

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

[Institute of National Importance Established under the Act of Parliament]

Post: Harbanshganj, Jais, Amethi,

Uttar Pradesh, INDIA - 229304

Website: www.rgipt.ac.in



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NOTICE INVITING e-TENDER

For

PROVIDING HOUSEKEEPING & SANITATION SERVICES

At

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

JAIS, AMETHI, UTTAR PRADESH - 229304

REF. NO.: RGIPT/JAIS/SHH/HKS/2023-24/02

DATED: 22.08.2024

E-Tender helpdesk contact No.: +91 0120-4711508, 4200462, 4001002, 4001005

Tender document related queries: 0535 - 270 - 4777, +91-8574897750

TIMELINE OF TENDER

Sl. No.	Particulars	Details
1	Name of Work	Providing Housekeeping and Sanitation Services
2	Tender No.	RGIPT/JAIS/SHH/HKS/2023-24/02
3	Tender Mode & Type	Two-Part Bids (Technical & Commercial)
4	Date of Issue/publication of Tender Notice	22-08-2024, 18.00 Hours
5	Bid Document Download Date & Time	22-08-2024, 18.00 Hours
6	Pre-Bid Meeting Date, Time & Venue (Allqueries shall be discussed in the Pre- Bid Meeting.)	Online Pre-Bid Meeting on 30-08-2024 at 03.00 PM Meeting Link: meet.google.com/diu-aefts-jjq
7	Bid Submission Start Date & Time	22-08-2024, 18.00 Hours
8	Last Date and time of submission of Online Bids	10-09-2024 at 16.00 Hours on CPPP
9	Date and time of opening of Bids	11-09-2024 at 16.00 Hours
10	Earnest Money Deposit	Rs. 03.00 Lakhs (Refundable)
11	Tender Fee	Nil
12	Tender Processing Fee	Rs. 2000/- through online (Non-Refundable)
12	Last date of Receipt of Hard copy of Tender Document	16-09-2024 by 05.00 PM
13	Address for the sending the Hardcopy of Tender Documents	The Registrar Rajiv Gandhi Institute of Petroleum Technology Bahadurpur, Jais, Amethi-229304
14	Contact person & address for communication	Registrar, RGIPT Jais Contact No.: 0535-270-4777 E-mail: admin@rgipt.ac.in

1. Details regarding the tender are available on website of the Institute <https://www.rgipt.ac.in> and CPP Portal.
2. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
3. For submission of e-Bids, bidders are required to get themselves registered with CPP Portal.
4. Payment proof pertaining to EMD (in case of payment of EMD through NEFT/RTGS transaction, copy of the same is required to be enclosed with the bid document) to be sent to the Institute at the address indicated below on or before bid opening date/time as mentioned in critical date sheet.
5. Tender documents received in incomplete shape and required tender fee or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. Earnest Money Deposit (EMD) of **Rs. 03.00 Lakhs** (Rupees Three Lakh Only) to paid online through NEFT/RTGS in favour of “**Rajiv Gandhi Institute of Petroleum Technology, payable at Jais**”.

Bank Account Details of the Institute:

Name: Rajiv Gandhi Institute of Petroleum Technology

Bank: Bank of Baroda

Address: RGIPT Campus, Bahadurpur Jais, Amethi.

Account No. 59480100000001

IFSC Code: BARB0JAICAM (5th Character is ZERO)

ADDRESS OF THE INSTITUTE:

RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, Mubarakpur, Mukhtia More, Bahadurpur, Post: Harbanshganj, Jais, Amethi, Uttar Pradesh 229304, Website: www.rgipt.ac.in

INTRODUCTION

The Rajiv Gandhi Institute of Petroleum Technology Jais invites online bids under Two-Bid system (Technical and Financial bids) from reputed, experienced and financially sound agencies for providing housekeeping and sanitation services at Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi, Uttar Pradesh as per following details:

Name of work	Providing housekeeping and sanitation services at Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais, Amethi, Uttar Pradesh
Tender Ref. No.	RGIPT/JAIS/SHH/HKS/2023-24/02 dated 22-08-2024
Date of issue of Tender	22-08-2024, 18.00 Hours
Pre-Bid Meeting	30.08.2024 @ 15:00 Hours
Last date and time for online bid submission	10.09.2024 @ 16:00 Hours
Earnest Money Deposit (EMD)	Rs. 03.00 Lakhs (Rs. Three Lakhs only) through online mode to the following account: Account No.: 59480100000001, Account Name: Rajiv Gandhi Institute of Petroleum Technology, Bank Name: Bank of Baroda, Branch Name: RGIPT Jais Campus Branch, IFSC Code: BARB0JAICAM (Fifth character is Zero), MICR Code: 227012204
Contract period	The period of the contract shall be initially for a period of 2 years, which may be extended further for similar or lesser period based on satisfactory performance.
Issue of tender	The tender document can be downloaded from the Institute's website www.rgipt.ac.in and https://eprocure.gov.in/eprocure/app . <i>Please keep visiting the Institute's website for any corrigendum/amendments and submit the bids accordingly.</i>
Opening of tender bids	Part A: Technical bid: The technical bid will be opened on 11.09.2024 Part B: Financial bid: Financial bid will be opened for technically qualified bidders.
For any clarification, please contact	Registrar Contact No.: 0535-270-4777 E-mail: registrar@rgipt.ac.in
Proposed date for commencement of work	01 st October 2024

1.1 About Rajiv Gandhi Institute of Petroleum Technology

The Ministry of Petroleum and Natural Gas (MoPNG), Government of India, set up the Rajiv Gandhi Institute of Petroleum Technology at Jais, Amethi, Uttar Pradesh, by the Act of the Parliament. The Institute has been accorded the eminence of being an Institution of National Importance along the lines of the Indian Institutes of Technology (IITs).

1.2 Definitions

In this request for Notice Inviting Tender, the following terms shall be interpreted as indicated below:

1. **“RGIPT”** or **“Institute”** means “Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi”.
2. **“Bidder”** or **“Tenderer”** means any firm taking the full responsibility of managing the contract as required in this NIT. The word “Bidder” when used in the pre-award period shall be synonymous with **“Service Provider”** or **“Contractor”** which shall be used after award of the contract.
3. **“Service Provider”** or **“Contractor”** means the successful bidder to whom the contract has been awarded for providing Manual & Mechanized Housekeeping and Sanitation Service at Outsource basis” at RGIPT Jais, Amethi.
4. **“Contract”** means terms and conditions given by the institute and accepted by the bidder in lines with the work order to carry out the housekeeping and sanitation services at RGIPT.
5. **“EMD”** means Earnest Money Deposit.
6. **“Service”** means providing Manual & Mechanized Housekeeping and Sanitation Service on outsourced basis at RGIPT Jais, Mukhetiya More, Harbanshganj, Tiloi, Amethi, UP – 229304.
7. **“Performance Security”** or **“Bank Guarantee”** means the guarantee provided by the bidders for satisfactory performance.
8. Attested copies of document means self-attested copy of documents by the bidder/authorized person (duly signed and stamped of the firm on the document).

1.3 Abbreviation

1. **RGIPT** –Rajiv Gandhi Institute of Petroleum Technology Jais, Amethi.
2. **PSU** – Public Sector Undertaking
3. **PSE** – Public Sector Enterprise
4. **EMD** – Earnest Money Deposit
5. **NIT** – Notice Inviting Tender
6. **PAN** – Permanent Account Number
7. **GST** – Goods & Service Tax
8. **EPF** – Employees Provident Fund
9. **ESI** – Employee State Insurance

1.4 Confidentiality

The tender document is confidential and is not to be disclosed, reproduced, transmitted or made available by the recipient to any other person. RGIPT may update or revise the document or any part of it and would subsequently be made available on CPP Portal as well as on RGIPT’s website. The recipient acknowledges that any such revised or amended document is deemed to be received

through portal, subject to the same confidentiality. The recipient will not disclose or discuss the contents of the document with any officer, employee, consultant, agent or any other person associated or affiliated in any way with RGIPT or any of its customers or suppliers without the prior written consent of RGIPT.

