

Sr. No. of Tender Document.....  
Cost of Tender Form: Rs. 1000/-  
(Non-Refundable)

# Govt. P.G. College for Women, Rohtak

## Tender Document for Outsourcing of Services



### List of Documents included in Tender Document:

#### PART-I (Documents for Technical Bid)

Sr. No.	Particulars	Page No.
01	Eligibility Criteria (Annexure-I)	1-2
02	Detail of Services (Annexure-II)	3-8
03	Terms & Conditions of Tender (Annexure-III)	9-11
04	General Conditions of Contract (Annexure-IV)	12-16
05	Proforma for Qualifying/Technical Bid (Annexure-V)	17
06	Declaration from Bidder /Tenderer (Annexure-VII)	20

#### PART-II (Documents for Financial Bid)

Sr. No.	Particulars	Page No.
01	Performa for Financial Bid (Annexure-VI)	18-19

Principal  
Govt. P.G. College for Women,  
Rohtak



Edit with WPS Office

## Office of Principal, Government P.G. College for Women, Rohtak

**Tender of providing Cleaning of premises and Housekeeping (Watchmen and Gardner) etc. services in Govt. PG College for Women, Rohtak**

### **COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS: -**

- I) Procedure for submitting the bids : **Two Bid System**
- II) Cost of Tender Form : **Rs. 1000/- (Non-refundable)**
- III) Earnest Money Deposit (EMD) with tender document : **Rs. 10000/- (Refundable)**
- IV) Performance security will be deposited by the successful tender at the time of signing of contract : **10 percent of the Amount of Contract in Lumpsum**
- V) Time and last date of submission of tender documents: **25.07.2025 upto 4:00 pm**
- VI) Time for Pre-Bid Meeting: **23.07.2025 at 1:00 pm**
- VII) Time and date of opening of Qualifying/Technical Bid and Financial Bid: **26.07.2025 at 12:00 pm onwards.**

Note: - All tenderers are requested to read all the tender documents including its terms & conditions and procedures carefully before applying for the tender.



Office of Principal, Government P.G. College for Women, Rohtak

Eligibility Criteria for the Tenderer

1. The Tenderers must have an experience of at least three years of providing services viz. cleaning of premises and housekeeping services in reputed organizations including Govt./Semi-Govt. & PSUs including mechanized mops and using suspended gondolas for façade cleaning supported by documentary evidence and must have, among big clients, at least three Govt./Semi-Govt./ PSUs Certificates of satisfactory performance which are required to be submitted along with tender.

2. The tenderer should have at least;

a) One similar work contracts of 5 Lacs or more;

OR

b) Two similar work contracts of 3 Lacs or more;

OR

c) Three similar work contracts of 2 Lacs or more, executed during the last three years.

Copies of the TDS Certificates (Form-16A) in respect of these contracts are required to be submitted along with the tender.

3. The total turnover of the agency should not be less than Rupees 20 Lacs for **"Cleaning of premises and Housekeeping Services segment"** during each of the requisite year of experience as mentioned at (1) above.

4. The tenderer must be registered with the following statutory authorities and must also furnish attested copies of supporting documents as mentioned as mentioned below: -

a. ESIC, EPF, Income Tax and GST

b. Registration under applicable labour laws

c. Any other registration / license which is mandatory for such agencies stipulated by concerned authorities from time to time including storage of Hazardous Chemicals, acids etc.

5. The following documents must be submitted along with tender:-



a. Audited Balance Sheets of preceding three years with Income and Expenditure statement / Profit and Loss Account, Trail Balance & Audit report of last three years.

b. Income tax returns of last three years.

6. The Tenderer should have sufficient employees on its rolls specifically trained for Cleaning of premises and Housekeeping services. Full list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details etc. should be attached with the Technical Bid.
7. The tenderer should have at least 50 Nos. of captive manpower on his payroll on the day of filing the tender. The tenders having captive manpower less than this will be rejected.
8. Principal, Govt. P.G. College for Women, Rohtak reserves the right to withdraw/relax any eligibility criteria and in such a situation the tenderers will be given sufficient time to take such changes into account. However, no relaxation will be given as far as statutory requirements are concerned explicit/implicit.



