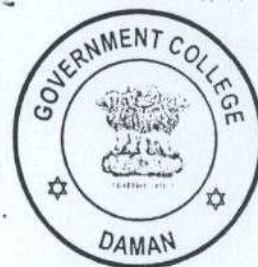


# ADMINISTRATION OF UT OF DAMAN & DIU

OFFICE OF THE PRINCIPAL,  
GOVERNMENT COLLEGE, DAMAN.  
KUNTA ROAD, NANI-DAMAN 396210.



Notice No. GC/EST/HK/2016-17/ 865

Date: 27.08.2016

## E – TENDER NOTICE

|   |                           |
|---|---------------------------|
| The Principal, Government college, Daman on behalf of President of India, invites Tender for providing round the clock House Keeping / Up-Keeping services, at Govt. College, Daman. Tender notice also available on <a href="http://www.nic.daman.in">www.nic.daman.in</a>                           |                           |
| *Online downloading of Tender documents   | 29.08.2016                |
| *Online submission of tenders   | 20.09.2016 12 :00hrs      |
| *Online opening of Tech Bids  | 21.09.2016 12 :00hrs      |
| Physical Submission of Technical bid by RPAD / Speed post /Tender Box in Office of the Principal, Govt. College, Daman..  | 20.09.2016 12 :00hrs      |
| On line opening of price bid  | 21.09.2016 13 :00hrs      |
| EMD   | Rs. 65,000                |
| Tender fee  | Rs. 500=00 non refundable |
| *Bidders have to submit their PRICE bid in electronic format only on <a href="http://daman.nprocure.com">http://daman.nprocure.com</a> till the last date & time for submission. PRICE bid in Physical format shall not be accepted in any case.  |                           |
| The inviting authority reserves the rights to accept or reject any tender without assigning any reason. Tender opening can be postponed depending on the decision of the Tender committee.  |                           |
| In case bidder needs clarification / training for participating in online tender, they can contact the following office :   |                           |
| (n) Code SOLUTIONS N, A Division of GNFC Ltd.,<br>301-GNFC INFOTOWER, S-G ROAD,<br>BODAKDEV,<br>AHMEDABAD -380054-Phone -079-26857316/17/18<br>E-mail : <a href="mailto:nprocure@gnfc.net">nprocure@gnfc.net</a> Fax: 91-79-26857321 website : <a href="http://www.nprocure.com">www.nprocure.com</a> |                           |

*Rakesh Kumar*

(Rakesh kumar)

Principal

Govt. College, Daman

Copy to:-

1. The NIC, Daman, with request to put-up on website of Administration of Daman & Diu.
2. The Fielded Publicity officer, Daman with a request to publish in news papers specified in the office letter.



# U.T. ADMINISTRATION OF DAMAN & DIU, GOVERNMENT COLLEGE, DAMAN.



## Terms & Conditions for House Keeping / Up-Keeping Service At Govt. College, Daman.

1. Tender is invited in the form of (i) Technical Bid & (ii) Financial Bid (Only online). The 'Technical Bid' will be made and put in the envelope containing the title "Technical Bid" with required document in physical. It should contain full information as required in (Technical Bid) provided herewith which should reach on before 23-08-2016. The "Financial Bid" to be filled-up through E-Tender which will be made available on-line on (N) code solution website i.e. [www.nprocure.com](http://www.nprocure.com).

"TENDER FOR HOUSE KEEPING / UP-KEEPING SERVICE" and addressed to "The Principal, Govt. College, Daman, Kunta Road, Nani Daman – 396210" to be filled on or before 20<sup>th</sup> September, 2016 (refer Tender Advertisement).  
The tender form along with terms and conditions download from the website of n(code) Solution i.e. [www.nprocure.com](http://www.nprocure.com)

The tenders will preferably, be opened as mentioned in the Tender Advertisement.

