



**Central University of Odisha**  
(Established Under the Central Universities Act, 2009)  
Sunabeda, Dist.Koraput, Odisha. Pin.: 763 004.

Ref.:CUO/Admn./ASH/115

Dt.11/09/2019

**NOTICE INVITING TENDER**

Sealed Tenders are invited for Annual Maintenance Contract for providing Housekeeping and Sanitation Services at Central University of Odisha, Koraput. The last date for submission of Tender will be 1500Hrs on 10/10/2019. For further details please log on to our website [www.cuo.ac.in](http://www.cuo.ac.in).

-Sd/-  
Registrar

## **TERMS & CONDITIONS:**

### **I. ESSENTIAL QUALIFICATION:**

The tenderers shall fulfil the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. The tenderer must have satisfactorily completed:
  - i. One contract of Rs.60,00,000.00 Lakhs or more
  - ii. Two contracts of Rs.30,00,000.00 lakhs each or more or
  - iii. Three contracts of Rs.20,00,000.00 Lakhs or more issued by any Govt. / Autonomous / PSU Organization (Central or State) Public Sector Banks / Universities for deputing manpower services during the last 03 Financial Years (i.e. 2016-17, 2017-18 & 2018-19).

Note: (i) The contract in progress and contract which is not satisfactorily completed will not be considered;  
(ii) Contract executed in any private organization will not be considered.

- c. The total turnover of the tenderer shall not be less than Rs.1.00 (One) Crore during the last 03 Financial Years (2016-17, 2017-18 & 2018-19).
- d. The tenderer must deposit Earnest Money (EMD) of Rs.1,00,000.00 (Rupees One Lakh only) along with their tender in the form of Demand Draft drawn in favour of Central University of Odisha payable at Koraput.
- e. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Odisha payable at Koraput. The cost of the tender document is non-refundable.
- f. The tenderer must possess Bank Account, PAN, and G.S.T No. in the name of the firm.
- g. No criminal charges / cases to be pending against the agency in any court of law or Police Authorities.
- h. Engineer-in-charge for the work will be Assistant Engineer, Central University of Odisha, Koraput.

## **II. DOCUMENTS TO BE ENCLOSED**

**The tenderer shall submit copies of the following documents along with the tender, failing which their bids will be summarily rejected:**

1. Copy of license / registration certificate issued by the Competent Authority.
2. Copy of valid Provident Fund Registration Number.
3. Copy of valid ESI Registration Number.
4. Contract Completion Certificate issued by the concerned Govt./ Autonomous / PSU Organisation (Central or State), Public Sector Banks / Universities under the signature of the appropriate as regards Sl.No.b above consisting of the following details:
  - i. Name of the Work
  - ii. Date of Commencement of Contract
  - iii. Date of completion of contract
  - iv. Number or manpower deployed
  - v. Total Value of the contract
  - vi. Whether the supply of personnel was made satisfactorily or not.
5. Copy of income tax returns and / or annual accounts for the last 03 Financial Years (2016-17, 2017-18 & 2018-19).
6. Copies of Bank Account, PAN and Goods Service Tax Registration Certificate.
7. Demand Draft of Rs. 1,00,000.00 (Rupees One Lakh only) drawn in favour of Central University of Odisha payable at Koraput towards value of EMD.
8. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Odisha payable at Koraput which is not refundable.

## **III. SUBMISSION AND OPENING OF TENDERS.**

1. Tenderer shall submit only one Tender. If a Tenderer submits more than one Tender, all such tenders shall be rejected.
2. The tenders are advised to visit and acquaint themselves with the area and working conditions. The cost of visit shall be borne by the tenderers. Submission of tender by tenderers implies that they have seen the proposed working places and familiarized themselves with the working conditions.
3. The tenderers may send their quotations by speed post or registered post or in person only addressed to the Registrar, Central University of Odisha, Sunabeda Dist.:Koraput, Odisha – 763 004, so as to reach the University on or before 10/10/2019 by 15.00Hrs. Envelope containing bid should be super-scribed as "Tender for Annual Maintenance Contract for providing Housekeeping and Sanitation Services" Ref. No.....date....."

4. Tender Box shall be sealed at **1500hrs** on **10/10/2019** and the same will be opened at **15.30hrs** on the same day. The bidders or their authorized representative may also witness the opening.
5. The rates and specifications quoted by the tenderers shall be strictly as per the Proforma attached as Annexure 01 and 02 otherwise their quote will be liable for rejection.
6. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
7. All the documents submitted by the tenderers shall be serially numbered.
8. Central University of Odisha, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
9. The blank Tender documents may be downloaded from the University Website [www.cuo.ac.in](http://www.cuo.ac.in)
10. Tenders shall be valid for 120 days from the date of opening of tender.
11. The personnel to be engaged may vary as per the requirement of the University.

