

ADMINISTRATION OF UT OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT COLLEGE, DAMAN.
KUNTA ROAD, NANI-DAMAN 396210.

Notice No. D-31011/1/2019-GOVT COL DAMAN

Date: 03.10.2019

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 www.daman.nic.in	
*Online downloading of Tender documents	03.10.2019
*Online submission of tenders	24.10.2019 12 :00hrs
*Online opening of Tech Bids	24.10.2019 12 :00hrs
Physical Submission of Technical bid by RPAD / Speed post /Tender Box in Office of the Principal, Govt. College, Daman.,	24.10.2019 12 :00hrs
On line opening of price bid	24.10.2019 13 :00hrs
EMD	Rs. 1,50,000
Tender fee	Rs. 500/- non -refundable
*Bidders have to submit their PRICE bid in electronic format only on www.ddtenders.gov.in 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 :	
0120-4001 002	
0120-4200 462	
0120-4001 005	
0120-6277 787	
International Bidders are requested to prefix 91 as country code	
Email Support	
A) For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority	
Technical - support-eproc(at)nic(dot)in	
website : www.ddtenders.gov.in	


(Dr. D. C. Agrawal)

Vice Principal

Govt. College, Daman

Copy to:-

1. The NIC, Daman, with request to put-up on website of Administration of Daman & Diu.
2. The Field 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, Nani Daman**

E-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 form. It should contain full information as required in (Technical Bid) provided herewith which should reach on before 30.07.2019. The "Financial Bid" to be filled-up through E-Tender which will be made available on-line on website i.e. www.ddtenders.gov.in.

"TENDER FOR HOUSE KEEPING / UP-KEEPING SERVICE" and addressed to "The Principal, Govt. College, Daman, Kunti Road, Nani Daman - 396210" to be filled on or before 30.07.2019 (refer Tender Advertisement).

The tender form along with terms and conditions download from the website of i.e. www.ddtenders.gov.in

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

1. The Principal, Govt. College, Daman invites sealed tender from eligible parties to provide House Keeping services along with material required for the same, 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 buildings, dusting of all furniture's and fixtures mentioned in Annexure-A.
 - b. The house keeping period is one year from the date of 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 for 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. 1,50,000/- (Rupees One Lakh Fifty Thousand Only) as earnest money deposit (EMD) in favor 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 main duties and responsibilities of house keeping staff shall be as per work description given in Annexure-A.
 - k. The amount of earnest money paid by the bidders whose tender are not accepted will be refunded to them within a month of opening the tender.
 - l. The purchase committee in the presence of the bidders will open tenders or to their representative, if any, present in the office of the tender inviting officer on the same day as far possible.
 - m. 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 decisions in all matter relating to the acceptance or rejection of tender as a whole or in part will be final and binding to all.
 - n. 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.
 - o. Interest parties may visit during office hours to inspect the college premises.
 - p. Housekeeping works will be carried out on all the days including Sunday.
 - q. Housekeeping staff will be responsible for Washrooms, Toilets, mopping of table and chairs, grass cutting and all that's of cleaning in an around all the building situated in the college campus.
 - r. The material required for housekeeping services shall be provided by the House keeping agency whosoever wins the bid. Accordingly, the bid should be quoted inclusive of all material requirement/ equipment and applicable taxes.
2. 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".
 3. The bidder(s) should provide addresses of organizations / institutions where they provide house keeping services and certificate from previous customer need to be attached.
 4. The tender(s) should have been continuously in the business for a minimum of two years.
 5. 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".
 6. The rates quoted should be inclusive of all taxes.
 7. No extra charge for any items will be paid on the rates quoted.

