

**MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY
GORAKHPUR (UP)-273010**

Website: <https://mmmmt.ac.in>

Email: registrar@mmmmt.ac.in, dkgdr@mmmmt.ac.in

Phone: 9235500565, 9235500574

TENDER NOTICE

Bid Reference No. : MMMUT/CDC/129

Critical Dates

Sr. No.	Particulars	Date	Time
1	Publishing Date	10.12.2019	09.15 AM
2	Bid Submission Start Date	10.12.2019	10:00 AM onwards
3	Bid Submission End Date	30.12.2019	03.00 PM
4	Technical Bid Opening Date	30.12.2019	04.00PM

Place of Opening Tender: **Dr. Radha Krishnan Meeting Room**, Ist Floor,
Administrative Building, MMMUT, Gorakhpur.

Madan Mohan Malaviya University of Technology, Gorakhpur invites Tenders from experienced and reputed agencies **for the execution and facilitating the Cleaning/Sweeping/Mopping/Sanitation services in the hostels, sweeping of roads within the campus** by fulfilling the criteria laid down in Technical bid at Annexure-2. The job specifications and scope of work are given in Annexure-1. The format for Financial Bid is at Annexure-3. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

As per critical dates and time given above by fulfilling the criteria laid down in bid document. The technical bid, job specifications and scope of work, financial bid and articles of agreement are given in bid document. The contract period will initially be for a period of one year extendable on satisfactory services, performance and mutual consent on same terms and conditions on yearly basis by another two years. The details of submission of Bids are available in the Tender document. The undersigned reserves the right to cancel any or all the Bids or annul the bidding process without assigning the reason thereof.

Registrar
Madan Mohan Malaviya University of
Technology, Gorakhpur

MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY
GORAKHPUR-273010 (UP) INDIA



TENDER DOCUMENT

**For the execution and facilitating the Cleaning/Sweeping/Mopping/Sanitation
Services in the hostels, sweeping of roads within the campus
of MADAN MOHAN MALAVIYA UNIVERSITY OF
TECHNOLOGY GORAKHUR**

Bid Document

1. Madan Mohan Malaviya University of Technology, Gorakhpur invites tenders from experienced and reputed agencies **for the execution and facilitating the Cleaning/Sweeping/Mopping/Sanitation services in the hostels, sweeping of roads within the campus** by fulfilling the criteria laid down in Technical bid at Annexure-2. The job specifications and scope of work are given in Annexure-1. The format for Financial Bid is at Annexure-3. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

2. The offers in the prescribed format shall be submitted in the box at Office of the Registrar as per tender document. No tender will be accepted after last date of submission i.e.30/12/2019,3:00PM . The bid has two covers one is **‘Technical Bid’** giving details in the format as per Annexure-1 and second is **‘Financial Bid’** in the format at Annexure-3.

3 An earnest money deposit (EMD) of Rs. 1,00,000.00 (Rupees One Lac only) in the form of a Demand Draft/ Banker’s Cheque/TDR/STDR drawn in favour of/ duly pledged in favour of **“Finance Controller-Madan Mohan Malaviya University of Technology, Gorakhpur” and payable at sbi mmec branch Gorakhpur** should reach in the office of the Registrar before date and time of end of bid submission. Any other form i.e. cash, etc shall not be accepted.

4. The EMD shall be forfeited

- (a) If the bidder withdraws his bid during the period of bid validity.
- (b) In the case of successful bidder, if he fails to furnish the required performance Guarantee within the specified time limit.

5. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required performance Guarantee.

6. The bid shall remain valid for a period of 180 days from the date of receipt of the bid.

7. **The Bidder should inspect/visit the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.** Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required. **All papers submitted in the bid documents should be signed and attested by the duly authorized person as proof of the valid document for bid in the absence of document duly attested by the bidder, MMMUT may consider the document as invalid.**

8. RATES AND PRICES

8.1 Bidders should quote the rates in the format given at Annexure-3. Incomplete bids will summarily be rejected. All Corrections and alterations in the entries of tender papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.

8.2 All statutory duties and taxes (including excise and customs) and other may be clearly specified price quoted shall be including all taxes whatsoever may be. Any variation in rates prices or terms during validity of the offer shall require for forfeiture of the EMD.

8.3 No additional freight or any other charges, etc, would be payable.

9. TERMS OF PAYMENT

Payment will be released on monthly basis after receipt of bill and certification by Administration Wing that the services provided during the month are satisfactory.

10. LIQUIDATED DAMAGES

MMMUT reserves 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 agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by MMMUT from Security Deposit or pending bill or by raising a separate claim.