1.5 NIT Disclaimer

This Notice Inviting Tender Containing Annexures (Herein after called as NIT) has been prepared solely for the purpose of enabling RGIPT to select a Service Provider for Providing Manual & Mechanized Housekeeping and Sanitation Service on outsource basis as per specifications, terms and conditions and scope defined in this NIT (herein after referred as Providing Housekeeping and Sanitation Services).

The Bidder will be required to be innovative, capable and would need to extend all their resources in order to meet the expectation of RGIPT towards providing the required services.

1.6 Costs to be borne by the bidder:

All costs and expenses incurred by bidders in any way associated with the preparation and submission of their responses to the NIT, including but not limited to attendance at meetings, discussions, presentations, demonstrations, etc. and providing any additional information required by RGIPT, will be borne entirely and exclusively by the bidder and RGIPT shall not be liable for any costs and/or expenses in relation to responses to the NIT and/or shall not entertain any requests / representations regarding bearing/sharing of costs and /or expenses.

1.7 Disqualification

Any form of canvassing/ lobbying/ influence/ cartelization, etc. by the bidder may result in disqualification of such bidder.

1.8 Clarification regarding tender document:

Bidders can take any clarification regarding error, omission or discrepancy found in this tender document in the pre-bid meeting. Afterwards, no request will be entertained for any type of clarification related to the tender document. The request for clarification shall be in writing or by email, but no change in the price of the tendering shall be sought, offered or permitted.

2.1 Important Instructions

1. Read the tender document carefully before filling the tender bids and processing for online bid submission.
2. Digitally sign each page via using digital signature.
3. The technical bid should contain:
 - a. All relevant documents as mentioned in the eligibility criteria of the tender document.
 - b. Proof of payment of EMD of Rs. Rs. 3.00 Lakhs (Rs. Three Lakhs only) through online payment transfer in the bank account mentioned above. Application without EMD will not be considered.

4. **The prices should be quoted in financial bid only and should be in stipulated format and without any condition.** The price shall be filled up both in figures and words.

5. Tender form can be downloaded from the Institute's website www.rgipt.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app>.

6. Please keep visiting Institute's website for any corrigendum/amendments and submit the bids accordingly.

7. The technical bid will be opened online on **11.09.2024 @ 16:00 Hrs.** in the presence of authorized representatives of intending bidders if, they wish to be present at that time.

8. The financial bid of only those tenderers will be opened who will be declared technically qualified by Tender Evaluation Committee. The date and time of opening of the same will be intimated in advance through e-mail and/or telephone.

9. The offer of the tenderer will be valid for 06 (Six) months from the last date of submission of the tender document.

10. Hypothetical/conditional, incomplete bid will not be entertained & will be summarily rejected. Please note that the bidder must quote for all the categories mentioned in the tender.

11. The period of contract shall be initially for a period of 02 (Two) years which may be extended for similar or lesser period based on satisfactory performance.

12. RGIPT, Jais reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.

13. If the last date of opening of the tenders coincides with a holiday, then the next working day shall be the opening date.

2.2 Instructions For Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates and submit the hard copy of tender with required document at RGIPT addressing:

The Registrar

Rajiv Gandhi Institute of Petroleum Technology (RGIPT)

PO- Harbanshganj, Bahadurpur,

Jais, Amethi-229304

by hand or by post upto 03.00 PM, 16-09-2024. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

3.1 Pre- Qualification Criteria

1. Payment of Processing Fee of Rs. 2000/- (Rupees Two Thousand Only)
2. Bidder should be registered as Proprietorship Firm/Company, etc.
3. Registered with the Income Tax department for PAN along with valid GST.
4. Registered with respective Authority for Labour License, Provident Fund and ESIC.

3.2 Eligibility Criteria for Participation in Bidding

1. Submission of EMD of Rs. 3.00 Lakh (Rupees Three Lakh Only) through online mode. MSME firm registered for Housekeeping/sanitation services under relevant code only be exempted from paying EMD on production of Certificate.
2. Minimum Five years' experience in providing housekeeping/ sanitation services at any Government/PSU /Govt. Autonomous Body as on 31.03.2024. No exemption allowed to any firm.
3. Consolidated Annual Turnover of Rs. 75.00 Lakhs during last three financial years ending on 31.03.2024 i.e FY 2020-21, FY 2021-22 & FY 2022-23. No exemption allowed to any firm.
4. Executed/continuing two or more contract during last Five year of consolidated contract value of Rs. 75.00 Lakhs per annum.
5. The Firm should not be blacklisted by any Government or Private organization as on date.
6. All the terms and conditions of this tender document are acceptable to the bidder.

3.3 Submission of Mandatory Documents:

All bidders are required to upload self-signed copy following documents along with Tender in the sequence given as under:

- i. Proof of Payment of Tender Processing Fee of Rs. 2000/-
- ii. Proof of Payment of EMD or Copy of MSME Certificate
- iii. Signed copy of Tender Document (**Except Financial Bid**)
- iv. Proof of Registration of Firm/Company
- v. Copy of Goods and Service Tax (GST) certificate
- vi. Copy of PAN Card
- vii. Copy of Employees' Provident Fund (EPF) registration
- viii. Copy of Employees' State Insurance (ESI) registration
- ix. Copy of registration under Contract Labour (Regulation & Abolition) Act, 1970.
- x. Copies of Purchase Order as Proof of experience of last 5-years
- xi. Copies of Work Completion Certificate of last 5-years

- xii. Copy of ITR of FY 2020-21, 2021-22 and 2022-23
- xiii. Copy of Annual Turnover of FY 2020-21, 2021-22 and 2022-23 (certified by CA)
- xiv. Solvency Certificate of value Rs. 75.00 Lakhs or more issued on/after 1st April 2024
- xv. Non-Blacklisting certificate (as per format Annexure-III)
- xvi. Tender acceptance certificate (as per format Annexure-IV)
- xvii. List & quantity of material (without rate) for 01 Month.

Note: If any documents of the above-mentioned list from **Sl. No- i-xvii** is found missing; no further opportunity will be given to the bidder to submit documents at later stage and the bid will be summarily rejected.

Note: After uploading the bids online, bidders are required to take out the printout of above-mentioned documents, sealed in an envelope by superscribing ‘Tender for Providing Housekeeping/ Sanitation Services at RGIPT-2024’ and send to following address by Post/by hand upto 16-09-2024:

The Registrar
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
PO- Harbanshganj, Bahadurpur,
Jais, Amethi-229304

4. Tender Evaluation Process- The tender shall be evaluated in following manners:

1. Stage-1: Bidders who fulfill the Pre-Qualification Criteria as mentioned at **Para 3.1** will be considered for the next round of evaluation i.e. Technical Evaluation.

2. Stage-2: The bids of Stage-1 qualified bidders shall be evaluated on the criteria as mentioned at **Para-3.2** above and documents provided as per **Para-3.3**.

3. Stage-3: Financial bids of only those bidders shall be opened, who have been declared technically qualified at **Stage- 2**.

Note- Bidders are requested to not disclose Financial Bid with Technical Bid, otherwise their bids shall be rejected in initial stage.

FINANCIAL BID

1. The Price shall be quoted online in BOQ in the format as given at **Annexure-V**. While sending the hard copy of tender document, Financial Bid Format (Annexure-V) shall be kept blank.

