



**Rani Channamma University, Belagavi  
Vidyasangama, national Highway -04  
Belagavi -561156**

**BID DOCUMENT FOR PROVIDING HOUSEKEEPING STAFF TO  
RCU Main Campus, Sangolli Rayyanna Constituent College  
Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers**

# ರಾಣಿ ಚನ್ನಮ್ಮ ವಿಶ್ವವಿದ್ಯಾಲಯ

ವಿದ್ಯಾಸಂಗಮ, ಪಿ.ಬಿ.ರಾಷ್ಟ್ರೀಯ ಹೆದ್ದಾರಿ-4,  
ಭೂತರಾಮನಹಟ್ಟಿ, ಬೆಳಗಾವಿ-591156

ಫೋನ್ ನಂ: 0831-2565242



**RANI CHANNAMMA UNIVERSITY**

Vidyasangama, P.B.National Highway-04,  
Belagavi-591156

Website: [www.rcub.ac.in](http://www.rcub.ac.in)

ಸಂಖ್ಯೆ: ರಾಚವಿ/ಬೆಳಗಾವಿ/ಕಟ್ಟಡ ವಿಭಾಗ/2021-22/ 52

ದಿನಾಂಕ: 06-05-2021

## BID DOCUMENT FOR PROVIDING HOUSEKEEPING STAFF TO RANI CHANNAMMA UNIVERSITY, BELAGAVI.

(RCU Main Campus, Sangolli Rayanna Constituent College Belagavi, Vijaypur,  
Jhamakhandi & Bagalkot P.G Centers),

TENDER REFERENCE No: **RCUB/ESTATE/HK/2021-22**

Availability of Tender Document	<a href="http://www.eproc.karnataka.gov.in">http://www.eproc.karnataka.gov.in</a>
Date of publishing Tender Document on e-Procurement Platform	<b>06.05.2021</b>
Pre Bid Meeting	18.05.2021 03.00 P.M
Last date and time for tender Queries / Clarification	21.05.2021 03.00 P.M
Last date for uploading the filled Tender document	25.05.2021 04.00 P.M.
Time and Date of opening of Technical Tender	27.05.2021 11.00 A.M.
Time and Date of opening of Financial Tender	31.05.2021 04.00 P.M.
Place of opening Technical & Financial Bid and address for communication	Registrar (Administration) office Rani Channamma University Vidyasangama, Belagavi -591156. Karnataka. India. Telephone: 0831-2565242 Fax: 0831-2565240 Email.com: <a href="mailto:rcubuilding2016@gmail.com">rcubuilding2016@gmail.com</a>

Check List for Technical Tender for providing House Keeping Staff to Rani Channamma University, Main Campus Belgavgi -591156, Sangolli Rayyanna Constituent College Belgavgi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers.

1	Name of Tendering Company / Firm / Selected tenderers etc	
2	Name of owner / Partners / Proprietor / Directors etc	
3	Full Particulars of Office In Belgavgi	
(A)	Address	
(B)	Telephone No.	
(C)	Fax No.	
(D)	Email Address	
4	Registration Details :-	
	(A) PAN No.	
	(B) GST Registration No.	
	(C) E.P.F. Registration No.	
	(D) E.S.I. Registration No.	
5	Details of Existing contracts as per <b>Annexure- B</b>	
6	Annual Turnover more than 1 Crores for similar kind of service for the last three years certified by Chartered Accountant	
7	Performance satisfactory certificate from other institutions/ Hospitals from at least 3 organizations for last 3 years.	
9	ISO, OHSAS,SA CERTIFICATES as mentioned in the document With validity	
10	Labour Department registration certificate with Validity	
11	Tender form duly signed <b>Annexure - D</b>	
12	Self-declaration for not having blacklisted as per format <b>Annexure - A</b>	
13	Solvency Certificate of 1 crores from Nationalized Bank to be dated after the Date of Notification	

The above format may be used to provide requisite details and any other details as per the tender document.

Signature of owner / The Managing Partner / Director

Date:

Name:

Place:

Seal:

TENDER NOTICE FOR PROVIDING HOUSE KEEPING STAFF to Rani Channamma University, Main Campus Belagvi -591156, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers.