2. The principal, govt. college, Daman invites sealed from eligible parties to provide House Keeping personnel, for ensuring cleaning as per specifications in Annexure-A on terms and condition detailed hereunder.
  - a. The House Keeping Personnel shall be required for cleaning of all building, dusting of all furniture's and fixtures mentioned in Annexure-A.
  - b. The house keeping period is one year from the date commencement and further renewal for the period not exceeding 3 year subject to satisfaction of work performance and same rates after approval of competent authority.
  - c. The house keeping agency shall maintain the registers and comply with the local Administration Rules and Regulation employing contract workers.
  - d. The House keeping agency shall pay all taxes to the Government as per rules.
  - 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 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. 65,000/- (Rupees Sixty 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 be rejected. The Tender application without EMD as above will not be entertained at any cost.
  - h. House keeping personnel should be in proper uniforms 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.

*Handwritten signature/initials*



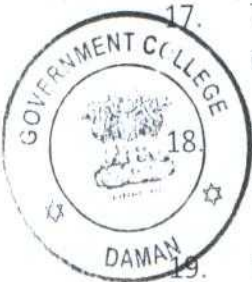


- k. The main duties and responsibilities of house keeping staff shall be as per work description given in Annexure-A.
  - l. The amount of earnest money paid by the bidder(s) whose tender are not accepted will be refunded to them within a month of opening the tender.
  - m. The purchase committee in the presence of the bidders will open tenders or their representative, if any, present in the office of the tender inviting officer on the same day as far 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 matter 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 EMD of such bidder will stand forfeited to the government.
  - p. Interest parties may visit during office hours to inspect the college premises.
3. The bidder(s) should be reputed firm with a proven track record providing house-keeping services in corporate / private / government sector institutes. Preferences will be given to those who have experience in "House-keeping / 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 tender(s) should have been continuously in the business for a minimum of two years.
  6. The tender should be addressed to the Principal, Government College, Damán and on the top of envelope should be written in capital letters "TENDER FOR HOUSE KEEPING SERVICE TO GOVERNMENT COLLEGE, DAMÁN".
  7. The rates quoted should be inclusive of all taxes.
  8. No extra charge for any items 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 of the Rules made there under and the amount charged on account of VAT / Sales tax / Services 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 house-keeping services.
  14. Rates tendered / offered in response to the concerned tender / notice shall be considered as acceptance of all the above terms and conditions for supply of services for all legal purpose.

*D. Kumar*




deployment in the college premises for the house-keeping work.



17. The bidder(s) will have all the work force / staff deployed in the college premises covered under the suitable insurance scheme.
18. The employee working on daily-wages at Govt. College, Daman shall be considered in the house-keeping work under control of your Agency.
19. The Principal, Govt, College, Daman reserves the right cancel the contract with month notice.
20. The bill above Rs.5000/- should be pre-receipted on revenue stamp at proper value and bill will be submitted in two copies.
21. The Tender offers received which do not confirm with the terms and conditions of this office will be summarily in two copies.
22. The Agency will have to maintain attendance of its employees at the institute & get duly counter signed by the Principal in Morning & Evening sessions.
23. Absence of any House-keeper / Attendant will be deducted when any of them remains absent as per the rates quoted in the tender.
24. Replacement of the absent persons will be responsibility of the agency.
25. That-
  - I. The successful bidder will have to pay within 10 days from the date of demand an amount equal to 10% of the annual total value of the contract amount as security deposit in the form of F.D. in favor of the Principal, Govt, College, Daman in Nationalized bank.
  - II. 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 the tender inviting Officer.

  
Principal,  
Govt, College, Daman

The above Terms & Conditions are accepted and are binding to me / us.

Place :  
Date :

(Signature of the Owner / Partner /Contractor)  
Name of the Bidder with seal of the firm.

Note : Pl. return one copy of these Terms & Conditions duly signed with seal of the firm along with the tender.