### Office of the Principal, Government P.G. College for Women, Rohtak

#### Detail of Services

Principal, Govt. P.G. College for Women, Rohtak invites sealed tenders from the Service Provider/ Agencies for providing following services in Govt. P.G. College for Women, Rohtak.

**Name of Work:** - Cleaning of premises and Housekeeping (Watchmen and Gardner) services

**Scope of Work:** -

Details of premises are mentioned below:-

(1) Hostel: 03 which includes the following in total:

Reading Room: 01, Common Rooms: 02, Office: 03, Store: 03, Sick Room: 01, Visitors Room: 03, No. of Kitchen : 03 , No. of Floor: 06 Floor in three Hostels, No. of Toilet: 81, Mess: 03, Dining Room: 03, Students Room: 125.

(2) Area adjacent to the Hostel premises which includes the following:

Library, Commerce Block, Park adjacent to Commerce Block, Road in front of Library block Road in front of Commerce block and Park, Road and Area falling in back of Hostels, Whole area adjacent to Hostel and Commerce Block.

**Duration of work:** - The total time of the contract will be for one year from the date of entering into agreement further extendable for one year on mutual consent basis. Regular cleaning of Premises and housekeeping Services i.e. full services are required for whole year. Hostel remains closed during the summer vacations in the month of June and no services are required in that month. However, in case above mentioned services are required for the month of June also, then the College will pay Proportionate expenses according to area. However, the contractor will be intimated in due time in case of any change in the above services in a particular month.

**Sweeping and cleaning:** - Sweeping and cleaning is a routine affair of housekeeping. The whole area including space inside wall of Hostel campus needs to be swept. The Sweeping and cleaning of following building elements will be done at least once, a day:-

Corridors, staircase, railing, rooms, toilet blocks, Kitchen, Mess, Dinning Room, Sick Room, Common Room, Ready Room and Guest Room etc.

**Mopping:** - Mopping will be carried out only after the cleaning/sweeping is over, Mopping



will be done by sprinkling water with appropriate disinfectant solution/scented Phenyl/ Lizol. Rubber brooms only will be used for this job. After mopping floor swabbing will be done with dry cloth broom to avoid slippage of anyone. The areas e.g. corners, edges and pockets where rubber broom could not be used. Mop cloth will be used for manual mopping and swabbing. The elements under mopping are as follows: Corridors, railings, rooms toilet blocks, mirrors, ceramics, marble, glazed and mosaic tiles in skirting and aside walls, window glass panels, fixture, idols and photos frames.

**Window glass panel cleaning:** - Window frames will be cleaned with detergent. Dust from window platform outside and inside will be removed. Glass will be cleaned with suitable chemicals without any scratch. Use of newspaper and old cloth for cleaning glass will be permitted. Glass panel will be cleaned very frequently and there should not be dust or stains in glass panels at any stage.

**De-dusting of furniture and fixtures:** - De-dusting of furniture and fixture will be carried out with clean dhoti cloth every day morning before office hours. Glass top will be cleaned with wet cloths to remove stain. Each room will have furniture like Chairs, Stools, Cupboards, Display Boards, Show Case, and Electrical Fitting. Lighting and Fans etc. will be cleaned periodically in phased manner with the convenience and requirement of concerned office in that room.

**Stains removal:** - Stains accumulates on various water connection fitting near water cooler, sanitary fitting in toilet block, marble and ceramic tiles, glass panes, mirrors etc. Periodic stain removing will be carried out with appropriate anti-stain materials.

**Removing spider webs and cobwebs:** - Removal of spider and cobwebs will be carried out periodically with broom. This work will be done before sweeping.