2. The financial bid of only technically qualified bidders will be opened.

3. The prices should be quoted in Financial Bid (prescribed format) only. NO hard copy of the financial bid will be submitted. The tender will be summarily rejected if Financial Bid declared /submitted of with Technical Bid.

4. The tenderer should quote manpower charges in Financial Bid strictly in accordance with the minimum wages as decided by the Central Govt. for Jais, Amethi (UP) time to time. If the rates quoted are found below the minimum wages, the tender will be rejected. **RGIPT Jais, Amethi comes under the 'C' Area.**

5. The profit margin should be quoted according to the notification Ref. No. F.6/1/2023-PPD dated 06.01.2023. **The profit margin should not be quoted as less than 3.85%.**

6. The salary of the workers should be calculated for 26 days in a month. In any discrepancy of rates (calculation) quoted by the bidders, the latest rate revised by office of the Chief Labour Commissioner (C), Ministry of Labour and Employment will be considered for evaluation of financial bid.

7. The job will be awarded on an overall L-1 basis, not on an individual item basis.

8. In case of tie between the parties, the L-1 will be decided on financial capabilities and past experiences between the parties which will stand L-1 during financial evaluation. The priority for deciding L-1 bidder will be as under:

1st priority: Higher Annual Turnover of the L-1 Bidders from Housekeeping services.

2nd Priority: Length of experience of bidders providing Housekeeping & sanitation work

9. Parties are advised to quote the rates considering all the statutory liabilities and their profit margins. Parties who will quote NIL margins and avoid any of the statutory liabilities will be treated as unresponsive and their bid will be treated as cancelled. If that would be the case, then the EMD of the respective bidder will be forfeited.

10. All rates quoted by the bidder/contractor shall be fixed for the entire contract period and no change will be accepted on any request or any reason.

11. All rates quoted by the bidder /contractor is inclusive of transportation charges, maintenance charges, handling charges, etc.

No rate(s) of any item to be mentioned in technical bid documents.

GENERAL INSTRUCTIONS TO TENDERERS

Interested bidders are advised to visit the Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais to get onsite assessment of the work on any working day between 10:00 AM to 04:00 PM after taking permission from the In-charge, SHH.

1. The closing date and time for online tender submission is 16.00 Hrs. on 10.09.2024.
2. The technical bid of the tender will be opened online at 16:00 Hrs. on 11.09.2024 in presence of the authorized representatives of the tenderers, who wish to be present at that time.
3. A Pre-Bid meeting shall be held online on **30.08.2024 @ 15:00 Hrs.** Bidder can join the meeting through the link- meet.google.com/diu-aefs-jiq
4. A financial bid will be opened only for technically qualified bidders.
5. The technical bid should be submitted online and should contain all required documents as per eligibility criteria, and list of the equipment's, tools and tackles required for the job.
6. "Technical Bid and Financial Bid for Housekeeping and Sanitation Services along with proof of EMD submission should be uploaded online through website <http://eprocure.gov.in/eprocure/app>." Hard copy also be submitted.
7. In the absence of EMD, the tender will be summarily rejected, however, MSME will be eligible for EMD exemption on the production of valid certificate issued for providing Housekeeping and Sanitation services.
8. The Earnest Money Deposit will be refunded to the unsuccessful bidders only after finalization of the contract. In case of the successful bidder EMD will be returned after receipt of the performance security deposit. No interest will be paid on the EMD.
9. The bid shall be valid for 06 months from the last date of submission of tender document/date of opening of tender.
10. No bidder will be allowed to withdraw his tender after submission during the bid validity period (06 months). In case the bidder does not honor his bid, the EMD submitted by the tendering firm would stand forfeited.
11. All entries in the tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable must be signed by the authorized signatory.
12. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
13. A work order will be issued to the successful tenderer. In this contract, the successful tenderer shall be defined as "Contractor".
14. **Successful tenderer will have to deposit the Performance Security Deposit of 5% of awarded contract value in the form of Demand Draft/FDR of any nationalized/scheduled bank, drawn in favour of "Rajiv Gandhi Institute of Petroleum Technology" payable at Jais, Amethi, within 15 days from the award of the contract / issue of the work order and commencement of the work, otherwise the contract may be cancelled and EMD will be forfeited.**
15. After successful completion of the contract, the security deposit will be refunded to contractor after adjustment of dues, if any, to institute by the contract. **No interest will be paid on the Performance Security amount.**

GENERAL CONDITIONS OF THE CONTRACT

1. Period of The Contract:

The period of contract will be initially for a period of 2 years, which may be extended further for a similar and lesser period based on the satisfactory performance

2. Request For Advance:

Any requests for advance of any type during the contract period by the contractor will not be entertained at any cost.

3. Deployment of Personnel:

The personnel to be deployed by the contractor should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment.

4. Uniform:

The contractor shall provide standard uniform as approved by In-charge, SHH, RGIPT Jais /concerned In-charge at his own cost to its housekeeping staff. The staff shall be in proper uniform bearing their name tag displayed on their uniform, all the time along with their identity card. Samples of the uniform will have to be submitted by the contractor for the approval of In-charge, SHH/Concerned In-charge within 15 days and proper uniform should be provided to the workers within 45 days from the date of issue of the work order. If the case of non-wearing of uniform were found by any of the staff/supervisor, penalty will be imposed as per penalty clause of the tender document.

a) 2 sets of uniforms for summer and winter:

- 1 complete set of summer uniform means full pant, full/half shirt and shoes.
- 1 complete set of winter uniform means full pant, full shirt, full sweater and shoes.

b) Gumboots as per need and requirement (Minimum 5 pairs of standard size stock to be maintained).

c) Hand gloves as per need and requirement (Minimum 100 pairs stock to be maintained).

d) Face mask and goggles as per need and requirement (Minimum 100 mask stock to be maintained).

5. Inventory of Items and Working Procedure:

a) The contractor will arrange all items needed for his staff, maintain the inventory of stores, sufficient stationery, daily duty roster chart etc. The housekeeping staff will first report to the appropriate place to their supervisor and subsequently will be deployed for duty after having been checked for uniform, upkeep, issue of material and equipment, etc.

b) Once the housekeeping staff is allotted an area of work, he or she will be under supervision of the concern In-Charge of the Institute. **In addition to the instructions issued by the contractor's side, the housekeeping staff have to follow all instructions and orders given by the concerned In-Charge of the Institute. These instructions should be considered as the scope of work.**

6. Space For Storeroom:

RGIPT Jais will provide space for a storeroom for the contractor in the premise of the Institute. The supervisor deployed by the contractor will store all their materials and equipment in the storeroom and maintain a record of the stores as well as issued items, which shall be opened to inspection for concerned officer in-charge of RGIPT Jais.

7. Health And Safety Measurement:

- a) The contractor should ensure the Health and Safety measures of the employees. RGIPT Jais will not take any responsibility in this regard. The contractor will be responsible for supply / installation / refilling / maintenance of all consumables, items and equipment used in all areas of the Institute's Campus for housekeeping purposes.
- b) In the event of injury, illness or accident to any worker, RGIPT Jais will not be liable to pay any compensation to the worker or contractor. The contractor as well as insurance cover shall include the liability under the Workmen Compensation Act.
- c) The workers deployed by the contractor shall be his sole employees and RGIPT Jais shall not have any relation whatsoever with employees of the contractor. He will be fully responsible for their acts, conduct and any other liabilities.

8. Payment Of Wages:

- a) Revision of Minimum wages of manpower will be applicable as per rule of Govt. of India, Minimum Wages Act, and Ministry of Labour & Employment.
- b) The contractor at all times should indemnify RGIPT against all claims, damages or compensation under the provisions of Payment of Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, the Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto, and rules made there under from time to time. RGIPT Jais will not take any responsibility in this regard.

Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by office of the Chief Labour Commissioner (C), Ministry of Labour & Employment. The rate will be revised solely based on the revision of minimum wages as notified by the Government from time to time. It is the sole responsibility of the contractor to ensure that each and every housekeeping staff / supervisor should be either paid as per the revised minimum wages slab or as per actual. The differential amount on account of revision of minimum wages act will be reimbursed by RGIPT on actual basis, subject to submission of proofs/challans.

9. Introduction of New Statutory Liabilities:

In case of introduction of any new statutory taxes by State/Central Government, if applicable, it will be reimbursed by RGIPT on actual basis, subject to submission of proofs/challans.

10. Breach Of Terms & Conditions:

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be liable to be forfeited by RGIPT Jais besides termination of the contract.

11. Responsibilities of The Contractor: The contractor shall:

- a) Ensure pest/insect free environment in the premises of RGIPT Jais.
- b) Provide all items and equipment to his housekeeping staff.
- c) Ensure that their managers / supervisors / workers are equipped with mobile phones and are available to the Institute, as per the need and requirement.

- d) Arrange for a garbage disposal cycle trolley for transportation of waste/equipment from one place to other, as per the need and requirement.
- e) Ensure that the garbage collection/disposal work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the contractor to the housekeeping staff.
- f) Collect all the information for processing of paper formalities for timely disbursement of wages to their workers. It is the sole responsibility of the contractor to collect and prepare all the relevant papers in consultation with In-charge concerned for the same. **Please note that the payment to workers should be paid by the 7th day of every month.**

12. Performance Security:

- a) The successful bidder shall deposit a Performance Security for an amount of 5% of total contract value in the form of **Demand Draft/FDR** in favour of **Rajiv Gandhi Institute of Petroleum Technology** payable at **Jais, Amethi** within 15 days from the date of issue of work order. The validity of Performance Security should be up to 180 days (Six months) after the expiry of validity of contract and other obligations towards the contract.
- b) In the event of non-performance of obligation or failure to meet the terms of this NIT, RGIPT shall be entitled to invoke the Performance Security without notice or right of demur to the contractor. Any amount pending for payment due to non- achieving of milestone(s) set under the contract or any other reason solely attributable to the contractor should be deducted from the remaining amount of Performance Security.
- c) RGIPT reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Performance Security, if any, under this contract.
- d) If the Performance Security is not submitted within the stipulated time, RGIPT reserves the right to cancel the approval of the quoted rates in the tender, and the earnest money deposit submitted by the bidder will be forfeited.
- e) In case the contract is further extended beyond the initial period, the Performance Security will have to be accordingly renewed/extended by the contractor.

13. Payment Terms

- I. Payment will be made within 01 month from the date of submission of the original bill to the concern In-charge. Payment of the bill will be based on standardized proforma, duly approved by RGIPT Jais, along with certified copy of attendance sheet in respect of the persons deployed.
- II. While submitting the bill, the contractor must attach the following proofs/challans with the original GST invoice:
 - a) Wages of workers were credited to their bank accounts (Acknowledgment by bank enclosed).
 - a) EPF contribution relating to workers was deposited on (Copy of the challan enclosed with contribution sheet)
 - b) ESI contribution relating to workers was deposited (Copy of challan enclosed with contribution sheet).
 - c) RGIPT Jais is complying with all statutory Labour Laws including the Minimum Wage Act. The payment would be made on a monthly basis on verification of attendance sheets/register, monthly and EPF and ESIC challans and Goods & Service Tax challan, etc. duly verified by

concern In-charge/officer as well as Accounts Department of RGIPT Jais.

d) The TDS shall be deducted as per the provisions of the Income Tax Act, as amended from time to time and a certificate to this effect shall be provided by RGIPT to the contractor.

Please note that the payment of wages to workers shall not be linked to the payment of bill by RGIPT Jais and should be paid by 07th of every month, failing of which penalty of Rs. 1000/- per day will be imposed for the delayed period. If the contractor fails to provide proof of payment of statutory dues, his contract shall be terminated after serving One month's notice. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all.

14. FORCE MAJEURE

a) The contractor shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

b) For purposes of this clause, "Force Majeure" means an event explicitly beyond the reasonable control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may be due to or as a result of or caused by act of God, wars, insurrections, riots, earth quake and fire, revolutions, civil commotion, floods, epidemics, quarantine restrictions, trade embargos, declared general strikes in relevant industries, satellite failure, act of Govt. of India, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation. In the event of any such intervening Force Majeure, either party shall notify the other in writing of such circumstances or the cause thereof immediately within Seven (07) calendar days.

c) Unless otherwise directed by RGIPT in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

d) In such a case the time for performance shall be extended by a period(s) not less than duration of such delay. If the duration of delay continues beyond a period of three months, RGIPT and the contractor shall hold consultations in an endeavor to find a solution to the problem.

e) Notwithstanding above, the decision of RGIPT shall be final and binding to the contractor.

15. Corrupt And Fraudulent Practice

1. As per Central Vigilance Commission (CVC) directives, it is required that contractor observe the highest standard of ethics during the execution of contract in pursuance of this policy. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in contract execution.

2. "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of contract to the detriment of RGIPT and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid rates at artificial non-competitive levels and to deprive RGIPT of the benefits of free and open competition.

3. RGIPT reserves the right to reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

4. RGIPT reserves the right to declare a bidder ineligible, either indefinitely or for a stated period

of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

20. Insurance

a) It is the sole responsibility of the contractor to ensure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's Compensation Act. The work be carried out in a protected area and all the rules and regulations of the RGIPT in the area of project which are in force from time to time will have to be followed by the contractor.

b) If due to negligence and or non-observation of safety and other precautions by the contactors, any accident/injury occurs to the property/manpower belonging to the RGIPT/third party, the contractor shall have to pay necessary compensation and other expenses, if so by the appropriate authorities. RGIPT will not be responsible for any injury/death caused to the employees provided by contractor at RGIPT. It will be the responsibility of contractor to abide with all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by RGIPT in this regard.

21. Information Ownership

All official information processed, stored, or transmitted by manpower deployed by the bidder belongs to RGIPT. By having the responsibility to handling the official information by the manpower deployed, the contractor does not acquire implicit access rights to the information or rights to redistribute the information. The contractor understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

22. Risk Clause:

a. The contractor shall at all times have standby arrangements for carrying out the work under the contract, in case of any failure of the existing arrangement. RGIPT Jais reserve the right for termination of the contract, at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderer at the cost, risk and responsibilities of contractor and excess expenditure incurred on account of this will be recovered from the contractor's Performance Security Deposit or pending bills or by raising a separate recovery claim.

b. It is the duty of the contractor to provide all necessary reports and other information to the concerned In-Charge, from time to time, in order to review the performance of the contractor. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company any of the effects or assets of the Institute, under its control.

c. In the event of loss/damage of equipment etc. at the premises of RGIPT Jais due to negligence / carelessness of contractor's staff, the contractor shall compensate the loss to RGIPT Jais. The contractor or its representative(s) shall meet concerned In-Charge regularly to get feedback regarding the housekeeping services.

d. The contractor will also maintain a suggestion book and a complaint register, to be produced to In-charge, SHH/concerned In-Charge, as and when required. Please note that a suggestion book and complaint register will be periodically circulated amongst the faculty and staff for their input and suggestions or as per the instruction of In-charge SHH/concerned In-charge.

e. The contractor shall, in performing its part of this contract, ensure the safety of the building, its equipment, furniture, fixtures and the persons working in or visiting RGIPT Jais premises and shall indemnify Institute, for any loss or damage caused by any act of the contractor or its employees or staff etc.

f. The contractor shall not assign or sublet this contract or any part thereof to any third party.

g. The housekeeping staff shall be regularly trained on behavioral aspects and ethics. They shall also be made conversant with the way of working of RGIPT Jais Institute, its requirements, layout of Institute and fire safety system along with telephone numbers of the Key Personnel of the Institute.

h. In case, the information/documents furnished by the bidder forming basis of evaluation of its bid is found to be false/fake/forged during any stage of the tender, Institute shall have the right to terminate the contract and get the remaining works executed by a third party at the risk & cost of the contractor and without any prejudice to other rights available to RGIPT under the contract such as forfeiture of the contract performance security furnished by the contractor.

i. In case, if any submitted challan of statutory liability found to be false/fake, the amount of same would be recovered from the monthly bill of the contractor along with the penalty as decided by the In-charge, SHH/concerned in-charge of the Institute.

