

**U.T.ADMINISTRTION OF DAMAN & DIU
GOVERNMENT COLLEGE, NANI DAMAN, DAMAN.**

Tender Notice No. GC/EST/Housekeeping/2009-10/702

Dated: 10/11/2009

RETENDER NOTICE

Sealed tenders are re-invited on behalf of President of India by the Principal, Govt. College, Daman for house keeping services for government college, Daman from reputed service providers for the period of one year.

The tender form along with terms and conditions and details of house keeping particulars can be had on payment of Rs.200/- (non refundable) from the office of the Principal, Govt. College, Daman during the working hours up to 23/11/2009. The earnest money deposit of Rs.25,000/- (Rupees Twenty Five Thousand only) in form of Demand Draft or FDR of any scheduled bank, in favour of the Principal, Govt. College, Daman is to be submitted along with tender in prescribed forms and terms and conditions.

The complete tender documents with all enclosures and earnest money may be submitted in sealed envelopes super scribed “ **Tender for housekeeping services to Govt. College, Daman.**” The tender should reach to the office of the principal, on or before 24/11/2009 up to 01.00 P.M. and the same will be opened at 3.30 PM, if possible, in the presence of tenderers or their authorized representative, if any. The details of the tender notice can also be downloaded from the official website **www.daman.nic.in**

The Principal, Govt. College, Daman reserves the right to accept or reject any tender in part or whole or all tenders without assigning any reason.

(Dr. S. S. Jha)
Principal,
Government College, Daman.

**U.T.ADMINISTRTION OF DAMAN & DIU
GOVERNMENT COLLEGE, NANI DAMAN, DAMAN.**

**TERMS AND CONDITIONS FOR HOUSE KEEPING
SERVICES TO GOVERNMENT COLLEGE DAMAN.**

Tender Notice No. GC/EST/Housekeeping/2009-10/

Dated: 09/11/2009

1. Government College, Daman comprises of various blocks such as Administrative Block, Biology Block, Physics Block, Commerce & Cultural Block, Library Block, Hostel Building, Faculty Building and Lecture Hall etc.
2. The Principal, Govt. College, Daman invites sealed tenders from eligible parties to provide House keeping personnel, for ensuring cleaning for the entire College premises on terms and conditions detailed hereunder.
 - a. The House keeping personnel shall be required for cleaning of all buildings, dusting of all furniture's and fixtures (As per Annexure "A").
 - b. The house-keeping period is one year from the date of commencement and further renewal for the period not exceeding 3 years subject to satisfaction of work performance and same rates.
 - c. The house-keeping agency shall maintain the registers and comply with the local administration rules and regulations employing contract workers.
 - d. The house-keeping agency shall pay all taxes to the government.
 - e. The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
 - f. The College shall pay the amount of monthly bill by Cheque in the agency's name and not to its personnel. As such the agency shall own the full responsibility for payment to its personnel.
 - g. Demand Draft/ FDR should accompany tender application duly completed in all respects for Rs. 25,000/-(Rs. Twenty Five Thousand Only) as earnest money deposit in favour of the Principal, Govt. College, Daman. The EMD submitted other than mentioned above will not be accepted. Tender received without EMD will be summarily rejected. The tender application without EMD as above not be entertained at any cost.
 - h. House keeping personnel should be in proper uniform and should have identity badge.
 - i. The house-keeping agency should provide adequate number of house keeping personnel as required or advised by the college authorities.
 - j. The rates should be quoted with all kinds of liquid materials, equipments etc.
 - k. The main duties and responsibilities of house keeping staff shall be as per work description given in Annexure-A.
 - l. The amount of earnest money paid by the bidder(s) whose tenders are not accepted will be refunded to them within a month of opening the tender.
 - m. The purchase committee in the presence of the bidders will open the tenders or their representatives, if any, present in the office of the tender inviting officer on the same day as far as possible.
 - n. The right to accept or reject without assigning any reason, any or all tenders in part or whole is reserved with the tender inviting officer and his decision(s) in all matters relating to the acceptance or rejection of tender as a whole or in part will be final and binding to all.
 - o. If the bidder whose tender is accepted fails to execute the contract within stipulated time the earnest money deposit of such bidder will stand forfeited to the government.

- p. Interested parties may visit during office hours to inspect the college premises.
 - q. The tender(s) will be accepted during working hours up to 1 pm of 24/11/2009.
3. The bidder(s) should be a reputed firm with a proven track record providing housekeeping services in corporate/private/government sector institutes. Preference will be given to those who have experience in “Housekeeping/service providing sector”.
 4. The bidder(s) should provide addresses of organizations/institutions where they provide house keeping services and certificate from previous customer need to be attached.
 5. The tenderers should have been continuously in the business for a minimum of five preceding year.
 6. The tender should be addressed to the Principal, Government College, Daman and on the top of envelope should be written in capital letters “TENDER FOR HOUSE KEEPING SERVICE TO GOVERNMENT COLLEGE, DAMAN”.
 7. The rates quoted should be inclusive of all taxes.
 8. No extra charge for any item will be paid on the rates quoted.
 9. Each bill in which any kind of tax is charged must contain the following certificate on the body of the bill.
‘Certified that the goods/services on which VAT/Sales tax/Service Tax has been charged have not been exempted under the Central VAT/ Sales tax/Service Tax Act or the Rules made there under and the amount charged on account of VAT / Sales tax/Service Tax on these goods is not more than what is payable under the provisions of the relevant Act/Rules made there under.
 10. Additional terms and conditions will be incorporated if needed to safeguard the interest of the institution.
 11. The institution shall not be responsible for any delay/loss or non-receipt of tender by post/courier service.
 12. No unsolicited correspondence shall be entertained after submission of the offer
 13. No separate agreement will be required to be signed by the successful bidder for the purpose of this contract for providing housekeeping services.
 14. Rates tendered/offered in response to the concerned tender/notice shall be considered as acceptance of all above terms and conditions for supply of service for all legal purpose.
 15. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman.