8. 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.”
9. Additional terms and conditions will be incorporated if needed to safeguard the interest of the institution.
10. The institution shall not be responsible for any delay / loss or non-receipt of tender by post / courier service.
11. No unsolicited correspondence shall be entertained after submission of the offer.
12. No separate agreement will be required to be signed by the successful bidder for the purpose of this contract for providing house-keeping services.
13. 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 purposes.
14. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman.
15. The bidder(s) will have the “Police verification” of all the work forces / staff prior to its deployment in the college premises for the house-keeping work.
16. The bidder(s) will have all the work force / staff deployed in the college premises covered under the suitable insurance scheme.
17. The employee working on daily-wages at Govt. College, Daman shall be considered in the house-keeping work under control of your Agency.
18. The Principal, Govt, College, Daman reserves the right to cancel the contract with month notice.
19. The bill above Rs.5000/- should be pre-receipted on revenue stamp at proper value and bill will be submitted in two copies.
20. The Tender offers received which do not conform with the terms and conditions of this office will be summarily in two copies.
21. The Agency will have to maintain attendance of its employees at the institute & get duly counter signed by the Principal in Morning & Evening sessions.
22. Absence of any House-keeper / Attendant will be deducted when any of them remains absent as per the rates quoted in the tender.
23. **Replacement of the absent persons will be responsibility of the agency.**
24. 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.
Daman

Vice Principal,
Govt, College,

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

Place : (Signature of the Owner/Partner/Contractor)
Date : 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.

ANNEXURE-A
(Description of Work)

PART-I

Laboratories / Departments. (Timings 08:00 a.m. to 05:00 p.m.)

Sr. No.	Name of Building/ open area/Work Requirement	Floor Area	No. of Housekeeping staff required	Designation	Work to be done	Estimated remuneration per person	Total estimated Expenditure (Rupees)
1	New Academic Building, Ground Floor comprising of: <ul style="list-style-type: none"> • Classrooms in G-1, G-3 • Conference Hall in G-2 • Exam. Control Room in G-6 and G-7 • IGNOU Office in G-4, • Deptt. Of Commerce in G-5 • Male Toilets having 10 urinals and 08 Toilets. • Corridor/Foyer 	160 ft x 70 ft= 11,200 sq ft.	02	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms, Examination Hall, Conference Hall, IGNOU Office, Toilets and Corridor/Foyer. Mopping the furniture and sanitation of Washrooms.	9000/- per person per month	18,000/- p.m.
2	New Academic Building First Floor comprising of: <ul style="list-style-type: none"> • Classrooms in F-1, F-2, F-3, F-4 & F-7 • Departmental Rooms in F-5, F-6 • Female Toilets with 08 Toilets, 06 Urinals, 04 Bathrooms • Corridor/Foyer 	160 ft x 70 ft= 11,200 sq ft.	02	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms, Corridor/Foyer. Mopping the furniture and sanitation of Washrooms.	9000/- per person per month	18,000/- p.m.
3	New Academic Building Second Floor comprising of: <ul style="list-style-type: none"> • Classrooms in S-1, S-2, S-3, S-4, S-6 • Departmental Rooms in S-5, S-7 • Male Toilets having 10 urinals and 08 Toilets. • Corridor/Foyer 	160 ft x 70 ft= 11,200 sq ft.	01	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms, Corridor/Foyer. Mopping the furniture and sanitation of Washrooms.	9000/- per person per month	9,000/- p.m.
4	New Academic Building Third Floor comprising of: <ul style="list-style-type: none"> • Classrooms in T-1, T-2, T-3, T-6 & T-7 • English Media Lab in T-4, • Departmental Rooms in T-5 • Female Toilets with 08 Toilets, 06 Urinals, 04 	160 ft x 70 ft= 11,200 sq ft.	01	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms, Corridor/Foyer. Mopping the furniture and sanitation of Washrooms.	9000/- per person per month	9,000/- p.m.