23. Penalty Clause:

I. Delay in payment of wages:

Wages of the workers should be paid by the **07th day of every month**, failing of which, penalty of Rs. **1000/- (Rs. One Thousand only)** per day will be imposed for the delayed period.

II. Negligence of housekeeping staff:

Whenever and wherever it is found that the cleanliness is not up to the mark due to negligence of housekeeping staff, it will be brought to the notice of the supervisory staff of the contractor by the officer In-Charge of RGIPT Jais and if no action is taken within due course of time, penalty @ **Rs. 500/- (Rs. Five Hundred only)** per complaint shall be imposed. The decision of In-charge, SHH, RGIPT Jais shall be final in this regard.

III. Non-wearing of uniform:

If the case of non-wearing of uniform were found by any of the staff/supervisor, penalty @ **Rs. 200/- (Rs. Two Hundred only)** per worker per day will be deducted from the bill.

IV. Deficiency of material:

In case the cleanness is not found satisfactory for want of material, penalty will be imposed @ **Rs. 500/- (Rs. Five Hundred only)** per day till the material made available and the complaint has been resolved.

In addition to the above points, the In-charge, SHH will be the final authority to decide any penalty on receipt of complaints towards housekeeping services as well as to waive off any penalty imposed due to above mentioned points, in case of reasonable ground provided with written request by the contractor.

24. Governing Law and Jurisdiction

This Notice Inviting e-Tender and subsequent contract with the selected bidder shall be governed and construed in accordance with the laws of India and courts in Amethi will have the exclusive jurisdiction to determine the issues arising out of this contract.

25. Dispute Settlement

It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. If such disputes and differences cannot be settled and resolved by discussions and negotiations, then the same shall be referred to the Sole Arbitrator appointed by the Director, RGIPT Jais, whose decision shall be final and binding on both the parties.

26. Arbitration:

If any dispute or difference arises between the parties hereto as to the interpretation, effect and implication of any provision of this contract, including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this tender, shall within 15 days (or such longer period as may be mutually agreed upon) from the date one party informs the other in writing that such dispute or disputes or disagreement exists, be referred to negotiations for a period of 30 days after which parties can submit the dispute to arbitration in accordance with the Arbitration and Conciliation Act 1996 and the rules framed there under for the time being in force. The award made in pursuance thereof shall be binding on the parties.

1. The sole arbitrator shall be appointed by The Director, RGIPT Jais.

2. The venue and seat of the Arbitration shall be at Amethi, Uttar Pradesh.

3. The language of arbitration proceedings will be English only.

4. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrator otherwise decides in the Award.

5. The provisions of this clause shall not be frustrated, abrogated or become inoperative, notwithstanding this tender/contract expires or ceases to exist or is terminated or revoked or declared unlawful.

The Courts at Amethi shall have exclusive jurisdiction in all matters, concerning this contract/ tender including any matter related to or arising out of the arbitration proceedings.

27. Non-acceptance of Award of Contract of providing Housekeeping Services will lead to blacklisting of the firm as per rules.

TERMINATION OF CONTRACT

1. RGIPT Jais reserves the right to terminate the contract by serving 01-month notice, in writing, if the services of the contractor are not found satisfactory. 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.
2. RGIPT reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with RGIPT.
3. RGIPT at its sole discretion can terminate the contract at any time during the period of contract, If the contractor:
 - a) At any time makes default in proceeding with the works and observes negligence and continues to do so even after a notice in writing from the RGIPT; or
 - b) Commits default in complying with any of the terms and conditions of contract and does not remedy it or take effective steps to remedy it within 15 days after a notice in writing is given to him in that behalf by the RGIPT; or
 - c) Fails in yearly performance evaluation of the service provider/contractor by RGIPT; or
 - d) Violates any of the terms and conditions stipulated in the contract/tender document.

RIGHTS OF RGIPT

RGIPT reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

- a) To terminate the contract without assigning any reason whatsoever.
- b) If the contractor is unable or refuse to pay any statutory liabilities or any due pending on him, the same will be recovered or settled form his bill/performance security.
- c) To get any part of the work done through other agency or deploy RGIPT's own/hired or otherwise arranged resources, at the risk and cost of the contractor after giving due notice period of Two weeks to the contractor in the event of:
 - a. Contractor's continued poor performance.
 - b. Withdrawal from or abandonment of the work before completion of the work.
 - c. Contractor's inability to complete the work as stipulated in the contract.
 - d. Poor quality of work.
 - e. Any corrupt act of the contractor.
 - f. Insolvency of the contractor.
 - g. Persistent disregard to the instructions of RGIPT
 - h. Assignment, transfer, sub-letting of contract without RGIPT's written permission.
 - i. Non fulfilment of any contractual obligation.
 - j. In the opinion of RGIPT, the contractor is overloaded and is not in a position to execute the job as per required schedule.

At any stage during contract period, any complex issue arises as a result of major shift in Central/State Govt. Rules & Regulations/Notifications and solution to such issues is not rendered herein or such issues which do not find stable solutions for the contractual period within terms & conditions of the Tender/Contract, RGIPT shall have the right to terminate the contract.

SITE PARTICULARS

Rajiv Gandhi Institute of Petroleum Technology (RGIPT) Jais, spread in 47 acres of land area and having an approximate 10 Lacs Sq. ft. of built-up area. It is situated at 30 K.M. from Rae Bareilly on Rae Bareilly – Sultanpur highway (NH-232) and basically comprised of following buildings:

- 2 Blocks of Administrative Building G+4 storied office building
- 2 Academic Blocks (AB1+AB2) G+5 storied buildings.
- Boys Hostel (A, B, C, D & E Blocks) G+6 storied building
- Boys' Hostel F Block (Construction is in process)
- Girls' Hostel G+6 storied building
- Lecture Hall
- Workshop cum Incubation Building
- Pilot Project Labs
- Commercial Complex
- Residential (Faculty Housing A1+A2 Blocks and Staff Housing B1+B2 Blocks G+6 storied buildings)
- Married scholar's Residence (G+4 Storied building)
- Guest Hostel G+2 storied building
- Health Center, HVAC & Plumbing Room, DG Room, Substations (1, 2, 3 & 4)

The bidders are advised to visit, examine the site of works & its surroundings, and obtain all information for himself that may be necessary for preparing the tender and entering into a contract for execution of the works. The cost of visiting the site shall be the tenderer's own.

- a. It is understood and agreed that the above factors have properly been investigated and considered by the tenderer while submitting the tender.
- b. No claim for financial or any other adjustments to the contract price, on account of lack of clarity of such factors should be entertained.
- c. The facilities available at sites mentioned above are "as and where basis" and it can be examined by the tenderers before submitting their tenders. If any additional equipment and refurbishing of the existing ones are required, the same shall be done by the tenderer, who is awarded the contract.