TENDER FORM (TECHNICAL BID)

TENDER DOCUMENT FOR



**SUPPLY HOUSE KEEPING – UPKEEPING SERVICES  
AT GOVT. COLLEGE, DAMAN.**

DAMAN

Adv. No. GC/EST/HOUSE KEEPING/2016-17/ Dated:- 29/8/16,

From:

Date:

To,  
The Principal,  
Government College, Daman,  
Daman 396210

|     |   |   |  |
|-----|---|---|--|
| 1.  | Full name of the Contractor Firm /company (in block letters)  | : |  |
| 2.  | Full name of the Contractor Firm /company with telephone number, e-mail number, fax number  | : |  |
| 3.  | Year of incorporation   | : |  |
| 4.  | Name(s) of the Properties /partners / Director with their full address, Telephone number, e-mail number, fax number                     | : |  |
| 5.  | Working experience in details as house keeping for last three years (Certificate to be issued )   | : |  |
| 6.  | Name of the major clients with their Address ,telephone Number,(enclosed)   | : |  |
| 7.  | Certificates/credentials issued by the clients  | : |  |
| 8.  | Details of infrastructure, person, employed, number of office/branches available with the contractor.                                   | : |  |
| 9.  | Details of registration, Trade license, labour license, other license held /obtained from the various authorities(enclose Xerox copies) | : |  |
| 10. | Name of 2 referees of repute with address telephone number (enclose their certificate)  | : |  |
| 11. | Copy of last two years Income-tax return of the company / firm.   | : |  |
| 12. | Copy of last two years annual turnover for housekeeping company firm.   | : |  |
| 13. | Contract Firm's / Company's Bank details<br>A. Bank Accounts no.-<br>B. Bank name & branch location-                                    | : |  |
| 14. | Employee Provident Fund Registration No.  | : |  |
| 15. | Service Tax / VAT /CST No.  | : |  |
| 16. | Pan No.   | : |  |

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

*Plumas*

(Signature of the Owner / Partner /Contractor)

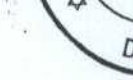
Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Document to be attached with the Tender (Technical Bid)**





- 
1. Sales Tax /CST/ VAT/ Service Tax Registration certificate.
  2. Latest sales Tax /VAT clearance certificate for last two years.
  3. Copy of PAN number & Income Tax clearance certificate.
  4. A list of owner / Partners of the firm and their contact nos. along with a self certified certificate that the firm is not blacklisted by any Govt. Department or any criminal case is registered.
  5. Copy of the Terms & Condition duly signed with the seal of the firm for token of acceptable of Terms & Conditions with sign & seal of the firm.
  6. Tender price of items should be in prescribed format on-line only.
  7. Copy of Employee Provident Fund of Organisation, PF Code / Registration No.
  8. Labour license from Competent Authority.
  9. Tender Document to be sealed in envelopes.
  10. Supplier should attach Demand Draft / F.D.R. of Rs. 65,000/- as EMD issued by any scheduled bank in favour of the "Principal, Govt. College, Daman".

### Agreement

That the mentioned Terms & Conditions are accepted and are binding to me / us.

Signature of the Tendered \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**NOTE:** Please return one copy of these Term & Condition dully signed with Seal of the firm along with the Technical Bid.

*Blumen*



**PART-I**  
Laboratories / Departments. (Timings 08:00 a.m. to 05:00 p.m.)



| Sr. No. | Dept. / Section  | No. Of House-keeping | No. of Attendants | No. of Mali | Work                     |
|---------|--|----------------------|-------------------|-------------|--------------------------|
| 1.      | Hostel building(2 floors)                              | 1                    | 0                 | 2           | As directed by Principal |
| 2.      | Science Dept. (GF+ 1 floors) 2 wings per floor         | 1                    | 2                 |             |                          |
| 3.      | Teachers Dept. (2 floors)                              | 1                    | 0                 |             |                          |
| 4.      | Departmental Buildings                                 | 1                    | 0                 |             |                          |
| 5.      | IGNOU Dept.  | 1                    | 0                 |             |                          |
| 6.      | Library Buildings                                      | 1                    | 1                 |             |                          |
| 7.      | Computer Dept.   | 1                    | 0                 |             |                          |
| 8.      | Canteen / Hostel                                       | 1                    | 0                 |             |                          |
| 9.      | Administrative Section / Classroom / Control room etc. | 2                    |                   |             |                          |
| 10      | TOTAL  | 10                   | 3                 | 2           |                          |

