moping Alternate Days
3	Principal Room	27.38	Daily Sweeping & Moping
4	Staff Room	136.05	Daily Sweeping & Moping
5	Boys Waiting Hall	23.4	Daily Sweeping & Moping
6	Girls Waiting Hall	16.56	Daily Sweeping & Moping
7	Office Room	41.25	Daily Sweeping & Moping
8	Corridor	204.68	Daily Sweeping Moping Alternate Days
	Toilets W.C	6	Daily Twice
	Urinals	11	Daily Twice
	wash basins	6	Daily Twice
	Total Moping & Sweeping Area	992.76	
	All Around Building Area (Sweeping Only)	444.15	

Panagal Shed 1			
S.No	Description	Area in Sqmtrs	Remarks
	Class Rooms	328.26	Daily Sweeping & Moping
	Toilets W.C	1	Daily Twice
	Urinals	1	Daily Twice
	wash basins	1	Daily Twice
	Total Moping & Sweeping Area	328.26	
	All Around Building Area (Sweeping Only)	318	

Panagal Shed 2			
S.No	Description	Area in Sqmtrs	Remarks
	Rooms	245.22	Daily Sweeping & Moping
	Total Moping & Sweeping Area	245.22	
	All Around Building Area (Sweeping Only)	318	

Hostel			
S.No	Description	Area in Sqmtrs	Remarks
	Rooms	581.6	Daily Sweeping & Moping
	Toilets W.C	8	Daily Twice
	Urinals	8	Daily Twice
	wash basins	4	Daily Twice
	Total Moping & Sweeping Area	581.6	
	All Around Building Area (Sweeping Only)	442.2	

Dinning Block			
S.No	Description	Area in Sqmtrs	Remarks
	Rooms	236.3	Daily Sweeping & Moping
	Total Moping & Sweeping Area	236.3	
	All Around Building Area (Sweeping Only)	208.66	

MAHATMA GANDHI
UNIVERSITY,
NALGONDA
TECHNICAL BID
(To be filled by the bidder)

Annexure – I

Affix duly Attested P.P. Size

1. Detail of Tenderer

1	Name of Company/Firm/ Proprietorship / Partnership, etc.	
2	Name of Proprietor/Director/Partner	
3	FULL PARTICULARS OF OFFICE	
a.	Address	
b.	Telephone/Mobile No.	
c.	E-mail ID	
d.	Name and address of your Banker	
e.	Number of workmen employed and infrastructure details	
4	REGISTRATION DETAILS	
a.	Goods and Service Tax Registration No. (GSTIN)	
b.	PAN No.	
c.	E.P.F. Registration No.	
d.	E.S.I. Registration No.	
e.	Labour License No.	
f.	Any other registration which is mandatory for such agencies stipulated by concerned authorities.	
5	DETAILS OF EARNEST MONEY DEPOSIT	
a.	Amount (Rs.)	
b.	Transaction Reference No.	
c.	Transaction Date	
6	TOTAL TURN OVER OF 03 PRECEDING FINANCIAL YEARS	
a.	F.Y. – 2022-23	
b.	F.Y. – 2023-24	
c.	F.Y. – 2025-26	
Average Annual Turn Over		

2. *Details of similar work during last 05 years, ending on February,2026*

Sl. No.	Name and address of the organization with name, designation and Contact Telephone / Fax No. of the Officer Concerned	Details regarding the Contract including total manpower deployed	Value of Contract (Rs.)	Duration of Contract		Is Completion Certificate attached? (Yes / No)
				From (DD/MM/YY)	To (DD/MM/YYYY)	
01						
02						
03						
04						
05						
Additional information, if any:						

(Please attach extra sheet if required in case of more experience)

Date:

Place

Signature of tenderer:

Name:

Company Seal:

Annexure – II

SOLVENCY CERTIFICATE

(For Rs. 10.00 Lac)

(On Bank's letterhead)

Tender Ref. No.:

Date:

TO WHOMSOEVER IT MAY CONCERNED

This is to certify that to the best of our knowledge and information, M/s -----
----- (Bidder name with complete address),
a customer of our bank, is respectable and is capable of executing orders to the extent of Rs.
----- (Rupees -----) as
disclosed by the information and records which are available with us.

M/s ----- have been our customer since ----- to date
and has been granted the following limits, at present, against various facilities granted by the Bank: -
-----.

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials.
This certificate is issued at the specific request of the customer for the purpose of participating in MGU.