SCOPE OF WORK

Area of work:

All open and covered areas within the boundary of the RGIPT Jais, Amethi campus, will be in the scope of housekeeping service to be provided by the contractor.

- 2 Blocks of Administrative Building G+4 storied office building: 98,524 Sq. ft. of Carpet area comprising of Kota Stone, Tiles, Marbles, Carpet, Wooden and Vinyl Flooring. Out of the total carpet area, Carpet Flooring area is 13,579 Sq. ft., Wooden Flooring area of 11,620 Sq. ft. and Vinyl Flooring area of 9,885 Sq. ft.
- 2 Academic Blocks (AB1+AB2) G+5 storied building: 1,68,302 Sq. ft. of Carpet area comprising of Kota Stone, Tiles, Wooden Flooring & Vinyl Flooring. Out of the total carpet area, Wooden Flooring area of 2,341 Sq. ft. and Vinyl Flooring area of 22,838 Sq. ft.
- Boys Hostel (A, B, C, D & E Blocks) G+6 storied building: 1,90,310 Sq. ft. of Carpet area comprising of Kota Stone, Tiles and Vinyl Flooring. Out of the total carpet area, Vinyl Flooring

area is 3,112 Sq. ft.

- Lecture Hall: 18,593 Sq. ft. of Carpet area comprising of Kota Stone, Tiles, Carpet and Vinyl Flooring. Out of the total carpet area, Carpet Flooring area is of 7,610 Sq. ft. and Vinyl Flooring area is of 665.18 Sq. ft.
- Commercial Complex: 2,265 Sq. ft. of Carpet area comprising of Kota Stone.
- Residential (Faculty Housing A1+A2 Blocks and Staff Housing B1+B2 Blocks G+6 storied buildings): 28,992 Sq. ft. of Carpet area comprising of Kota Stone, Tiles and Vinyl Flooring. Out of the total carpet area, Kota Stone area is 3201 Sq. ft., Tiles area is of 3327 Sq. ft. and Vinyl Flooring area is of 87.68 Sq. ft.
- Guest Hostel G+2 storied building: 5,352 Sq. ft. of Carpet area comprising of Kota Stone
- Health Center: Ground Storage Structure of 5,248 Sq. ft. of carpet area comprising of Kota Stone and Tiles.
- HVAC & Plumbing Room, DG Room, Substations (1, 2, 3 & 4): 27,115 Sq. ft. of carpet area comprising of normal flooring.
- Workshop cum Incubation Center: G +1 storied building with 19000 Sq. ft. area.
- Married scholar's Residence: G+4 storied building comprising of 30 Number double room apartment and 5 Number single room apartment with 30450 Sq. ft. area (Construction in process).
- Pilot Project Lab: Research Lab with 2130.48 Sq. ft. area.
- Girls' Hostel: G+6 storied building comprising of 104 student rooms, Gymnasium, TV Room, office with 39340 Sq. ft. area.
- Boys' Hostel F Block: G+12 storied building with 27976 Sq. ft. area (Only 56 rooms are occupied till date of floating of this NIT. Construction is in process.)
(The contractor may be asked to deploy additional housekeeping workers according to the completion of construction of buildings which are under construction and the same will be conveyed by the officer In-charge, SHH at the time of requirement.)

Landscaping Area:

- RCC Road: 254530.49 Sq. ft.
- 40 mm thick short-blasted Kota Stone: 200197.97 Sq. ft.
- 20 mm thick short-blasted Kota Stone: 18179.98 Sq. ft.
- 20 mm thick polish Kota Stone: 4165.30 Sq. ft.
- 18 mm thick black granite: 4919.57 Sq. ft.
- Interlocking paver block: 103335.27 Sq. ft.
- Synthetic Court: 33392.04 Sq. ft.
- Interlocking HDPE Grass Track paver: 37506.34 Sq. ft.

Cleaning Services:

The aim and objective are to provide a high level of cleaning, hygiene and presentable look to the entire area. The contractor and his management team will supervise the awarded work. The contractor must ensure that the staff deployed is dressed in neat and clean uniform approved by the concerned In-Charge, SHH. The following cleaning services should be provided on all working days:

- Cleaning of whole premises including toilets and open areas.
- Wet mopping of covered areas.
- Cleaning of windowpanes and door panels.
- Cleaning and dusting of furniture and fittings.

- Vacuum cleaning of all carpet and upholstered furniture.
- Any other work within the scope of specialized services.

Hostel Common Areas:

- Dusting the walls, furniture and fixtures in the corridor and lobby.
- Sweeping and mopping the floors with disinfectant.
- Cleaning toilets with soap solution and keeping them odour free using deodorizer cubes/odonil.
- Cleaning doors and windows with soap solutions.
- Cleaning of water cooler base areas on daily basis.
- Cleaning of fly catcher machines on alternate days.
- Cleaning and mopping of staircase and railings.

Cleaning of offices and faculty rooms:

- The contractor shall remove trash from office dustbins on daily basis.
- Vacuum cleaning shall be done on carpets and upholstery.
- The worktables shall be cleaned with soap solution in the morning.
- The office shall be mopped with soap solution in the morning.
- Office staff rest rooms/toilets shall be cleaned using soap solution and kept odour free using deodorizer.
- The Contractor will provide, maintain, refill hand wash / sanitizer in all the toilets/rest rooms.
- Cleaning of Computers' peripherals, telephones, LCD panels etc. with appropriate brushes.
- The offices shall be dry dusted and swept after the closing hours.

Cleaning of classrooms and other critical areas:

- All the furniture should be cleaned and kept in proper order in the morning.
- Walls shall be thoroughly cleaned in the morning.
- The floor shall be thoroughly mopped with specialized soap solution.
- Doors and windows should be cleaned with specialized soap/solution.

Cleaning of Guest Hostel, Commercial Complex, Health Center, Substations and Plant Room:

- The contractor shall be responsible for routine cleaning of the guest hostel area, commercial, complex, health center, substations and plant room on daily basis and/or as and when required, as per the instruction of concerned In-Charge / In-Charge, SHH.
- Cleaning toilets of commercial complex and health center with soap solution and keeping them odour free using deodorizer cubes/odonil.
- Cleaning of substations on an as and when required basis in the presence of electrical engineer / supervisor / electrician.

Terrace Cleaning:

The contractor shall clean the terrace periodically as per the instructions of concerned In-Charge of RGIPT, Jais. The contractor's quoted rates should be inclusive of this item. No extra payment whatsoever will be made on this account.

Garbage Disposal:

- The contractor shall collect garbage in specified bags from all dustbins and garbage bins existing inside the premises and shall dispose of the garbage at the designated area as directed by the concerned In-Charge. The contractor's quoted rates should be inclusive of this item. No extra

payment whatsoever will be made on this account.

- Waste shall not be transferred from one dustbin to another. The daily disposal of the dustbins of the whole campus should be monitored by the housekeeping supervisor.
- Covered trolleys should be used for transportation. Before final disposal/treatment, waste should be kept in specified location and in specific liners and containers.
- The dustbins should be covered properly at all times.

General requirement and documentation:

- Organizational structure and line of authority
- Housekeeping manual and all SOP (Standard Operating Procedure)
- List of equipment used.
- Description of each category of housekeeping
- Maintaining records/details of:
 - a. Complaint book
 - b. Duty Roster/Deployment sheet of housekeeping staff
 - c. Inventory of stores
 - d. Accident/theft register
 - e. Logs and check lists

❖ Girl's hostel and ladies' toilets in whole of the campus should be attended by female staff only.