**Toilet related specific work:** - Each toilet will be provided with liquid or solid soaps at washbasin, naphthalene ball at water outlets, bucket and tumbler or toilet papers and availability of water. The service provider shall ensure that all the consumable items are available inside toilet. In case of failure of water supply Hostel Warden will be kept informed. Maintenance of ladies and girls toilets will be done hourly basis. Any theft or loss of sanitary fitting, taps light bulbs will be brought to the notice of the Hostel Warden.

**Garbage Disposal:** - The Contractor shall collect garbage in specified colour coded bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area as directed by the Designated Officer/Hostel Warden. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account. Further the Service Provider will wash the dustbins on daily basis.

**Washing Flashing:** - Washing of all floors will be carried out at least once in a fortnight to remove accumulated dust or mud in deep corners and tiles joints. During monsoon, corridors and floors will be spoiled with mud etc. Washing will be



carried out with water pipe and rubber broom/mop cloth.

**Overhead Water Tanks Cleaning:** - The Contractor shall clean & disinfect the Overhead Tank periodically after emptying the water from the tanks as per instruction of Designated Officer/Hostel Warden/Principal of the college. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

**Terrace Cleaning:** - The Contractor shall clean the terrace periodically as per instructions of Designated Officer/Hostel Warden/Principal of Govt. P. G. College for Women, Rohtak. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

**Horticulture work:** - Plants and green grass of lawns are to be trimmed and watered regularly. Urban forest, Botanical garden lawns, proper maintenance of lawns, timely moving of grass, pruning of trees, watering the plant, cutting of the hedges, cleaning the lawns, managing the dry leaves will be done on regular basis.

**Security of premises:** - Security of the College Hostel and above mentioned area is required to be done 24x7 i.e. on round the clock basis. Protection of Hostel premise and above-mentioned area, precious things and Property related to these areas etc. should be done on round the clock basis on all week days (including Sunday).

**Note:**

1. The Tenderer/Service Agency will be liable to comply with any instructions / orders given by Designated Officer/Hostel Warden/Principal of the College from time to time in written or verbal for better and efficient services.
2. Every care has been taken to cover all important aspects, scopes, areas requiring Cleaning of premises and Housekeeping etc. Services. These are however, not exhaustive and if deemed fit, Principal, Govt. College for Women, Rohtak may add additional scope of work.
3. The male members related to service provider or authorised representative will enter the hostel premises will take prior permission from Designated Officer/Hostel Warden and should enter in accompany with the Designated Officer/Hostel Warden or as per orders of Designated Officer/Hostel Warden.



### Cleaning of premises and Housekeeping Schedule

Sr. No.	Activity	Frequency
1	Garbage Removal	Twice a day/ when garbage bags <u>are 3/4 full</u>
2	Mopping	Every two hour
3	Sweeping of path/ ground	Once in a day
4	Washrooms cleaning	Every Hour
5	Dusting	Every Morning
6	Watering Plants	Once in a day
7	Plants & grass trimming	Once in a week
8	Inspection/Security round of Hostel	Round the Clock





## RESOURCES REQUIREMENT

### A. THE CONTRACTOR HAS TO PROVIDE THE FOLLOWING:-

1. All the dustbin, cleaning material, soap solutions, room fresheners, naphthalene balls, disinfectants, deodorants etc. will be provided by the service provider.
2. All the manpower, equipments, tools and tackles, their accessories/ refills pertaining to housekeeping services will have to be provided by the contractor.
3. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the house keeping force deployed at the College. Directions and training to the staff involved in Cleaning of premises and Housekeeping services has to be given by the contractor. The supply of man and all materials needed for the cleaning of premises and housekeeping services will be the responsibility of the contractor. **The college will only pay the rates quoted as per award of contract.**
4. For Horticulture Service, the contractor has to procure manpower, equipment etc. The college will only pay for the consumables, seeds, flower pots and plants.
5. Following equipments, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. These numbers, however, can be increased as per requirement but payment will be done as per financial bid.. Minimum number of equipments, tools and tackles etc. has to be maintained in the college at all times. A record of all these items should be kept by the Contractor. All these equipments may be inspected by Designated Officer/Hostel Warden/Principal at any time.