The Tender Inviting Authority of Rani Channamma University, Main Campus Belagavi invites E- tenders for the Providing Housekeeping Staff as per KTPP Act 1999 & 2000.,

1. Eligible agencies may visit/ inspect the site and verify the entire quantum of work before quoting. They may visit/inspect the site on any working day from between 10.00 am to 5.30 pm by contacting the Registrar or Estate Officer, Rani Channamma University, Belagavi
2. Tender document consists of the following and as per the check list enclosed.

**Tender Notice including eligibility criteria.**

- a. Instructions to Tenderer
  - b. General Conditions of Contract
  - c. Scope of Work (Annexure 'I')
  - d. Additional scope and Particular Conditions for University & cleaning schedule
  - e. Resource requirement. (Annexure II)
  - f. Technical Tender form
  - g. Financial Tender form
  - h. Self-Declaration (Annexure 'A')
3. The tender document shall be downloaded from the website <http://www.eproc.karnataka.gov.in> under the Education Department and the documents can also be viewed and The same to be submitted on or before 25.05.2021 before 4.00 PM.
  4. The Technical Bids shall be opened at **11:00 AM on 27.05.2021** at Registrar office, Rani Channamma University Belagavi – 591156 in the presence of such tenderers or their authorized representatives who may wish to be present.

## ***I. ELIGIBILITY CRITERIA***

1. The Tenderer must have an Annual turnover More than Rs. 1, 00, 00,000/- during any of the last three years (2018-2019, 2019-20, 2020-21) for Similar kind of service, consolidated report duly certified by Chartered Accountant.
2. The Agency must have experience of handling similar kind of work in reputed organizations/Govt. Institutions/Public Sector. Certificate of satisfactory performance in the last 3 years from at least 3 such clients is to be enclosed. Work orders also to be enclosed along.
3. Agency must be registered as service provider with the appropriate authority, registration certificate should be uploaded.
4. The Tenderer should have a valid labour license.
5. The tenderer should have registered under Contract Labour (R&A) Act, 1970.
6. The Tenderer should possess valid ISO – 9001-2015, ISO- SA 8000:2008, OHSAS 18001:2007, certification for Housekeeping Services.
7. The Agency must be registered with the statutory authorities i.e., ESI, EPF, Income Tax & GST. Certificates for the same has to be enclosed.
8. Tenderer should have the Registered / Branch Office in Belagavi, proof of the same to be uploaded.
9. If the tenderer is providing services at Rani Channamma University, Main Campus Belagvi - 591156, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers. the tenderer shall submit the latest (shall be dated on or after tender notification date) **service satisfactory certificate** without fail. Else the bid shall be rejected.
10. The tenderer must undertake produce duly registered “C” form issued by the labour department under shops and commercial establishment act 2020 for Belagavi, Vijayapur & Bagalkot Districts.

## ***II. INSTRUCTIONS TO TENDERERS / GENERAL CONDITIONS OF CONTRACT***

1. E-tenders are invited from the registered and reputed Housekeeping agencies for providing House Keeping service & mechanized cleaning services with manpower for Rani Channamma University, Main Campus Belagvi -591156, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers, on outsource basis under two bid systems.
2. The premises include the covered area of the building and outside the building within the boundary of the premises.
3. Tenderers are required to submit two separate Bids i.e. – Technical and Financial, as per e-portal
4. The Technical bid should contain the following:
  - a) Profile of the company/firm/organization , NGO etc
  - b) Performance satisfactory certificate from at least 3 University/Education institution in the last 3 years for having executed or executing similar kind of service.
  - c) Performance satisfactory certificate compulsorily if the tenderer has served/ is serving this University
  - d) Registration Certificate of firm/ Establishment etc as service provider for the similar service.
  - e) Copy of GST Tax code details
  - f) Registered Office/Branch office in Belagavi (proof to be uploaded)
  - g) Copy of PAN Number