**PART-II**

10- Person are required for below mentioned work at Govt. College, Daman.  
(Timing 08:00 a.m. to 05:00 p.m.)

| Sr. no. | Work               | Dept. / Area   | Schedule                         | Qty of Rooms / Laboratories / Sections   |
|---------|--------------------|--|----------------------------------|--|
| 1.      | Dusting & Sweeping | Administration Building                                  | Daily                            | Principals chamber -1<br>Clerk Office -1<br>Conference room -1<br>Head clerk Office -1<br>Washing room -3<br>Store room -1   |
|         |                    | Staff building   | Daily                            | G.F. -4<br>F.F. -4<br>S.F. -4<br>Per floor washroom -2   |
|         |                    | Biology building   | Daily                            | G.F. -4<br>F.F. -4<br>Laboratory -4  |
|         |                    | Chemistry Building                                       | Daily                            | Classrooms -4<br>Laboratory -4<br>Lect. Rooms -2   |
|         |                    | Hostel   |                                  | G.F. -16<br>G.F Kitchen -1<br>G.F. Dining -1<br>F.F. Rooms -16<br>F.F. T.V. room -1<br>F.F. Common hall -1   |
| 2.      | Sweeping & Mopping | Corridors of all buildings & Bathroom / Toilets passages | Sweeping-Daily<br>Mopping-Weekly | Corridors:<br>Admn. Bldg. -4<br>Commerce bldg -3<br>Canteen Bldg -3<br>Hostel -8<br><br>Toilet/Bath Passages :<br>Admn. Bldg -3<br>Commerce Bldg. -3<br>Canteen. Bldg. -3<br>Hostel -8<br>Workshop building -1 |

*Signature*

|    |                      |                    |             |   |
|----|----------------------|--------------------|-------------|---|
| 3. | Sweeping             |                    | Fortnightly | Campus and internal roads & surrounding of all Bldg.    |
| 4. | Washing & Sanitizing | Toilet & Bathrooms | Fortnightly | All the buildings:<br>Admn. bldg.<br>Departmental Bldg. |



|    |                    |   |           |  |
|----|--------------------|---|-----------|--|
|    |                    |   |           | Girls Common Bldg.<br>Hostel toilets<br>Labouratory  |
| 5. | Cleaning & Dusting | Fixture like Tubelights,<br>Fans, Furnitures,<br>Machineries etc. | Weekly    | All the buildings:<br>Admn. bldg.<br>Departmental Bldg.<br>Girls Common Bldg.<br>Hostel toilets<br>Labouratory |
| 6. | Cleaning & Washing | Terrace & Overhead<br>Tanks                                       | Quarterly | All the buildings:<br>Admn. bldg.<br>Departmental Bldg.<br>Girls Common Bldg.<br>Hostel toilets<br>Labouratory |



**Note:**

1. Cleaning and Sanitization include cleaning of all Bathrooms, Toilets and Corridors etc.
2. Required work force i.e. as below:

| Sr. No. | Designation of workers | No. of persons |
|---------|------------------------|----------------|
| 1.      | Supervisor             | 01             |
| 2.      | Attendants             | 03             |
| 3.      | Housekeepers           | 10             |
| 4.      | Mali                   | 02             |
| 5.      | Total                  | 16             |

*(Signature)*  
30-8-16  
Principal,  
Govt. College, Daman.

DATE:

(SEAL)

TENDER DOCUMENT FOR  
HOUSE KEEPING SERVICES