11. DEDUCTIONS FOR EXCEPTIONS

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by MMMUT in writing:

- (i) Not properly carrying out the jobs as defined for 'daily' - 2% (each exception) on 'monthly'
- (ii) Not properly carrying out the jobs as defined for 'weekly' - 3% (each exception) on 'monthly'

However, if the exceptions become general action will be initialled as per clause 11 above.

12. PERFORMANCE GUARANTEE

12.1 The successful bidder shall furnish a performance guarantee for an amount equal to ten (10) percent of the annual awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

12.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full security deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

12.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank which should be valid for one year from the date of award.

13. CONCILIATION/ARBITRATION

13.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through committee appointed by the competent authority of MMMUT

13.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then disputes or differences are detailed above shall be referred to and settled by the empanelled Sole arbitrator of MMMUT to be appointed by the MMMUT.

13.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the contractor shall not be withheld on account of the such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

13.4 The arbitration proceedings shall be accordance with the prevailing arbitration and conciliation act, 1996 and laws of India as amended or enacted from time to time.

13.5 The value of the arbitration proceedings shall be Gorakhpur (UP), India. The fee and other charges of arbitrator shall be determined by the arbitrator in terms of the act and shall be shared equally between the parties.

13.6 The arbitrator will give the speaking and the reasoned award. The parties will not be entitled to any pendent item interest during arbitration proceedings.

14 FORCE MAJEURE

14.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall be suspended for the period during which such cause lasts.

14.2 The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the contract, Flood and Acts and Regulations of respective government of the two parties, namely MMMUT and the contractor.

14.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by the Force Majeure conditions lasting for more than 2(two) months, MMMUT shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

14.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period which such cause lasts.

15. BID OPENING AND EVALUATION

A) The Committee of University will open the Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm/agency at the time of opening of the bids failing which they will not be allowed to participate in the opening process.

B) All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender for verification, without which the Bid is liable to be rejected. The University reserves the right to verify those original documents from the Authorities independently who have issued such documents for the purpose of this tender. Participation of the bidder/its representative may remain present at the time of opening the Bid.

C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

D) Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders, who chose to attend the Financial Bid Opening event.

E) When the Financial Bid is same for two or more than two bidders, in this case decision will be taken by comparing Part-B of technical bids on the basis of cumulative points scored by bidders.

F) **For considering viability of technical bid, indenters will check if all the requirements laid down in PART-A as well as PART-B of technical bid is fully filled and necessary documents in support to justify their claim is attached. It is necessary on part of every bidder to score at least 30 points in PART-B of technical bid.**

16. APPLICABLE LAW AND JURISDICTION

All matter connected with this shall be governed by the Indian law both substantive and procedural, for the time being in the force and shall be subject to the exclusive jurisdiction of courts at Gorakhpur.

17. No alternative offer shall be considered.

18. MMMUT reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidders on the ground of MMMUT's action.

19. MMMUT reserves the right to accept /reject any bid and to cancel the bidding process at any time and rejects all bids, at any time prior to placement of order, without thereby incurring any liability.
20. Afterwards of LOA, the Contractor is required to enter into a contract with MMMUT on the terms and conditions as detailed in the tender document.
21. **The bidder should furnish the details of having an average annual turnover at least 3.00 croer during the last three years i.e.2016-17, 2017-18, 2018-19 with five year of minimum experience in relevant field. copy of balance sheet, audited account and experience certificate are to be enclosed as evidence.**
22. The agency must have a registered branch office or furnish an undertaking to open **one in the city of Gorakhpur** within one month of award of contract failing which the contract shall be cancelled and the EMD will be forfeited.

(Registrar)

JOB SPECIFICATIONS AND SCOPE OF WORK

Bid Security: Rs. 100000/- in the form of Account Payee Demand Draft/T.D.R, from any of the Nationalized Bank, favour of “**Madan Mohan Malaviya University of Technology**”, payable at Gorakhpur

Cost of Bid Document: Rs. 2,000/- including applicable GST

Period of Contact: The contract period will initially be for a period of one year extendable on satisfactory services, performance and mutual consent on same terms and conditions on yearly basis by another two years.