#### **IV. DISBURSEMENT OF WAGES:**

- (a) The agency shall provide the number of personnel as per the requirement of the University.
- (b) The agency shall disburse the wages to their personnel on or before the 10th day of every month. In case of delay in disbursement of wages by the agency, University reserves the right to disburse the wages and recover the same from the monthly bill of the agency along with penalty.
- (c) Failure to disburse the wages in time shall attract penalty @0.5% per day on the billed amount. Maximum of penalty imposed will be up to 5% of the billed amount.
- (d) The personnel deployed by the agency are required to mark their attendance in the Attendance Register which will remain in the custody of the University.
- (e) The wages shall be disbursed by the agency to their men engaged through the Bank Account.
- (f) The bills of the agency for the previous month will be released by the University in the current month, within 15 days of receipt of bill in duplicate along with copies of attendance sheet of men deployed by the agency, bank statement showing disbursement of wages to their men, ESI / EPF and GST Challans for the previous month.

## V. OTHER CONDITIONS:

1. **Security Deposit:** (Performance Security Deposit): The successful tenderer shall deposit @5% of the total annual contract value amounting to Rs.2,00,000.00(Rupees two lakhs only) as performance security deposit with the University within 10 days of receipt of Award Letter.

The amount shall be paid in the form of Demand Draft drawn in favour of Central University of Odisha payable at Koraput. The performance security deposit shall remain with the University till completion of contract and the amount will be returned to the agency without any interest.

In case of any increase in number of men to be deployed, the value of Performance Security Deposit will be revised based on total contract value.

2. **Duration of Contract:** The contract shall be valid for a period of one year from the date of commencement of work. The University reserves the right to curtail or to extend the validity of contract on the same rates, terms and conditions for such period as may be mutually agreed to
3. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Odisha and the bidder, arising out of non-supply of material or goods, not found as per specifications or any other cause whatsoever relating to the supply or purchase order, before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Odisha, Koraput who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Orissa only.
4. **Return of EMD:** The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer(s). However, the EMD of the successful tenderer shall be retained by the University till the Performance Security Deposit of the full amount is deposited by him in the form of bank guarantee/FDR.
5. **Compliance with all Labour Laws:** The agency shall abide by and comply with all the relevant rules, laws and statutory provisions covered under Labour Laws, Minimum Wages Act, Payment of Wages Act, Contract Labour (Regulation & Abolition) Act, EPF & ESI Act etc.. with regard to the personnel engaged by them for the works.
6. **Settlement of Disputes:** In the event of any dispute or difference(s) between the Central University of Odisha and the successful tenderer arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Vice-Chancellor of Central University of Odisha.

The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time-to-time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates to, and payment to the agency shall continue to be made in terms of the contract. Arbitration proceedings will be held at Koraput only. All disputes shall be subject to Jurisdiction of courts at Koraput only.

**VI. SCOPE OF WORK:** The scope of work is to provide cleaning services at various locations of Central University of Odisha as follows:

- i. To maintain cleanliness of all rooms, halls, laboratories, libraries, toilets, washbasins, corridors, staircases, ramps etc. of Central University of Odisha.
- ii. Daily cleaning / dusting of writing tables, working tables, chairs, telephones, computers, office cubicles, photocopier machines, fax machine, printers etc.
- iii. Daily cleaning of all toilets using required detergent by adding naphthalene balls and air purifier in all urinals, washbasins and other areas.
- iv. Daily cleaning of window panes.
- v. Periodic cleaning of ceilings to remove cobwebs.
- vi. Regular maintenance of cleanliness of electric fans and light fittings of building.
- vii. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
- viii. Keeping the drains around the building clean and clear from choking.
- ix. The personnel deputed by the agency for cleaning and maintenance should be present from 7.00Hrs to 15.00Hrs. on all working days and Saturdays.
- x. Cleaning should be completed in office and other premises (except common places) prior to opening of office hours i.e. 9.30Hrs. so that work in office does not get interrupted in the middle for cleaning purpose.
- xi. Care should be taken that the gadgets are not tampered during clearing operation.
- xii. To collect all the sweepings, garbage and waste and dispose of the same at the nearest garbage point.
- xiii. The agency will ensure collection, segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of biodegradable and non-biodegradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by the local authority.
- xiv. To maintain cleanliness around the Central University of Odisha buildings.

Sd/-  
Registrar



## Central University of Odisha

**Sunabeda, Dist.: Koraput, Odisha. Pin.: 763 004.**

### BILL OF QUANTITIES (BOQ)

**Name of the Work: Annual Maintenance Contract for providing Housekeeping and Sanitation Services at CUO, Sunabeda, Dist.: Koraput, Odisha – 763 004**

Sl. No.	Description	Safai Karmacharis Unskilled category (Rs.)	Supervisor Skilled Category (Rs.)
1.	Rates quoted per person (As per Minimum Wages prescribed by the GoI and Orders of Labour Commissioner including VDA as on date)		
2.	Statutory charges		
	a. ESI (% of monthly basic wages)		
	b. EPF (% of monthly basic wages)		
	c. Cost of Material		
	During normal functioning of the University (July to March)		
	During vacations (April/May/June)		
3.	Service Charges (%)		
4.	Total Charges Rs.		

Place:

Signature of the Bidder:

Date:

Name :