- h) Copy of ESI Registration
  - i) Copy of EPF Registration
  - j) Copy of Registration details under Contract Labour (R&A) Act, 1970 and valid license from Labour Department.
  - k) Copy of ESI & EPF ECR details for the last 2 years.
  - l) Annual turnover for the last three financial years duly certified by Chartered accountant.
  - m) Income Tax returns for the last 3 financial years.
  - n) Copy of ISO certification ISO 9001:2015 , SA 8000:2008 ,OHSAS 18001:2007,
  - o) Self-declaration as per **Annexure -A**
  - p) Tender form duly signed as per **Annexure - D**
  - q) **Solvency Certificate of 1 crores from Nationalized Bank to be dated after the Date of Notification**
5. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.2, 00,000/- shall be paid online through e portal (NEFT/OTC). In the absence of EMD, the tender shall be rejected by the e-portal. The earnest money shall be refunded to the unsuccessful tenderers after finalization of the contract. It shall be refunded to successful Tenderer on the receipt of performance security deposit. No interest is payable on the EMD.
6. Tenderer should have the following certification compulsorily and tenderer should upload in the e-portal. If tenderer fails to upload the copy of all certificates, the bid will be rejected.
- i) ISO 9001:2015
  - ii) SA 8000:2008
  - iii) OHSAS 18001:2007
7. The bid shall be valid for 45 (Forty Five) days from the date of opening of the technical bid.
8. The tenderers shall quote for all work failing which the bid shall be considered non responsive.
9. Tender incomplete in any form will be rejected.
10. Conditional Tenders will be rejected.
11. The closing date and time for receipt of tenders will be **25.05.2021 4.00 PM**
12. The Technical Bid shall be opened on 27.05.2021 (11:00 AM) at Registrar, Office rani Channamma University Belagavi. tenderer who wish to be present at the time may attend. All the Technical Bids will be scrutinized, relevant documents checked for their authenticity and any original documents asked for should be submitted within the stipulated date.
13. No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
14. In case the successful Tenderer declines the offer of Contract, for whatsoever reasons, his EMD will be forfeited.
15. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor. All correspondence shall be through email/written letter only.
16. The successful tenderer will have to submit **3% of the tender value of one year** as Performance Security Deposit by way of DD or bankers cheque in favour of **"The Finance Officer Rani Channamma University Belagavi"** for 60 days beyond the expiry of contract and further renewable.

17. The successful Tenderer will have to deposit the Performance Security Deposit and commence the work on or before 30 days of issue of Award of Contract. Otherwise the contract will be canceled.
18. The tenderer should quote Minimum wages + GST+ service charges in Financial Bid wages shall be accordance with the Minimum wages as decided by the State Government for Zone- I. Manpower charges shall be **as per the minimum wages notification** for housekeeping staff for University as specified under Annexure-E
19. Under any circumstances whatsoever, the manpower deployed shall be paid wages not below the Minimum wages set by the Government of Karnataka.
20. All the rates quoted by the bidder shall remain unchanged during the period of contract except Manpower charges, which may be revised in case of revision of Minimum Wages by State Government. This revision will, however, be restricted to revised Minimum Wages only.
21. The Tenderer should have sufficient employees on its rolls specifically trained for housekeeping / Scavengers work in the initial period. The Successful bidder should have at least 25% of employees in excess.
22. The agency should quote the Minimum wages+ ESI+EPF+ GST + Service Charges per person per month, the charges for supply of manpower shall be quoted in Figure and words. In case of any discrepancy in rates, the rates written in words shall prevail. Service Charges quoted shall not be less than 2%.
23. The Charges should be quoted on monthly basis for providing manpower for housekeeping and cleaning etc.
24. Rates quoted shall be firm and fixed. No escalation of whatsoever nature shall be payable, unless it is due to State Government order on enhancement of Minimum Wages.
25. Tenders received and found deficient on account of registrations, documents or required information are liable to be rejected.
26. Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information. **Registrar (Tender Inviting Authority), Rani Channamma university Belagavi**, does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
27. The tender inviting authority reserves the right to withdraw/relax any of the terms and conditions mentioned above.
28. The tender inviting authority reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
29. For finalization of contract, the Tenderer whose rates as given in the Financial Bid are the lowest in comparison to other tenderers will be considered as the Lowest Tenderer. **If 2 bidders are found to be the lowest then the preceding year's any 3 years previous experience in the Universities will be considered.** The bidder with higher annual financial turnover for similar kind of service will be preferred. Balance sheets for the

same should be produced.

30. The persons deployed by the Contractor should be less than 50 years of age, properly trained, have requisite Experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment.
31. The Contractor should ensure the Health and safety measures of the employees. University and Tender Inviting Authority is not responsible for any unfortunate accidents/ incidents that occur during the working hours
32. The Contractor will be responsible for maintenance of all such items/equipment used in wash rooms and other areas for housekeeping purposes.
33. The Contractor must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. All deployed staff should be above the age of 18. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
34. The deployed employees should be Domicile of Karnataka for at least 5 years, relevant ID cards like voter ID , Ration Card should be submitted.
35. The Contractor will be responsible for such conduct of the persons engaged by him in the University which will be conducive for maintaining the harmonious atmosphere in the University and will be responsible for any act of commission & omission of such persons.