AREA COVERAGE FOR SWEEPING/CLEANING/SANITATION/MOPPING

- A. Sweeping and Grass Cutting by Grass Cutter Machine (Roads, Road side and open Academic area, Colony Roads)**
- B. Door to Door Garbage Collection in the Morning from houses in the campus**
- C. Sweeping, Cleaning, Sanitation, Mopping and Grass Cutting by Grass Cutter Machine (All Boys and Girls Hostels Total 11)**

- 1. Any other work as per the requirement of University Administration related to SWEEPING/CLEANING/SANITATION/MOPPING**

- 2. MAINTENANCE OF ALL THE PARKS IN MMMUT CAMPUS (GOLDEN JUBILEE PARK, DHANWANTRI PARK, VIRASAT VATIKA AND MALAVIYA UDYAN)**

- 1. The Agency shall make arrangements by appointing a dedicated worker for regular maintenance of the plants, flowers, cutting of grass inside the park and hedge around the parks.
- 2. The agency will provide the seasonal flowers, maintain the lamps and lamp posts, pathways, sitting benches, opening and closing of parks and painting of Gates, pillars and swings of the parks wherever it is required.
- 3. Repairing & maintenance and change of parts of swings in Golden Jubilee Park will be done by agency.

D. DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-in-charge. Activity of cleaning/moping shall start in the morning at 6.30 AM so as to complete the cleaning/ moping work before 9.00 AM.
2. Thorough cleaning of all the toilets, Urinals, Wash basins and circulation area of the toilet blocks in the hostels using deodorants, detergent and disinfectants once in the morning and again in the afternoon and by putting Naphthalene balls and air purifier in all urinals, wash basin and WC area.
3. Toiletries/Cleaning materials required equipments etc shall be provided by Service provider.
4. Cleaning and dusting of entire furniture, doors, windows, racks, sofas, telephones, curtains, TV, fans etc of common rooms, with dry/wet cloth, feather brush and duster as and when required.
5. Lifting, carrying and disposing the dead animals', if found in MMMUT Campus.
6. Cleaning the drains of entire MMMUT Campus, spray of pesticides /bleaching powder/lime powder weekly in and around the hostel building, Residential areas and academic area.
7. All the cleaning/sweeping/mopping and other works described above of Girls Hostels must be carried out by suitable female workers.
8. Clearing of any choking's in the drainages, manholes etc in University Campus should be done within 24 hours of noticing the complaint.
9. Removal of beehives and cobwebs/honey webs from the departments, hostels and its premises.
10. The agency should also ensure special cleaning of roads and marking by lime powder before any VIP movements or functions organized in the University as per instruction of Officer-in Charge. Agency is also required to clean the function area after the function is over.
11. The agency is supposed to ensure to keep away all the wondering animals from residential/Hostels/University Campus.

12. The bidder must employ adult skilled labor only. Employment of child labor will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written information to MMMUT.
13. Proper register/records for the job carried on out on daily, weekly, fortnightly and monthly basis will be maintained by the supervisor of the bidder and will countersigned by the officer-in-charge of MMMUT at regular intervals and finally at the end of each month.
14. The bidder should possess or procure needful infrastructure, gadgets and other materials required for smooth sweeping/cleaning/mopping/sanitation services. No additional cost towards this and supervisor will be borne by MMMUT.
15. The University may divide the work more than one part of the university if required.

E. JOB TO BE CARRIED OUT DAILY

1. Cleaning of all the toilets/bathrooms in the hostels at least twice daily (before 8.30AM & after 3.30PM) with Acids/Harpic/detergent / phenol etc and maintain the toilet floors dry during teaching hours. Cleaning of windows and windows sills of all toilets to be done regularly. Wash basins, urinals, WCs are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
2. Moping of floors of corridors/Verandas, Mess hall, Common rooms, Kitchen, staircases and common area with phenol in the morning and evening.
3. Clearing of chokage in sewer and pumping lines within premises as and when required.
4. Cleaning of gulley trap and manholes within surrounding of premises as and when required.
5. Spray of scented mosquito and cockroach killer in all the hostels on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all the toilets and bathrooms of the hostels.

F. JOBS TO BE CARRIED OUT WEEKLY

Acid cleaning of sanitary ware without damaging their scrubbing and cleaning of floors and walls in toilets/bathrooms, corridors/veranda, Mess hall, kitchen etc with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper /scrubbing to be used at least once in a week.

G. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

All toilets/bathrooms floors and other areas, as may be directed by Officer In-charge shall be cleaned with floor scrubbing machine.

H. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. All floors in Hostel in common area including Verandas, Mess Halls, Kitchens, staircases shall be cleaned thoroughly with floor scrubbing machine using soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Office-In-charge.
3. The roof of the hostels have to be cleaned using Roof Cleaning Machine and to the satisfaction of the office authorized by MMMUT.