	Bathrooms. • Corridor/Foyer							
5	Botany Deptt. Catering to 150 students (Ground Floor, Biology Block) having: <ul style="list-style-type: none"> • 04 Faculty rooms, • 02 Laboratories, • 01 Museum/ Herbarium • 01 Store • four classrooms • Male toilet with 02 Urinals and 02 Washrooms • female toilet with 02 Urinals and 02 Washrooms 	Approx. 100x60 ft. =6000 sq.ft	01	Mopping	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms and laboratories Corridor, Mopping furniture sanitation of Washrooms.	9000/- per person	18,000/- p.m.
			01	Toilet for whole Biology Block				
			02	Total				
6	Zoology Deptt. Catering to 100 students (First Floor, Biology Block) having: <ul style="list-style-type: none"> • 05 Faculty rooms, • 02 Laboratories, • four classrooms • Male toilet with 02 Urinals and 02 Washrooms • female toilet with 02 Urinals and 02 Washrooms 	Approx. 100x60 ft. =6000 sq. ft	01		Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms and laboratories Corridor, Mopping furniture sanitation of Washrooms.	9000/- per person	9,000/- p.m.
7	Physics Deptt. on Ground Floor catering to 100 students: <ul style="list-style-type: none"> • 02 laboratories, • 02 dark rooms, • 04 faculty rooms, • 02 classrooms • Male toilet with 02 Urinals and 02 Washrooms • female toilet with 02 Urinals and 02 Washrooms 	Approx. 120 ftx60 ft=7200 sq. ft	01	Mopping	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms and laboratories Corridor, Mopping furniture sanitation of Washrooms.	9000/- per person	18,000/- p.m.
			01	Toilet for whole Biology Block				
			02	Total				
8	Chemistry Building on First floor catering 350 students having: <ul style="list-style-type: none"> • 02 laboratories, • 02 dark rooms, • 04 faculty rooms, • 02 classrooms • Male toilet with 02 Urinals and 02 Washrooms • Female toilet with 02 Urinals and 02 Washrooms 	Approx. 120 ftx60 ft=7200 sq. ft	01		Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms and laboratories Corridor, Mopping furniture sanitation of Washrooms.	9000/- per person	9,000/- p.m.
9	Faculty Building with 15 rooms, and 06 toilets for male and female respectively	Approx.3600 sq. ft.	02		Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms and laboratories Corridor, Mopping the	9000/- per person	18,000/- p.m.

					furniture and sanitation of Washrooms.		
10	Administrative Building having: <ul style="list-style-type: none"> Principal Room, Vice-Principal Room, Admin. Office, RUSA Office, Committee Rooms/Medical Room, Students section One Toilet attached to Principal room Male Toilet with 	4800 sq. ft Approx.	02	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of classrooms and laboratories Corridor, Mopping the furniture and sanitation of Washrooms.	9000/- per person	18,000/- p.m.
11	Library Building on First Floor with: <ul style="list-style-type: none"> one Reading Room, Library and male and female toilets with 02 toilets, 02 Urinals 	9600 sq. ft. approx..	02	Sweeper cum cleaner (UNSKILLED)	Sweeping/Dusting of Reading room, Library Hall, Corridor, Mopping the furniture and sanitation of Washrooms.	9000/- per person	18,000/- p.m.
12	Gardening and maintenance work in: <ul style="list-style-type: none"> College Gardens, Pots, Tree line, Hedge-line Maintenance, Watering and upkeep of College Premises, Internal roads, and Parking area for Girls and Boys. 	Garden in front of Admin Block: Approx.6000 sq. ft. Botanical garden in the backside of Biology Block: Approx. 3000 sq. ft. Garden in front of Biology Block: Approx. 2000 sq. ft. Garden in front of Chemistry Block: Approx. 1600 sq. ft Garden surrounding the Girls Hostel: Approx.: 3000 sq. ft College Ground in front of Sports Room: 20,000 sq. ft.	02	Gardener (UNSKILLED)	To maintain the gardens, to keep the garden clean and green. To maintain Botanical Garden and Greenery in the college campus.	9000/- per person per month	18,000/-
13	M. G. Boys Hostel (2-storied) catering to 88resident students having	18000 sq. ft (9000 sq. ft. per floor)	04	Sweeper cum cleaner, (UNSKILLED)	Sweeping, rooms and corridor, mopping the furniture, cleaning of washrooms	9000/- per person per month	36,000/-