#### LIST OF EQUIPMENTS, TOOLS & TACKLES

Sr. No.	Description	Numbers required
1	Wet/Dry Vacuum Cleaner	1
2	Glass Cleaning Kit	1
3	Wet Mops	4 Minimum
4	Sweeping brushes/Dry dust control mops	4 Minimum
5	Hard brooms for ground sweeping	4 Minimum
6	Nylon scrubbers, dusters, hard and soft dusters, hard and soft brooms, buckets, bucket squeezers	As per requirement
7	Safety Gears	As per requirement
8	Horticulture tools	As per requirement



**LIST OF CLEANING MATERIALS & AIDS REQUIRED PER MONTH**

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity</b>
1	Detergent/vim/ multi cleaner	As per requirement
2	Room Spray/Odonil	As per requirement
3	Phenyl/Colin	As per requirement
4	Toilet cleaner/ glass cleaner/ furniture cleaner	As per requirement
5	Naphthalene Balls	As per requirement

**Note:**

The above mentioned items/quantities are not exhaustive and may vary depending on requirement. All the above mentioned items are to be supplied by the contractor on monthly basis to ensure proper Cleaning of premises and Housekeeping services. If the above articles are not able to ensure an effective, efficient and timely Cleaning of premises and Housekeeping services in the College Hostel and area mentioned in scope of work, the tenderer/ service agency will have to provide additional items as per requirement. No extra payment what so ever will be made for these additional items.



### Terms & Conditions

#### General Instructions to Tenderers

1. Sealed tenders are invited from eligible and reputed service providing agencies only for a period of one year from the date of initiation of contract for providing Cleaning of premises and Housekeeping (Watchmen and Gardener) services etc. Services are required to be provided at Govt. P.G. College for Women, Rohtak. The Agencies should have relevant three year's experience of having provided similar services to any institutions and Rs. 20 Lacs turnover annually. The service provider should fulfil the requirement as mentioned under the heading "Eligibility Criteria for the Tenderer". This office reserves the right to terminate the contract any time before the stipulated time without assigning any reason thereof.

2. **Duration of work:-** The total time of the contract will be for one year from the date of entering into agreement and further extendable for another one year upon mutual agreement. Regular cleaning of Premises and housekeeping Services for full year. Hostel remains closed during the summer vacations in the month of June and no services are required in that month. However, in case above mentioned services are required for the month of June also, then the College will pay Proportionate expenses as per area. However, the contractor will be intimated in due time in case of any change in the above services in a particular month.

3. Female employees can only be employed for cleaning and sweeping purpose in Hostel premises. However for security services both male/female can be employed by the service provider.

4. Tenderer/Service Agency can collect the tender form from the college office on any working day from 07.07.2025 to 25.07.2025 between 9:00 am to 4:00 pm by paying Rs.1000/- (Rupees One Thousand only) in the form of DD in favour of Principal, Govt. P.G. College for Women, Rohtak, payable at Rohtak.

5. The bids are invited into two parts, i.e. Qualifying/Technical Bid and Financial Bid. The Qualifying/ Technical Bid consists of all technical details along with commercial terms and conditions.

(A) Technical bid should contain the papers to fulfill all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions and list of equipments, tools and tackles required for the job. The EMD of Rs. 10000/- (Ten Thousand only) should be deposited by the tenderer in the form of Banker's Cheque/DD in favour of Principal, Govt. PG College for Women, Rohtak, payable at Rohtak



and should be attached with the technical bid.

**(B)** Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

The bid having lowest price will be accepted. In case the rates quoted by the bidder are same, the decision will be taken by draw of lots in Presence of participants. However, the acceptance is subject to approval from DGHE, Panchkula. Further, the office reserves the right to make further negotiations with the bidder having lowest price if the College deems that the quoted prices are on higher than usual side.

6. The Qualifying/Technical Bid should be submitted by the Tenderer/service agency in sealed cover duly mentioned " Technical Bid for providing Cleaning of premises and Housekeeping (Watchmen and Gardner) services at Govt. P.G. College for Women, Rohtak".