16. The bidder will have the **police verification** of all the work force/staff prior to its deployment in the college premises for the house keeping work.
17. The bidder will have all the work force/staff deployed in the college premises covered under the **suitable insurance scheme**.
18. The principal reserves the right to cancel the contract with one-month notice.
19. That-
 - a) The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the total value of the contract amount as security deposit.
 - b) Non-receipt of the security deposit within the stipulated time limit will result in automatic cancellation of the contract/order for house keeping work without any intimation.

Signature
& Designation
of tender inviting Officer.

(Dr. S.S. Jha)
Principal,
Government College, Daman

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

Place:

Date:

Signature of bidder

Name of the bidder with seal of the firm.

Note: Pl. return one copy of these terms & conditions dully signed with seal of the firm along with the tender.

Annexure – A
(Description of Work)

Sl. No.	Area	Work	Frequency	Quantity
1.	Administrative Building (Ground Floor)	(i) Sweeping/dusting & mopping of rooms (ii) Dusting of furnitures (iii)Dusting of fixtures	Daily Daily Fortnightly	Office rooms – 4 Committee Rooms-2 Store-room – 1 Bathrooms/Toilets - 2, Corridor - 1
2.	Biology Building (Ground & First Floor)	(i) Sweeping/ Dusting & mopping of rooms (ii) Dusting of furnitures. (iii) Dusting of fixtures.	Daily Daily Fortnightly	Class Rooms – 7 Laboratires-2 Office Rooms – 7 Bathrooms – 4 Corridors- 2 Staircase – 1
3.	Science Building (Ground & First Floor)	(i) Sweeping/Dusting & mopping of rooms. (ii) Dusting of furnitures (iii)Dusting of fixtures	Daily Daily Fortnightly	Class Rooms – 5 Laboratories - 4 Office Rooms – 9 Store Rooms - 2 Bathrooms – 4 Corridors- 2 Staircase – 1
4	Library Building (Ground & First Floor)	(i) Sweeping/Dusting & mopping of rooms (ii)Dusting of furnitures	Daily Daily	Reading Hall – 1 Stack Room -5 Office Rooms – 4 TT Room – 1 Gym Room -1 Bathrooms – 1 Corridors-2 Staircase-1
5	Faculty Building (Ground, First Floor & Second Floor)	(i) Sweeping/ dusting& mopping of rooms (ii) Dusting of furnitures. (iii) Dusting of fixtures	Daily Daily Fortnightly	Tutorial Rooms – 12 Bathrooms/Toilets – 9 Corridors- 3 Staircase - 2
6	Commerce Building (Ground & First Floor)	(i) Sweeping/ dusting& mopping of rooms (ii) Dusting of furnitures. (iii) Dusting of fixtures	Daily Daily Fortnightly	Class Rooms – 2 Girls Common Room - 1 Office Rooms – 2 Activity Room -1 Bathrooms – 3 Corridors- 2 Staircase – 2
7	Lecture Building (Ground Floor)	(i) Sweeping/ dusting& mopping of rooms (ii) Dusting of furnitures. (iii) Dusting of fixtures	Daily Daily Fortnightly	Lecture Halls – 2 Corridor- 1
8	Hostel	(i) Sweeping/ dusting& mopping of rooms (ii) Dusting of furnitures. (iii) Dusting of fixtures	Daily Daily Fortnightly	Rooms – 16 Kitchen - 1 Dinning Space – 1 Corridor-1 Bathrooms- 10 Toilets – 15
TOTAL BUILT UP AREA – 64915 Sq. ft. (Approx)				

9.	Internal Roads, Parking & Surrounding areas	(i) Sweeping	Daily	Internal Roads- 700 M. (approx) Parking Area -3 Area adjacent to buildings – 4000 Sq. M.
10.	Open Area	(i) Weeding/ watering	Weekly	Gardens/lawns - 6
11.	Terrace & Water Tanks	(i) Cleaning	Quarterly	Terrace- 8 Water Tanks- 15
12.	Open Drainage	(i) Cleaning	Fortnightly	Open Drainage 500 M

Cleaning and sanitization of Kitchen, bathrooms and toilets including cost of labour and chemicals, consumables & sanitizer etc..

(Dr. S. S. Jha)
I/C Principal,
Government College, Daman