	<ul style="list-style-type: none"> • 32 Rooms, • 16 Bathrooms, • 40 Toilets, • One Mess, • One Pantry/ Kitchen • One Dining Hall • Foyer • One Common room • Corridors 	--	01	Cook (SKILLED)	Cook meals, and breakfast	15,000/- per person p.m.	15,000/-
		--	01	Asstt. Cook cum Helper (SEMI-SKILLED)	To assist the cook and clean the utensils. To maintain Kitchen in a tidy manner. Maintain Ration etc.	9,000/- per person per month	9,000/-
14	Girls Hostel (Three storied) catering to 180 resident girl students having <ul style="list-style-type: none"> • 67 Rooms, • 30 Toilets • 24 Bathrooms • One Mess, • One Dining Hall • One Pantry/ Kitchen • Visitor Lounge • One Common room along with Corridors/Foyer • Open Space in front of Hostel and Garden surrounding the girl's hostel 		06	Sweeper cum cleaner (UNSKILLED)	Sweeping, rooms and corridor, mop the furniture, cleaning of washrooms	9000/- per person per month	54,000/-
		--	01	Cook (SKILLED)	Cook breakfast, and meals	15,000/- per person p.m.	15,000/-
		--	01	Asstt. Cook. (SEMI-SKILLED)	To assist the cook and clean the utensils. To maintain Kitchen in a tidy manner. Maintain Ration.	9000/- per person per month	9,000/-
15.	Housekeeping Manager cum Supervisor		01	Manager cum Supervisor (Skilled)	To supervise and coordinate with the College administration.	15,000/- per month	15,000/-
	Total (Summary)	Sweeper cum cleaner (Unskilled)	28			9000 per person per month	28 x 9000/-= 2,52,000 per month
		Cook (Skilled)	02			15000/- per person per month	02 x 15000/-= 30,000 per month
		Assistant Cook cum helper (Semi-Skilled)	02			9000 per person per month	02 x 9000/-= 18,000 per month
		Gardener (Unskilled)	02			9000 per person per month	02 x 9000/-= 18,000 per month
		Manager cum Supervisor (Skilled)	01			15000 per person per month	01 x 15000/-= 15000/- per month
	GRAND TOTAL		35				Rs. 3,18, 000 per month

PART-II

Material to be provided by the house keeping agency for carrying out house-keeping services in Govt College daman is as below:

S.No.	Item	Price per Unit	Estimated Monthly Requirement	Estimated Monthly Cost per item (Rs)	Estimated Annual Cost per item
1	Phenyl	50 Rs per litre	50 Litres	2500	32500
2	Brooms (Karsata)	40 Rs per Broom	40	1600	19200
3	Air Freshener	30 Rs Per packet	50	1500	18000
4	Plastic Buckets	250 Rs per piece	10	2500	32500
5	Dust bins	150 Rs per piece	10	1500	18000
6	Detergent Powder	100 Rs per Kg	20 Kg	2000	24000
7	Liquid Soap	80 Rs per Kg	20 Litres	1600	19200
8	Hand wash Soap	100 Rs. Per litres	25 Litres	2500	32500
9	Spade	125 Rs per piece	10	1250	15000
10	Dusting and Mopping Cloth	50 Rs per piece	50	2500	32500
11	Naphthalene balls	80 Rs per packet	100	8000	96000
12	Miscellaneous Items			2000	24000
	TOTAL			29,450	3,63,400

Vice Principal,
Govt. College, Daman.

TENDER FORM (TECHNICAL BID)

**TENDER DOCUMENT FOR
SUPPLY HOUSE KEEPING - UPKEEPING SERVICES
AT GOVT. COLLEGE, DAMAN.**

Adv. No. GC/EST/HOUSE KEEPING/

Dated:-

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 A. Bank Accounts no.- 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.

(Signature of the Owner / Partner / Contractor)

Full Name _____

Address _____

DATE : _____ (SEAL)

TENDER DOCUMENT FOR
SUPPLY HOUSE-KEEPING SERVICES
AT GOVT. COLLEGE, DAMAN.

FINANCIAL BID

ONLY TO BE SUBMITTED ON -LINE THROUGH(n)procure

Notice No. GC/EST/HOUSEKEEPING/ Dated:

From:

Date:

To,
The Principal,
Government College, Daman,
Nani Daman.

**Tender for Manpower / Workforce for Housekeeping / Up-keeping
Services at Govt. College, Daman to be filled-up online.**

S.No.	Item	Price Quoted Monthly	Price Quoted Annually
	Sweeper cum cleaner -28 Cook-02 Assistant Cook Cum Helper-02 Gardener-02 Manager Cum Supervisor-01	<u>Rs. in figures</u>	<u>Rs. in figures</u>
	<u>Material for Housekeeping Services</u> (as mentioned in Part II of the Annexure A of the E tender)	<u>Rs. in Words</u>	<u>Rs. in Words</u>

Signature of the Supplier

With Seal

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. 1,50,000/- 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 Tenderer _____

Place: _____

Date: _____

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