7. The Financial Bid duly mentioned "Financial Bid" should also be submitted in the sealed cover separately. Both the sealed Technical and Financial Bid should be put in a bigger cover which should also be sealed and duly mentioned "Tender for Providing Cleaning of premises and Housekeeping (Watchmen and Gardner) services etc. at Govt. P. G. College for Women, Rohtak".

8. The tenders received without tender cost and EMD, incomplete tender or tenders without the supporting documents, not agreeing to terms & conditions shall be summarily rejected. Conditional tenders will not be accepted under any circumstances by the authority. EMD deposit of unsuccessful bidders will be returned without interest after finalization of Tender.

9. The tender will be opened in the presence of authorized representative of the tenderer/bidder who wish to be present at the time of opening of bidding on 26.07.2025 at 12:00 p.m. onward in the office of the Principal Govt. P.G. College for Women, Rohtak.

**10. The last date of receipt of sealed tenders will be 25.07.2025 till 4:00 PM. No tender/bid will be accepted after the scheduled time and date.**

11. If the tenderer/service agency qualifies in the technical bid, then only its financial bid will be opened. The financial bids will be opened in presence of such tenderer/service agencies who qualify the technical bid.

12. Principal of the college reserves the right to accept or reject any & all tender (s) without assigning any reason (s) thereof. No tenderer/service agency shall have any cause of action or claim against the college for rejection of his/her tender.

13. Successful tenderer/service agency has to submit performance security of 10% of the amount of Tender at the time of signing of contract in the form of Banker's cheque/DD in favour of Principal Govt. P.G. College for Women, Rohtak payable at Rohtak.



14. The performance security will be retained during the contract period & refunded only after 90 days from the date of successfully completion of the contract obligation and after obtaining NOC from competent authorities of the College/DGHE office as per requirement.

15. If the successful tenderer/service agency fails to furnish the performance security on the terms and conditions laid down by the College, the tender will be rejected and the EMD will be forfeited by the College.

16. Technical Bids will be scrutinized, by an evaluation committee constituted by the Principal, Govt. P.G. College for Women, Rohtak to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened on 26.07.2025 at 12:00 pm onwards in office of the Principal, Govt. P.G. College for Women, Rohtak (Haryana) in the presence of the authorized representatives of the concerned qualifying tenderers, who wish to be present at that time.



## Annexure- IV

### GENERAL CONDITIONS OF THE CONTRACT:

1. The tenderer shall provide Cleaning of premises and Housekeeping (Watchmen and Gardner) services etc. in the College. He shall ensure discipline amongst its staff and restrict unnecessary movement/assembly of its personnel in premises etc. The Service Agency shall ensure proper supervision of the duties of its staff through its own supervisor.
2. The Service Agency will supply fresh sets of uniform/badges, Identity cards to its workers, who shall wear the same while on duty and also keep their uniform neat and clean.
3. The Service Agency shall be responsible for the conduct/integrity of its personnel and will also be responsible for any act of omission and commission on their part. The agency will watch for their character & integrity on regular basis.
4. College will have no bearing liability whatever concerning the persons deployed by the Tenderer/Service Agency for any purpose. The successful Tenderer/Service Agency shall keep the College indemnified against all losses or damages or liability arising out of or caused, imposed in the course of employment of person (s) by the Tenderer/Service Agency or for any violation of such Acts, Laws or Regulations etc. by Tenderer/Service Agency, his/her/its agent or his/her/its staff.
5. The successful Tenderer/Service Agency shall be solely responsible for setting/resolving any dispute/ claim of its personnel during the pendency of the contract. No liability shall accrue to the College under any circumstances even after expiry of the contract. No claim for continuity of service under contract or otherwise will be entertained by the College.
6. The Tenderer/Service Agency shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement as per the provisions of the Workmen Compensation Act or any act in force at that time.
7. The Tenderer/Service Agency shall comply with the provisions of all local laws viz. Employee State Insurance Act. Workmen's Compensation Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act and the rules made thereunder and as modified from time to time by the State Govt./Central Govt.