Daily Services:

Housekeeping /cleaning services should be provided on all working days to ensure the cleanliness of the whole area, all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 AM in rooms where work starts at 9:00 AM. Contractor will arrange manpower for special VIP visits / Institute's functions at no extra cost. Housekeeping staff has to do following activities for Director Chamber / Office, Directorate, all blocks of Hostel, Faculty rooms, Staff Rooms, Board rooms, Conference rooms, stores, all washrooms, all toilets, canteen area, all corridors and all covered & open areas:

1. Cleaning, scrubbing and disinfecting bathrooms, toilets, wash basins, sanitary fittings, floors, and glass etc. of all the areas/departments on regular intervals.
2. The contractor will provide, maintain, and refill hand wash / sanitizer in all the toilets / rest rooms, as per the need and requirement.
3. Cleaning, sweeping, mopping with disinfectant common areas of the buildings every two hours or as per requirement/direction.
4. Vacuum cleaning of all carpets and upholstered furniture once a week/day or as per requirement/direction.
5. Cleaning, dusting electrical switch boards, light fixtures, fans, air conditioner vents, name plates, door mats, firefighting equipment, computer systems, phones, doors, windows, furniture, window glasses, grills, curtains etc.
6. Cleaning of dustbins, wastepaper baskets, cobwebs etc. and disposing off all collected refuse on daily basis at regular intervals i.e. 2 times or as per requirement/direction.
7. The dustbins shall be washed, and garbage bags need to be placed in all garbage bins to avoid stains and clear them when it is full.
8. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet

seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, and naphthalene balls in toilets after daily check-ups in the morning, afternoons and on a call basis during daytime.

9. Cleaning of all common area of the buildings, including the housing area which includes corridors, staircase, lobby, all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning of open drains etc. or as per requirement/direction.

10. Collection and disposal of garbage from the whole of the campus to designated place, which includes the residential area also.

Weekly Service:

The deep cleaning of the entire area will be done by the contractor once a week as under:

1. Dusting of entire area including windows/windowpanes/doors/ledges/elevation frames etc.
2. Cleaning of ceilings and high walls, removal of wash/spit stains on walls, cleaning of roofs, porches etc.
3. Cleaning of sanitary fittings, toilet drainpipes etc. in the toilets with standard cleaning material.
4. Cleaning of all windows glasses and grills with detergent/ cleaning agents.
5. Washing of roads, lawns, paths, etc. as per requirement/direction.
6. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
7. The contractor will cover all the specified areas in the scope of work.
8. The contractor will maintain a record of all weekly services and submit to the concerned In-Charge.
9. The contractor will make a weekly cleaning program and submit to concerned In-Charge of RGIPT Jais for proper supervision.

Pest control services:

1. The contractor shall take effective measures for disinfection services including fogging etc. in the area under contract and will comprise of:

- Eradication of cockroaches, mosquitoes, flies, lizards, termite etc. through insecticides as per Government of India and WHO norms. The services should cover the entire offices area, common areas, service areas, toilet areas, stores, hostel, utility areas, guard rooms, residential areas and open areas. Also, on and around the piles of files kept in the offices on each and every one, at his/her discretion.
- Fogging of open areas will be carried out to make the area clear of the airborne insects/flies/mosquitoes etc. This includes the open and common area of the buildings also.
- Treatment of open drains to stop the growth of any insects/mosquitos, reptiles etc.

2. The contractor shall use chemicals that are harmless to humans, machines, equipment and treated area. Material Safety Data Sheet (MSDS) report of these chemicals is required to be submitted from time to time and as per the requirement/direction. These chemicals, tools required for pest and rodent control and manpower needed has to be arranged by the contractor himself.

3. The contractor will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the contractor.

4. The contractor will submit a detailed plan for carrying out the Pest Control Services for the

approval of RGIPT, Jais for every month. Usually, the frequency of the services shall be once in a week (2 times fogging and 2 times disinfecting in a month) or as may be required. If the services are found to be not satisfactory, the contractor has to provide the pest control service many times without any additional cost to the owner. The contractor must ensure that the Pest Control once done shall remain effective up to the next Pest Control, failing which, it shall have to be done again without any cost. The pesticides etc. used for pest control should not have adverse impacts on human health and preferably it should be herbal based.

IMPORTANT:

Every care has been taken to cover all important scopes, aspects, areas required for housekeeping services, these are, however, not exhaustive and if deemed fit, In-charge, SHH, RGIPT Jais may add additional scope of work, for which, no additional payment, whatsoever, on any account will be made. The instruction given by the In-charge, SHH will be treated as scope of work during the entire contract period and the contractor has to follow the same.

Housekeeping monitoring and control:

For better management and smooth services, the following monitoring mechanism will be adopted by the contractor:

1. Toilet checklist:

Checklist of toilets cleaning should be prepared by the supervisor/housekeeping staff on daily/weekly basis or as per the direction of concerned In-charge.

2. Management/Housekeeping Service Requirements/Complaints Report:

This is to be filled up by the management and administrative staff of the contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the contractor will be registered in the register and should be reported to concerned In-charge of RGIPT, Jais.

3. Housekeeping Service Complaint Register:

This register is to be completed on the basis of information received from the concerned In-charge through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail from RGIPT Jais and necessary action is to be taken.

RESOURCE REQUIREMENT

1. MANPOWER:

Sl. No.	Designation/Category	Tentative Requirement*
1	Cleaner / Unskilled	35
Total		35

a. 35 Nos. of Manpower in Unskilled category is needed for proper housekeeping services in whole of the campus. **Further if the cleanliness is not found satisfactory for want of sufficient numbers of housekeeping staff, penalty will be imposed as per penalty clause.**

- b. The contractor shall engage only such workers whose antecedents have been thoroughly verified, including character and police verification and other formalities. The contractor shall be fully responsible for the conduct of his staff.
- c. The personnel deployed shall be of good health and moral character, well behaved, obedient, experienced and skillful in their respective tasks. The cost of identity cards to the workers shall also be borne by the contractor. The personnel deployed by the contractor shall compulsorily wear prescribed uniform while on duty and shall always carry his/her identity cards. Penalty shall be imposed in case the contractor fails to comply with such direction as per the assessment of In-charge, SHH/concerned In-charge.
- d. The Institute reserves the right to direct the contractor against “mass replacement of manpower” and “deployment of any particular manpower” provided by the bidder without assigning any reason. Penalty shall be imposed in case the contractor fails to comply with such direction as per the assessment of In-charge, SHH/concerned In-charge.
- e. Any misconduct/misbehavior on the part of the manpower deployed by the contractor will not be tolerated and such person will have to be replaced by the contractor at his own costs, risks and responsibilities immediately, with written intimation to Institute’s Authority.
- f. The contractor should ensure to maintain adequate number of manpower on all working days and also arrange a pool of stand-by housekeeping staff. In case any housekeeping staff is absent from duty/left the work, the new worker of equal capability shall be provided by the contractor from an existing pool of housekeeping staff with prior intimation and approval of the In-charge, SHH, RGIPT Jais.
- g. Housekeeping service is to be provided on all 07 days of a week and as per the requirement of RGIPT Jais beyond the working hours.
- h. The contractor shall deploy competent, experienced and trained personnel to perform services under this contract. All personnel shall carry proper identity cards and shall be dressed in uniform. The staff shall maintain discipline and conform to office etiquette. The owner may at any time instruct to remove undesirable staff of the service provider at their sole discretion. The owner can also verify the qualification of the deputed staff. No child labour must be permitted.