I. PROVIDING WORKFORCE:

The bidder has to provide workforce in sufficient numbers to maintain the Hostels and University premises as required of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-charge. Tentative requirement to be deployed is given hereunder:-

(i)	Unskilled Workers	(55 No.)	(The number may increase or decrease)
(ii)	Semi-skilled Workers	(03 No.)	(The number may increase or decrease)
(iii)	Skilled Worker	(02 No.)	(The number may increase or decrease)

The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality service and minimize operation problems, the bidder may rotate the staff once in six months with prior written to Ministry.

J. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables, Equipments and other related items are to be provide by the agency and the same has to be of ISI make or in conformity with the specification/make keeping in view good quality/standard after discussion and finalization with Office-In-charge. The firm shall assess the quantity of consumables to be used, supply them in advance and store them at MMMUT Gorakhpur on fortnightly basis.

K. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally the bidder will arrange for disposal of garbage at such a place as may be permissible by MMMUT.

TECHNICAL BID Part-A

Annexure-1

S. N.	Particulars	To be Filled by the Bidder
1.	Detailed office of the firm/company/ Date of establishment / proprietary concern registered address of the Agency with office Telephone number, Fax number, Mobile number and Name of the contact person	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name of Firm:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date of Establishment:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Date of Company Registration\Renewal:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">E Mail:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Mobile:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Fax:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Telephone:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name of the Contact Person:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Website:</div>
2	Name and address of the Directors/ partners/ owners of the agency with Tel./Mobile No.	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Designation</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Telephone:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Mobile:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Email:</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Aadhaar No.</div>
3	Type of Firm: Private Ltd./Public Ltd./Partnership/Prop./ NGO/ PSU (Please tick and enclose requisite supporting documents)	

4.	PAN/GIR No.: Please upload scanned attested copy of certificates)	
5.	TAN No.: (Please upload scanned attested copy of certificates)	
6.	GSTIN: (Please upload scanned attested copy of certificates)	
7.	EPF Registration No: Please upload scanned attested copy of certificates)	
8.	ESI Registration No.: (Please upload scanned attested copy of certificates)	
9.	Annual Turnover for the last 3 Financial year: (Should not be less than Rs. 3.00 Croer) (To be supported by Audit balance Sheet)	2016-2017:
		2017-2018:
		2018-2019:
10.	Earnest Money Deposit (EMD) submitted	Yes/No.:
11.	EMD Details	DD No. Date : Drawn on Bank: For Amount:
12.	Tender Fee (Details)	DD No.: Date: Drawn on Bank: For Amount:

13.	Enclose an affidavit duly certified by the Notary at the location of the agency/headquarters, that the tenderers has never been punished by any court for any criminal offense/breach of contract and that no police, vigilance inquiry/criminal case is pending.	
14.	Name and addresses of two persons of standing from whom the credentials of the agency can be verified.	1. Name: Addresses: MobileNo. EmailID: 2. Name: Addresses: MobileNo. Email ID:
15.	Have you/your representative physically inspected/surveyed the premises before submitting the tender.	Yes\No:
16.	Details of your reputed clients to whom you are providing Cleaning / Manpower services for last Seven years (Enclose a copy of work /contract)	Name & Address of fiveClients: 1. 2. 3. 4.

17.	Details of the contract with any Govt / Public sector etc. with contact person's name and telephone/ cell number etc.	Name: Phone: Mobile:
18.	Details of Character Certificate of Owner Issued District Magistrate Only	
19.	Details of Solvency Certificate of Owner for More Than Rs. 50 Lakhs by District Magistrate	
20.	Latest solvency certificate from a nationalized bank for a minimum value of Rs.100 Lakhs	

Technical Bid Part-B

S. N.	Particulars	Point Criteria	To be Filled by the Bidder
1	Annual Average Turnover During the last 03 financial year (submit documentary evidence)	<ul style="list-style-type: none"> Average annual turnover at least 3 corer during the last three years i.e.2016-17,2017-18,2018-19, : 10 Points 	
2	Length of Experience of similar work in the Field of supply of Cleaning and Housekeeping Services (submit documentary evidence)	<ul style="list-style-type: none"> More than 9 yrs.: 10 points Between 7 to 9 yrs: 6 Points Between 5 to 7 yrs: 4 Points 	
3	Details of Govt. / Semi Govt/ Universities/ PSUs to whom you are providing Cleaning and Housekeeping/Manpower Services for during Last five years	<ul style="list-style-type: none"> More than 10 work Order : 10points between 5 to 10 Work Order: 6 points between 2 to 5 Work Order: 4 Points 	
4	Value of Similar nature of works for Supply of cleaning/ Manpower Services during the last 03 years (submit documentary evidence)	<ul style="list-style-type: none"> Single Work Order Value more than 75 Lakhs: 10 points Single Work Order Between 50 to 75 Lakhs: 6points Single Work Order Between 25 to 50 Lakhs: 4Points 	
5	Maximum Number of Manpower on pay roll deployed to Govt. / Semi Govt/ Universities/ any other Govt. Body during last one year (submit documentary evidence)	<ul style="list-style-type: none"> More than 100 personnel: 10Points Between 75 to 100 personnel: 6Points less than 50 to 75 personnel : 4 Points 	