8. The Tenderer/Service Agency should deploy his/her/its authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
9. The Tenderer/Service agency shall not be allowed to sub-let or sub contract any part of this contract/job in any circumstances. The Tenderer/Service agency shall also be responsible for any act of omission or commission on the part of his/her/its supervisors/workers. Any damage done/caused to the existing structure/ furniture/ fitting/ equipment by the worker of the Tenderer/Service agency will have to be rectified by the Tenderer/Service Agency at his/its own risk and cost. In case the Tenderer/Service Agency fails to rectify/indemnify the damage, the College reserve the right to deduct it from the Performance Security.
10. The decision of the Designated Officer/Hostel Warden/Principal of the College regarding the satisfactory standard of cleaning and housekeeping services shall be final and binding on the Tenderer/Service Agency.
11. The Tenderer/Service agency will be responsible for supply/installation/ refilling/maintenance of all consumables, items and equipments used in all areas for cleaning of premises and housekeeping purpose.
12. The Tenderer/Service agency will be fully responsible for coordinating with all concerned authorities and have to be present & to provide all necessary details required from time to time by higher/relevant authority.
13. The Tenderer/Service Agency is required to comply with all of the statutory requirements as per government rules & regulations.
14. It will be the responsibility of the contracting agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it and the College will have no liabilities in this regard.
15. Principal, Govt. P.G. College for Women, Rohtak shall not be responsible for providing residential accommodation to any of the employee of Tenderer/Service Agency.
16. All entries in the Tender form should be legible and filled clearly. Any overwriting or Correction which is unavoidable has to be signed by the authorized signatory.
17. In case the successful tenderer declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
18. For all intents and purposes, the Contractor/Service Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in Govt. P.G. College for Women, Rohtak. The



persons deployed by the agency in Govt. P.G. College for Women, Rohtak shall not have claims of any Master and Servant relationship against Govt. P.G. College for Women, Rohtak. Principal, Govt. P.G. College for Women, Rohtak shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. Principal, Govt. P.G. College for Women, Rohtak does not recognize any employee-employer relationship with any of the workers of the contractor.

19. The contracting agency shall also be liable for depositing all taxes, levies, Cess etc. on account of services rendered by it in Govt. P.G. College for Women, Rohtak to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contractor fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the Principal, Govt. P.G. College for Women, Rohtak is put to any loss/obligation, monetary or otherwise, the College will deduct the same from the monthly bills and/or the Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
20. The contracting agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. The Principal, Govt P.G. College for Women, Rohtak shall, in no way, be responsible for settlement of such issues whatsoever.
21. The Principal, Govt. P.G. College for Women, Rohtak shall not be responsible for any financial or physical and other injury including death of any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
22. Any misconduct/misbehaviour on the part of the manpower deployed by the Contractor/Service Agency will not be tolerated and such person have to be replaced by the Service Agency at his own cost immediately.
23. The Principal, Govt. P.G. College for Women, Rohtak may order variations in the scope of work through a written variation order based on requirements. The payment of the variation shall be worked out on the basis of contract rate and pro- rata variation for additional area for equipments, toiletries etc.
24. The Contractor/Service Agency shall, in performing its part of this Agreement, ensure the safety of the building, its equipments, furniture, fixtures and the persons working/ students or visiting in the Govt. P.G. College for Women, Rohtak premises. For any loss or damage caused by any act of the Contractor or its employees or staff etc., the recovery will be made from the Contractor/ Service Agency.
25. The persons supplied by the Service Agency should not have any Police record, criminal





cases against them. The Service Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police. The proofs of residence, driving license, bank account details, previous work experience, Aadhaar Number, recent photograph and a certification to this effect are required to be submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the College for any reasons immediately on receipt of such a request from Designated Officer/Hostel Warden/Principal of this college.