2. Equipment & Material

A list of equipment and material with brand names are mentioned for ready reference. It is the duty of the contractor to maintain the adequate stock of the consumables, all the time, looking into the area of the campus. The contractor has to provide the following:

1. All the cleaning material, soap solution, room fresheners, naphthalene balls, disinfectants and any other item/solution/chemical required, will be provided by the contractor.
2. All the manpower, equipment, tools and tackles along with their accessories/refills pertaining to housekeeping services will have to provide by the contractor.
3. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the housekeeping force deployed at the RGIPT Jais. Teaching and training to the housekeeping staff has to be done by the contractor. The men and all materials needed for the management of the housekeeping staff will be the responsibility of the contractor.
4. For pest and rodent control, the contractor has to procure manpower, equipment and chemicals.

5. Following equipment, tools and tackles to be provided by the contractor for effective cleaning of the whole of the campus. In case these equipment's are not able to ensure an effective, efficient and timely housekeeping services in the entire premises of the Institute, the contractor will have to increase the numbers as per the requirement. No payment whatsoever will be made for these additional quantities. All these equipment may be inspected by concerned In-Charge of RGIPT Jais at any time for their effectiveness and proper functioning.

6. List of equipment tools and tackles:

The minimum number of items given below is to be kept maintained by replacement whenever required. In case, if these equipment's are not able to ensure an effective, efficient, and timely housekeeping management in RGIPT Jais campus, the contractor will have to increase the numbers as per the requirement, no payment whatsoever will be made for these additional quantities.

Sl. No.	Name/Description	Minimum number required
1	Walk Behind Scrubber machine (Working Width: 450 mm to 650 mm, Brush Speed: 150 rpm to 200 rpm, Power Consumption 1200 w to 2000w, Water tank: 40 Ltrs. to 60 Ltrs.)	01 Nos.
2	Wet and Dry Vacuum cleaner (Power: 1200 w to 1550 w, Voltage: 220-240 v/50Hz, Water Lift: 2380 mm approx., Airflow: 200 m3/h approx., Tank capacity: 30 to 50 Ltr.)	02 Nos.
3	Double Mop Wringer Trolley (Bucket Capacity: 20-40 Liter, Trolley Material: Plastic, Number Buckets: 2 (minimum))	06 Nos.
4	Disinfectant sprayer Operating: Battery & Manual, Tank Capacity: 15 to 20 Liter)	02 Nos.
5	Fogging machine (Weight: 8 to 10 Kg, Fuel Tank Capacity: 1.3 L to 2.0 L, Chemical Tank Capacity: 6 to 8 L, Dimension: 880x285x450 mm approx., Fuel consumption: 25-40 Ltr./hr)	01 No.
6	Tricycle Rickshaw Thela	01 No.

7. Cleaning Material:

Sl. No.	Item Description	Brand	Unit	Min. Qty.
1	Wiper Big	HIC/Equivalent	Per Unit	20
2	Pochha Big	Good Quality	Per Unit	80
3	Table Duster	Good Quality	Per Unit	80
4	Phenyle	Doctor/Lizol/ Equivalent	5 Liter	8
5	Naphthalene Ball	Good Quality	Kg.	4

6	Acid (All-purpose cleaner)	Diamond/ Equivalent	1 Liter	60
7	Toilet cleaner 750 ml (Harpic)	Reckitt Benckiser	Per Unit	30
8	Handwash Pump 200 ml	Reckitt Benckiser/ HUL/ Equivalent	Per Unit	60
9	Detergent Powder 1 Kg	Wheel/Surf Excel	Per Unit	10
10	Soft Broom	Maharaja Best / Equivalent	Per Unit	40
11	A-1 Urinal Cube	Godrej	Dzn.	10
12	Odonil Cake	Godrej	Per Unit	50
13	Colin 500 MI	Reckitt Benckiser	Per Unit	20
14	Room Spray	Godrej	Per Unit	10
15	Bleaching Powder	Good Quality	1 Kg	5
16	Coconut Broom	Good Quality	Per Unit	20
17	Scrubber Plastic	Good Quality	Per Unit	20
18	Toilet Brush	HIC/Unique	Per Unit	5
19	Multisurface Cleaner	Diversey/Black Diamond	5 Liter	2
20	Steel Scrubber	Good Quality	Per Unit	10
21	Vinyl & Leather polish 250 ml	Waxpol/Equivalent	Liter	2
22	Any other item	Any leading brand/ Good quality	As required	

Note:

1. The aforesaid quantities are the minimum quantities which should be provided at the start of every month and are not exhaustive and may vary depending on requirement. If the above materials are not able to ensure an effective, efficient and timely housekeeping service management in RGIPT Jais campus, the contractor will have to provide additional items as per requirement. No extra payment whatsoever will be made for these additional quantities.

2. It is the duty of the contractor to maintain sufficient stock of all the items looking into area and scope of the work. The consumables which are to be used, should got approved by concerned In-Charge of RGIPT Jais. Records of the consumable shall be maintained, which shall be checked by the In-charge, SHH/concerned In-Charge, RGIPT, Jais from time to time. In case, if any, sub-standard material was brought to site, by unfair means or if a desired standard of cleaning is not been maintained for want of housekeeping material, penalty will be imposed as per penalty clause as mentioned above.

3. If the material provided by the contractor will not be sufficient for proper cleaning work at RGIPT Jais, RGIPT may procure the required material. Recovery amount will be deducted from the monthly bill submitted by the contractor on the actual cost of material.

4. Uniforms of housekeeping staff, I-cards, covered trolleys, dustpans, mops, buckets, wipers, gloves, dusters, scrubbers, sponge, brooms, brushes, safety gear etc. to be provided by the contractor as per the requirement.

Note: All dustbins, electricity and water will be provided by RGIPT Jais, Amethi.

TECHNICAL BID**(Mandatory To be filled by the bidder)****A. 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.	Mobile No of contact person	
c.	E-mail ID	
4	REGISTRATION DETAILS	
a.	GST No	
b.	PAN	
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 EMD	
a.	Amount (Rs.)	
b.	Transaction Reference No.	
c.	Transaction Date	
6	TOTAL TURN OVER OF 05 PRECEDING FINANCIAL YEARS	
a.	FY 2020-21	
b.	FY 2021-22	
c.	FY 2022-23	
Average Annual Turn Over		

B. Detail of Experience of similar work during last 05 years, ending on March 31, 2024

Sl. No.	Name of organization with name, designation and Contact No. of the Officer Concerned	Details of Contract along with total nos of housekeeping staff deployed at the site	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:

Signature of tenderer:

Place

Name:

Company Seal:

SOLVENCY CERTIFICATE

(For Rs. 75.00 Lakh)

(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 RGIPT Tender Ref. No- RGIPT/JAIS/SHH/HKS/2023-24/01 dated 01.04.2024.

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:

DECLARATION

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

1. 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.
2. I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. 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.
4. 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 e-tender, if fail to comply with any of the terms and conditions mentioned in e-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.

FINANCIAL BID

HOUSEKEEPING AND SANITATION SERVICES AT RGIPT JAIS, AMETHI

Name & address of the tenderer:

Sl. No.	Particular	Unit	Quantity	Rate/month (Rs.)	Total
1.	Manpower				
a.	Unskilled	No.	35	13572.00	475020.00
b.	EPF @ 13%				61752.60
c.	ESIC @ 3.25%				15438.15
Total A					552210.75
2.	Material & Equipment Cost				
a.	Material cost (Monthly basis)				
b.	Equipment cost (Monthly basis)				
c.	Pest control charges (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:					

Note:

- As notified by the Ministry of Finance vide OM No. F.6/1/2023-PPD dated 6th January 2023, the bidder shall not quote their profit margin below 3.85%.
- L-1 will be declared on the value of Sl. No. 2(a-c), 3 and 4.

THE END