6	Quality and PAN India presence related Marks (submit documentary evidence)	<ul style="list-style-type: none"> • MSME : 2.5 Points • ISO Certificate : 2.5 Points • Services 5 States : 5 Points 4 States : 4 Points 3 States : 3 Points 2 States : 2 Points 1 States : 1 Point 	
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NOTE – Tenderers are required to attach the self-attested scanned copy of receipt along with duly filled tender; if the EMD and /or tender form fee is/ are deposited in favour of the of Controller of Finance, Madan Mohan Malaviya University of Technology Gorakhpur, before the last date and time of tender submission.

Signature of Bidder

Seal of Establishment-Full Name of Bidder with address & date

FINANCIAL BID

S.N	Details of payment/ charges	Housekeeper (Unskilled) @318.42*26 Days	Asst Supervisor (Semi- Skilled) @392.35*26 Days	Supervisor (Skilled) @461.54*26 Days
I	Basic Minimum Wage for housekeepers as per Ministry of Labor	8278.92	10201.10	12000.04
	Statutory Liabilities			
	EPF @ 13.36% on the Basic Wage subject to max Rs. 15000/-	1106.06	1362.86	1603.20
	ESI @3.25% on Basic Wages	269.06	331.53	390.00
II	Total Statutory Remit	1375.12	1694.39	1993.20
I+II	Direct Cost per Month	9654.04	35686.51	13993.25
	Manpower to be considered only for financial bid evaluation#	55	3	2
IV	Per month cost of manpower	530972.70	35686.47	27986.49
A	Per month cost of manpower for housekeepingservices to mmmut in INR@	594645.70		
B	Service Chargequoted by the Contractor above thecost above at A in% (Not Less Than 1%)			
C	Any other Charges in INR			
D	Total Cost to MMMUT after adding cost as per A to C			
<u>Figures in only Row B and C in % and INR respectively to be filled by the bidder</u>				
Note - Consummables will be reimbursed by MMMUT on the actual cost against the bills after verification of rates. Hence it has not been considered in Financial Bid Evaluation				

Signature of Bidder**Seal of Establishment-Full Name of Bidder with address & date**

CHECKLIST OF DOCUMENTS TO BE ATTACHED ALONG WITH TECHNICAL BID

S. N.	Documents to be submitted	Submitted	Not submitted	Remarks
1.	Breif Profile of the Firm/ Company (agency).			
2.	Copy of Registration of Agency and its Registration with competent authority.			
3.	Details of constitution of Agency.			
4.	Copy of Registration certificate of EPF of agency.			
5.	Copy of Registration certificate of ESI of agency.			
6.	Copy of Labour License of agency.			
7.	CA Certified Average Annual turnover during last three Financial years 2016-17, 2017-18 and 2018-19.			
8.	Copy of GST Registration			
9.	Copy of PAN/TAN Card			
10.	Copy of Quality related Certificates.			
11.	List of clients indicating period work executed with them & Indicating Manpower working on their payroll. (Copy of EPF Challan)			
12.	Proof of experience Including Single Work Order.			
13.	Details of EMD/ Tender Fees.			
14.	Income tax Clearance Certificate/ Income Tax return for Last Three Financial Years 2016-17, 2017-18 and 2018-19.			
15.	Minimum Average Annual turnover of Rs.3.00 Croer during the last three years.			
16.	Balance sheet and profit and loss account statement for the Last Three Financial Years 2016-17, 2017-18 and 2018-19.			
17.	Proof of minimum Experience of 5 Years in Cleaning and Housekeeping agency business in government department/ Semi Government / University/ PSUs/ Any other firm.			
18.	Proof of providing Manpower staff for deployment of 15 or more personnel per day for at least three clients			