**TERMINATION OF CONTRACT:** - In the event, if services rendered being found unsatisfactory, the contract is liable to be terminated on immediate basis and without any notice to the effect and performance security deposited will be forfeited. The decision of the Principal of the Govt. P.G. College for Women, Rohtak in this regard will be final.

**EVALUATION AND PAYMENT PROCEDURE:** - The college cleaning committee will start its work such as evaluation, any type of sanctions/orders and payment to the tenderer after getting the necessary approval and budget from the Department of Higher Education, Haryana. The payment of salary to the employees for a particular month will be made by the Contractor/ Service Agency in the first week of succeeding month. The College will make the payment to the Contractor upon submission of the salary bill in duplicate. The proof of payment of salary to the employees is required to be attached with the bill of that month. However the proof of EPF/ESI/GST of previous month must be submitted with the salary bills of a particular month. The payment of the bill will be based on duly verified attendance sheet by officer in charge in respect of the persons deployed and after proper verification of the concerned committee/Designated Officer/Hostel Warden. The Payment will be made as soon as possible in the succeeding month upon submission of the bills for the previous month in duplicate. In case it is found that there is under payment, the action including forfeiture of security deposit, black-listing of the contractor and cancellation of contract may be taken by the Principal, Govt. PG College for Women, Rohtak or Higher authorities of Higher Education Department of Haryana.

While submitting the bill for a particular month, the Contractor/Service Provider must file a certificate certifying the following along with ESI contribution sheet downloaded from ESIC Insurance Portal: -

a) Wages of workers were credited to their bank accounts on (Acknowledgment by bank enclosed).

b) ESIC contribution relating to workers amounting to Rs. .... was deposited on



Edit with WPS Office

(Copy of Challan enclosed with contribution sheet)

c) EPF Contribution relating to workers amounting to Rs.....was deposited on (copy of the Challan enclosed with contribution sheet).

(d) We are complying with all statutory Labour Laws.

The payment would be made on monthly basis on verification of attendance sheets, Wage Register, monthly ESIC/EPF/GST challan/Deployment sheets/ Duty Roster/ Attendance Sheet and documents in support of salary disbursement through ECS duly verified by the Committee/Designated Officer/Hostel Warden. Workers of the Contractor should get the wages upto seventh day of each month and the contractor must maintain adequate working capital to meet the requirements of the wage payments. The payment of wages to the staff deployed by the contractor shall not be linked to the payment of bill by Principal, Govt. P.G. College for Women, Rohtak. If the contractor fails to provide proof of payment of statutory dues, his contract will be liable to be terminated on immediate basis without serving any notice and the performance security will be forfeited. The Service Agency shall make payment of monthly wages to the deployed staff by ECS only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all. If the Service Agency does not make payment through ECS, the contract will be liable to be terminated.

**DISPUTE RESOLUTION:-** 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. In case such disputes and differences cannot be settled, the same shall be referred to the sole arbitrator under the provisions of Indian arbitration and conciliation Act 1996 by the College (1st Party) at the cost of both the parties in equal measure whose decision **will be final and binding on both parties**. Any legal dispute will be subject to Jurisdiction of Rohtak only.

**DURATION/PERIOD OF CONTRACT:** - The contract will be valid for a period of one year from the date of agreement further extendable for one year on mutual consent basis and after getting necessary permission from Director General, Higher Education Department, Haryana, Panchkula.

**VALIDITY:** - The Tender will be valid for a period of at least three calendar months from the date of opening of tenders for the purpose of evaluation of tender.

**PAYMENT SCHEDULE:** The payment will be made only when the permission/Grant is obtained from office of the Director General, Higher Education Department, Haryana on quarterly basis. No interest/penalty will be paid by the College on the delayed payment.

**PERMISSION TO START WORK:** Permission will be given to successful tenderer for starting the work only when the College gets sanction of grant from the officer of the Director General, Higher Education Department, Haryana.

**AGRREMENT:** An agreement will be signed between successfully Tenderer and the



Edit with WPS Office

Principal, Govt. PG College for Women, Rohtak on Non-Judicial stamp paper of Rs. 100/- containing all the terms, conditions and obligations under the Contract.