Signature of Authorized Person Name:

Designation: Date:-----

Bank's Seal:

Annexure - III

Declaration regarding Blacklist / Debar / Integrity

(To be executed by bidder on Rs.10/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)

This is to certify that _____ (Name of the organization), having registered office
at

_____ (Address of the registered office) has never been blacklisted or
restricted to apply for any such activities by any Central / State Government Department /Semi Government
department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signature

Name of Contractor/Officer/Authorized person
to sign the contract documents on behalf of Contractor

(Company stamp)

Date:

Place:

Annexure – IV

DECLARATION

(To be executed by bidder on Rs. 100/- Stamp paper & attested by Public Notary / Executive Magistrate by the bidder)

- I/we,
.....
... Son/Daughter of Shri...
..... Proprietor/Partner/Director/
Authorized Signatory of
M/s.....
.....is/am competent to sign this declaration and execute this tender document.
- I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law.
- I/we abide by the provisions of Minimum Wage Act, Contract Labour Act and other statutory provisions such as Employee Provident Fund, ESIC, etc. applicable from time to time. I/we will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

I/we hereby agree to the forfeit of the Earnest Money Deposit and Performance Security by me/us in connection with this tender, if fail to comply with any of the terms and conditions mentioned in tender document.

Signature of Authorized Person Full

Name

Date:

Place:

Note: The above declaration, duly signed and stamped by the authorized signatory of the company and should be enclosed with the Technical Bid.

Annexure – V

CHECK LIST OF THE DOCUMENTS ATTACHED WITH THE TECHNICAL BID

Please confirm the enclosure of below listed documents without which tenderer may not be eligible to participate in the tender:

Sl. No.	Particular	Attached (Yes/No)
1	Proof of payment of EMD for an amount of Rs. 4,00,000/-	
2	Documentation support of contracts fulfilled in last 05 years along with their values in support of experience and financial credibility.	
3	Copy of Goods & Service Tax Registration Certificate	
4	Copy of PAN Card	
5	Copy of EPF Registration Certificate	
6	Copy of ESI Registration Certificate	
7	Copy of Registration Certificate under State Labour Law Authorities.	
8	Audited Balance Sheet of last 03 years with Statement of Income & Expenditure Receipt/Profit & Loss account, etc. (F.Y.-2022-23, 2023-24 & 2024-25)	
9	Copy of Income Tax & GST Returns (ITR) of last 03 years (F.Y. - 2022-23, 2023-24 & 2025-26)	
10	Any other registration/license which are mandatory for such agencies	
11	Solvency Certification as per Annexure-II	
12	Non-blacklisting certificate as per Annexure - III	
13	Declaration as per Annexure-IV.	
14	List & quantity of material for 01 month VII	
15	Signed tender document (Scanned copy)	

Mahatma Gandhi University, Nalgonda

**FINANCIAL BID
Annexure – VI**

HOUSEKEEPING AND SANITATION SERVICES AT MGU, NALGONDA

Name & address of the tenderer:.....

Sl. No.	Particular	Unit	Quantity	Rate/month (Rs.)	Total
1.	Manpower				
a.	Unskilled	No.	Minimum 75	6098.00	4,57,350.00
b.	EPF @ 13%				59,455.00
c.	ESIC @ 3.25%				14,863.87
Total A					5,31,669.00
2.	Material & Equipment Cost				
a.	Material & Equipment cost (Monthly basis)				
Total B					
Total C (A+B)					
3.	Profit margin in terms of percentage on Total C			%	
Total D (C + Profit Margin)					
4.	GST			%	
Total Amount (Total D + GST)					
In words:					

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 5th 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:

Annexure-VII

Details of Material per month

Sl. No	Item	Quantity	Remarks
1	Soft Brooms	50	-
2	Hard Brooms	100	-
3	Harpic	50 ltr	-
4	Soporl	50 ltr	-
5	Phenol	50 ltr	-
6	Acid	50 ltr	-
7	Scent Phenol	5 ltr	-
8	Naptic Balls	5 kg	-
9	Mop Sticks	30	-
10	Mops	50	-
11	Hand Wash	10 ltr	-
12	Hand Gloves	50	-
13	Odonil	30	-
14	Air Freshener	30	-
15	Dust Bin Covers (Small)	3 ctn	-
16	Dust Bin Covers (Big)	3 ctn	-
17	Buckets (Small)	5	The tenderer must ensure the availability of the facility on regular basis
	Buckets (Big)	5	
	Jug	10	
	Wiper Small	5	
	Wiper Big	5	
	Wiper Stick	10	
	Cloths	100	
	Yellow Cloths	50	
18	Room Spray	35	-
19	Washroom Brush	30	-
20	Bleaching Powder	50	-
21	Lizol	5 litres	-
22	Dust Bin Covers (Medium)	1 carton	-
23	Sent Phenol	3 litres	-
24	Hand Wash (Dettol)	10	-
25	Harpic	5 litres	-
26	Glass Cleaner (Colin)	10	-
27	Hair Packets	15	-
28	Sanitizer Cubes	15 boxes	-
29	Surf excel	5 litres	-

* Above stock will be verified by the Assistant Engineer, Mahatma Gandhi University, NLG and a certificate should be produced by the agency every month for payment.