19.	Valid Labour License under the latest Contract Labour Act/ U. P. Shops and Establishments Act for engaging minimum of 20 employees.			
20.	Latest solvency certificate from a nationalized bank for a minimum value of Rs.100 Lakhs			
21.	Power of attorney in favour of authorized signatory, if required so.			
22.	Solvency Certificate issued (District Magistrate Only)			
23.	Details of Character Certificate of owner/Partner issued. (District Magistrate Only)			
24.	The affirmation that the authorized signatory /agency have read the tender documents and has understood the contents fully and accordingly and had submitted their quotes in the price bid abiding the terms and conditions laid down thereat.			
25.	Copy of Single Work Order			

Signature of Bidder

Seal of Establishment-Full Name of Bidder with address & date

Annexure – 5**DETAILS OF REQUIRED CLEANING MATERIALS FOR PROVIDING SANITATION /
CLEANING SERVICES**

Sl. No.	Particulars	Quantity	Unit Price
1.	Acid (40ltrs)	Can	
2.	Acid (5ltrs)	Can	
3.	Bleaching Powder	Kg.	
4.	Brasso (500ml.)	No.	
5.	Bucket Plastic 10 ltr.	Nos.	
6.	Cetronila	No.	
7.	Challa	Pcs.	
8.	Chock Pump Unique	Nos.	
9.	Clenzo 5 ltr.	Can	
10.	Colin 500ml	Nos.	
11.	Dettol Liquid Sope 2.50 ml.	No.	
12.	Dettol Sope 75 gm	No.	
13.	Drum Plastic 100 ltr. Big with lid	No.	
14.	Drum 40 ltr. With lid	Nos.	
15.	Dolomite Powder	Bag	
16.	Dust Control Mop Big 60 cm	No.	
17.	Dustbin 10 ltr. General	Pcs.	
18.	Dustbin Paddle Big	No.	
19.	Duster Floor (30x30) Special	Doz.	
20.	Duster white (20x20)	Doz.	
21.	Duster Yellow (27x27)	Doz.	
22.	Dustpan	No.	
23.	Easy Bang Cleaner (400 ml)	Pcs.	
24.	Finit 6 ltr./ Beygon	Can	
25.	Finit Pump	Pcs.	
26.	Garbage Bag 100 Kg. (100 ltr)	Kg.	
27.	Hand Brush Round	Pcs.	
28.	Hard Broom 500 gm	Nos.	
29.	Harpic 500 gm	Nos.	
30.	Harpic Tab	No.	
31.	Hit	No.	
32.	Hockey Brush Unique	Nos.	
33.	Jala Brush	Pcs.	
34.	Juna Plastic	Doz.	
35.	Lathi	No.	
36.	Life Boy Sope	No.	
37.	Liquid sope Hopmocol 20 ltr.	Can	
38.	Liquid sope Hopmocol 5 ltr.	Can	

39.	Liquid sope Hand Wash – Fem (5 ltr.Can)	Can	
40.	Lizol	Pcs.	
41.	Mortin	Pcs.	
42.	Mug 1.5 ltr.	Pcs.	
43.	N. Ball Bengal	Kg.	
44.	Odonil 100 gm	Pcs.	
45.	Odonil 50 gm	Pcs.	
46.	Phenyl Black 5 ltr.	Can.	
47.	Phenyl white Tiger 5 ltr.	Can.	
48.	Platform Brush Complete	Pcs.	
49.	PVC Pipe	Bundle.	
50.	Road Broom	Ocs.	
51.	Room Freshener Lemon 3.50 ml. Surf wool	Pcs.	
52.	Room Freshener Odonil 2.50 gm	Pcs.	
53.	Room Freshener Premium	No.	
54.	Soft Broom 500 gm	Pcs.	
55.	Steel Wool	Pcs.	
56.	Surf 750 gm	Pcs.	
57.	Teepol 10 ltr.	Can	
58.	Thinner	Can	
59.	Tilla	Kg.	
60.	Toilet Roll 100 mtr.	Pcs.	
61.	Towel Big 1.75 mtr.	Pcs.	
62.	Urinal Cube 400 gm Glamic	Pcs.	
63.	Urinal Cube 400 gm Homocol	Pcs.	
64.	Vim Bar	Pcs.	
65.	Vim Liquid	Nos.	
66.	Vim Popular	Pkts.	
67.	Wheel Detergent	Pkts.	
68.	Wiper Mr. Clean Big with Handle	No.	
69.	Wiper Supreme	No.	
Any other Charges in % and INR respectively			

Note - Consummables will be reimbursed by MMMUT on the actual cost against the bills after verification of rates. Hence it has not been considered in Financial Bid Evaluation.