Sr. No.	Sr. no.	Particular
1	Name of the Registered Tenderer/ Service Agency :	
2	Address of the Bidder /Tenderer (with Tel. no., Fax & Email)	
3	Name & Address of the Proprietor/Partners/Directors (with mobile no.)	
4	Contact number	
5	LICENCE /REGISTRATION NO OF :- Valid Labour Contract License with number for providing manpower and approved by Govt. of Haryana (Proof attach)	
6	Goods & service Tax (GST) registration No.(Proof attach)	
7	PAN NO (Proof attach)	
8	EPF Registration no.	
9	ESIC Registration no.	
10	Earnest Money Deposit ( Full details with proof attach)	
11	Bank accounts details (proof attach)	
12	Total turn-over of three preceding years (Proof attach)	
13	Three years experience in similar services (proof attach)	
14	Declaration from Bidder/Tender	

### **Annexure- V**

Office of Principal Govt. P.G. College for Women, Rohtak

#### **QUALIFYING/TECHNICAL BID**

**Technical bid to be kept duly signed-in-envelope-1**



Edit with WPS Office

(Signature of Authorized Signatory with date)

Date:

Name of the Tenderer & stamps



Edit with WPS Office

## Annexure- VI

### Office of Principal Govt. P.G. College for Women, Rohtak

#### FINACIAL BID

(To be kept duly signed in Envelope 2 – Financial Bid)

Name & address with telephone no. of the Registered Tenderer

Particulars	Total Service Charges in rupees per month (should be quoted in both words & figure) To be quoted only in amount and not in percentage. Rates should not be mentioned in decimal (Quote Per Month Rate in this Column)	G. Total for Twelve Months (should be quoted in both words & figure)
Service Charges should be lump sum for providing Cleaning of Premises and Housekeeping (Watchmen and Gardener) Services etc. as mentioned in terms and conditions with material (Per Month)		12 x.....=

1. The rates mentioned above should be inclusive of EPF/ESI/GST and these are to be paid by the Service Provider at his own level. No charges will be paid towards EPF/ESI/GST by the Govt. P.G. College for Women, Rohtak.
2. In case the rates quoted by the Bidder/Tenderer will be same, then the decision will be taken by draw of lots in the presence of Participants.
3. The bidder are required to quote their rates both in words and figures. They should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no tender cost will be refunded to the bidder(s). In case of any dispute, the decision of Principal, Govt. PG College for Women, Rohtak will be final and binding on all the bidders.
4. The Tenderer has to pay to workers wages fixed by the HKRNL/District Administration/Labour Department/Govt. of Haryana from time to time for Rohtak District and will be paid accordingly.
5. GST, E.P.F. & ESI are required to be paid accordingly by the tenderer well in time at his own level.
6. TDS will be deducted as per latest Income Tax Act as applicable from time to time.



Edit with WPS Office

7. The performance of Tenderer can be checked by the Committee/Designated Officer/Hostel Warden/Principal of the College by visiting/inquiring at current working site. The College reserves the right to select the tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of the College will be final and binding on the parties qualified in the technical bid.
8. Both envelopes containing separate Technical and Financial bid should put in bigger sealed envelope.
9. I agree and accept all the terms & conditions of the tender.

Date:

(Signature of the .....)

Tenderer with date Place:

(Name of the Tenderer and Stamp)



Edit with WPS Office

### DECLARATION FROM BIDDER/TENDERER

1. I.....Son/..... Daughter..... of..... Sh  
.....Proprietor/Partner/..... Director/Authorized  
Signatory of.....is/are competent to sign this declaration and execute this  
tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby  
convey my acceptance of the same.

3. I/we, am/are hereby declare that the agency has not declared as black listed in any  
government department.

4. Compliance under statutory provisions are in order and not being violated.

5. 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 tender at  
any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Full Name:

Date:

Place:.....

Company's Seal

**Note: - The above declaration, duly signed and sealed by the authorized signatory of the  
company, should be enclosed with Technical Bid**