Signature of Bidder

Seal of Establishment-Full Name of Bidder with address & date

MODEL AGREEMENT FOR SERVICE CONTRACT

1.1 THE AGREEMENT

1.11 THIS AGREEMENT made and entered into on this (Date) day of (Month) Two Thousand (Year) between the Madan Mohan Malaviya University of Technology, Gorakhpur a centrally funded autonomous body located at Madan Mohan Malaviya University of Technology, Gorakhpur (hereinafter called indenting office which expression shall where the context so admits include its successors and permitted assigns) of the one part, and

1.1.2 NAME OF THE CONTRACTING AGENCY A [ADDRESS] (hereinafter called the contracting agency which expression shall where the context so admits include its successors and permitted assigns) of the part.

1* In the format two types of brackets have been used. These are;

- | | | |
|------------------------------|---|---|
| (i) Square Bracket [] | : | These brackets indicate the following; |
| (a) [xxxxxxxxxxxxxx] | : | Replace the instruction by filling in relevant Text; |
| (b) [xx/yy/za] | : | Among the options choose the applicable one(s) and delete the rest; |
| (c) [clause.phrase/sentence] | : | Optional, choose whichever applicable to the specific requirement. |

The square brackets, symbols and the underscores if any are to be deleted on drafting of the agreement.

(i) Ordinary Brackets () : These brackets are a part of the text and are to be retained.

DEFINITIONS

The agreement is general in nature where in the particular office has been generally referred to as “Indenting Office” and the agency providing the service as “Contracting Agency”. If desired the word “Indenting Office” may be substituted by the acronym of the particular office and the contracting agency by a suitable abbreviated name/acronym.

1.2 PREAMBLE

1.2.1 WHEREAS THE CONTRACTING AGENCY is engaged in /carrying out [define the present business/objective/activity of the Contracting Agency] and is desirous of

providing service to the (on/in/for) [Name the area of service contract].

1.2.2 Whereas at its [Name of the office] (hereinafter called the Indenting Office) is seeking service on contract for [Name of the area of service contract] as detailed in the Appendix-I to the agreement (herein after called the works).

Now therefore in consideration of the premises and mutual covenants here in hereinafter contained the parties here to agree as follows:

1.3 SCOPE OF THE AGREEMENT

1.3.1 The agreement details the terms and conditions, financial arrangements, responsibilities and obligations of the contracting Agency and Indenting Office/pertaining to the work and terms and conditions specified in the bid document and accepted bid will also form the part of the model agreement.

1.4 FINANCIAL ARRANGEMENTS

1.4.1 In consideration of the work to be carried out by the contracting Agency the shall pay the contracting Agency as follows after deducting Income Tax at source on the total amount;

(I) ` ** per Man Month/ Man Day/ Man Hour on (Date) of every month for the service to be rendered by the contracting Agency Subject to compliance of terms of the agreement by the contracting agency, `**` For service contract on.

1.5 MODALITIES OF CONTRACT

1.5.1 This contract is of nature of service contract for a specified period and not labour contract.

1.5.2 the responsibility of the Contracting Agency and schedule of fulfillment thereof shall be as per section II of the tender document terms and condition of the tender document.

1.5.3 There will be a screening Committee for evaluation of progress of the work. This committee shall be set up by the Indenting Office. It will {Fix/identify} the work to be done by the contracting agency, targets/milestones and criteria for completion of the

Work. It shall also review the progress of the work at mid-term of contract period. If at any state the Screening Committee find the performance of the CONTRACTING AGENCY unsatisfactory, a notice to that effect will be sent to CONTRACTING AGENCY and if it fails to improve its performance of WORK within seven days of the notice serviced, the continuation of this agreement will be reviewed by the INDENTING OFFICE and agreement shall be terminated by giving information in writing to that effect to the CONTRACTING AGENCY.

1.5.4 For the purpose of providing service, the working hours and day of workers deployed by the contracting agency in the premises of indenting office shall be as per section II of the tender document terms and condition of the tender document.

1.6 RESPONSIBILITIES OF CONTRACTING AGENCY

1.6.1 CONTRACTING AGENCY shall undertake the work as per Section II of the tender document by providing manpower in the premises of the Indenting Office.

1.6.2 Contracting agency shall substitute suitable workers in lieu of those provided by it in the Indenting Office for the purpose of work, if not found suitable by the indenting office on initial evaluation within 48 hours of written notice. Similarly the indenting office will continue to hold the right to reject the replacement provided and ask for substitutes in cases of absentees/sick workers or otherwise on valid reason.

1.6.3 Contracting agency shall on receipt of advance notice of not less than 24 hours from the Indenting Office, provide additional manpower or make temporary withdrawal of manpower provided by it.

1.6.4 Contracting agency shall be responsible for payment of salary, grant of leave and providing coverage for insurance medical benefits or such other statutory benefits to its workers provided by it in the indenting office. The indenting office shall not be responsible for making any payment to them. Workers provided by contracting agency shall be employees of the contracting agency for all purpose and the indenting office shall not have liability of any kind towards workers

1.6.5 Contracting agency shall be responsible for any damage to the property/equipment/material of the indenting office by its personnel during the course of or subsequent to the work being rendered. Intimation regarding damage shall be given in writing to the contracting agency within a week.

1.6.6 Liquidated damages for defaults on the part of the contracting agency will be recovered from it. The decision of the head of indenting office shall be final in this regard.

1.7 RESPONSIBILITIES OF THE INDENTING OFFICE

1.7.1 Indenting office shall provide all the basic working data available with it and afford all working facilities available with it to the authorized workers provided by the contracting agency for fulfillment of the work.

1.7.2 Indenting office shall permit the duly authorized workers of the contracting agency at all convenient times to enter into and upon its premises where work is to be performed.

1.7.3 Indenting office will maintain a separate record of attendance of number of workers provided by the contracting agency. The payment will be released to the contracting agency on pro-rata basis after deducting the days of absence without suitable replacement or poor performance.

1.8 COMPLETION

1.8.1 The work shall be deemed to have been completed on expiry of period of this contract and release of final payment to the contracting agency by the indenting office subject to review by the screening committee set up vide provision 1.5.3.

1.9 CONFIDENTIALITY

1.9.1 During the tenure of the agreement and thereafter the contracting agency undertake on their behalf and on behalf of their subcontracts/employees/representatives/associates to maintain strict confidentiality and prevent disclosures thereof of all the information and “data exchanged/generated” pertaining to work under this agreement for any purposes other than in accordance with the agreement.

2.1 FORCE MAJEURE:

2.1.1. Neither party shall be held responsible for non-fulfillment of their respective obligations under this agreement due to the exigency of one or more of the force major

events such as but not limited to acts of God, war, flood, earthquake, strike, lockouts, epidemics, riots, civil commotions

etc., provided on the occurrence and cessation of any such events, the party effected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force- Majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

2.2 EFFECTIVE DATE, DURATION, TERMINATION OF THE AGREEMENT

2.2.1 The agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to contracting agency and shall remain in force for a period of 12 months from the said date.

2.2.2 The agreement shall be deemed to expire on the completion of the period, as provided in Para 1.8.1 unless extended by both the parties.

2.2.3 During the tenure of the agreement, parties hereto can terminate the agreement either for breach of any of the terms and conditions of this agreement or otherwise by giving a (months) notice in writing to the defaulting party. Failure of either party to terminate the agreement on account of breach or default by the other shall not constitute a waiver of the party's right to terminate this agreement.

2.2.4 In this event of termination of the agreement vide provision 2.2.3 the right and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by indenting office.

2.2.5 In the event of termination of agreement, the contracting agency shall be liable to refund the amount if any, paid in advance to it by the indenting office.

2.3 NOTICE

2.3.1 All notices and other communications required to be served on the considered to be duly served if the same shall have been delivered to, left with or posted by the registered mail/ speed post to the contracting agency at its last known address. Similarly, ant notice to be given to the indenting office shall be considered as duly served if the same shall have been delivered to, left posted by registered mail/ speed post to the indenting office at its registered address at

2.4 AMENDMENTS OF THE AGREEMENT

2.4.1 No amendment or modification of this agreement shall be valid unless the same is made in writing by both the parties and their authorized representative and stating the same to be an amendment of this agreement. The modification/ changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.

2.5 ASSIGNMENT OF THE AGREEMENT

2.5.1 The rights and/ or liabilities arising to any party to this Agreement shall not be assigned except with the written consent of the other party and subject to such terms and conditions as may be mutually agreed upon.

2.6 DISPUTE SETTLEMENT

2.6.1 In the event of any dispute or difference between the parties arising out of in connection with the terms and conditions of this agreement the decision of arbitrating will be final. Jurisdiction for settlement of disputes or differences shall be Gorakhpur.

SEAL OF THE PARTIES

In witness whereof the parties hereto have signed this agreement on the day, month and year mentioned herein before.

Parties	Parties
For and on behalf of	For and on behalf of
Signature	Signature
Name	Name
Designation	Designation
Seal	Seal
Witness (Name and address)	Witness (Name and address)
1.	1.
2.	2.