36. The persons provided by the contractor shall be the employee of the contractor only and there is no Master and Servant or Employer and Employee relationship between the persons provided by the contractor and this University and further the said persons of the contractor shall not claim any employment, engagement or absorption in this University, in future.
37. The persons provided by the contractor shall not claim any benefit/compensation/absorption/ regularization of service from/in this University under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act 1970. Undertakings from the persons to this effect shall be required to be submitted by the contractor to this University
38. The contract shall initially be for a period of One year and shall be extended further for one more year subject to satisfactory performance, on the same Rate, Terms and Conditions.
39. The rates quoted by the bidder shall remain unchanged during the period of contract.
40. **The Registrar Rani Channamma University Belagavi**, however, reserves the right to terminate the contract by serving one months' notice, in writing. Without assigning any reason the Contract may be terminated by giving one month notice. If the bidder wants to terminate the contract, then a minimum of 3 months' notice period has to be issued to the University and with the consent, contract may be terminated.
41. In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited.
42. The Contractor must provide standard liveries to its housekeeping staff/supervisors/managers. The staff shall be in proper uniform as approved by **Registrar Rani Channamma University Belagavi**, and with their identity properly displayed. Samples of liveries will have to be submitted by the Contractor for approval, Estate Officer Rani Channamma University, Belagavi .
43. The agency shall provide the surname and other details compulsorily for the deploying housekeeping staff as per Government ID card (ADHAR Card).
44. The agency shall issue Photo ID cards (information as in ADHAR CARD) to all its employees with the agency's Logo, Name and Designation of the employee deployed. Without the ID Cards and uniform no employee will be allowed to work. All the documents shall be submitted a week before commencement of work.
45. The agency shall submit the medical fitness certificate of the Housekeeping staff deployed and age shall be ascertained in the medical fitness certificate.

46. The Housekeeping staff should be provided with minimum 2 pairs of uniforms with monogram of the agency. If the agency is serving more than one university in the Rani Channamma University, campus, then the uniforms shall be unique to each University. The staff should have good personality and should be presentable and pleasant in their manners. They should be able to identify important officers of the University and should give proper respect to them. The age of the housekeeping personnel posted by the Agency shall not exceed 50 years.
47. Qualified bidder should pay for the already installed face & finger reading biometric attendance instrument and the paid amount shall be remitted at the end of the contract with deduction of 10% as depreciation. The biometric entry and attendance will be monitored by the University authorities. It should be certified by NS Grade I /II and submitted in triplicate on 5<sup>th</sup> of every month. Attendance shall be verified with 3 documents i) Biometric, ii) NS Grade Attendance, iii) Contractor's Attendance. However, wage payment shall be done purely based on anyone considering any one attendance.
48. Estate Officer, Rani Channamma University will provide space for setting up a control room of the Contractor in the premises. The room to be equipped with a computer work station. The contractor will arrange for all items, computerized inventory of stores, computerized daily duty roster chart, etc. The housekeeping staff will first report to the work inspector/supervisor in the designated room and subsequently deployed for duty after having been checked for liveries, upkeep, issue of material and equipment, etc.
49. Estate Officer Rani Channamma University, will ensure that the office rooms, hospital rooms etc. are open at designated hours for cleaning/housekeeping work.
50. The belongings of the staff deployed shall be checked at the entry & exit by the security at the gates. Any theft found to have happened due to the deployed employees, serious action shall be taken. Penalty of Rs. 1000 shall be deducted from the house keeping staff and the cost of the item shall be recovered from the housekeeping agency.
51. The Contractor has to ensure the following:
- Pest free environment in the premises.
  - Provide tissues boxes and hand towels in Officers rooms.
  - Provide toiletries, steel body liquid soap dispensers, jumbo toilet roll dispensers, etc. in wash rooms, toiletries, C-Fold Towel dispensers, Jumbo Roll dispensers, Soap dispensers etc. in all wash rooms and garbage bins/bags, etc. in all work station wash rooms and pantries.
  - Ensure that their manager/supervisor is equipped with mobile phones.
- Arrange for garbage disposed vehicle bins and other material required for segregation and disposal of waste in a professional manner without violating the eco-norms prescribed by the concerned authority.

Ensure the collection, mechanized screening/segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco-friendly manner. The Contractor will arrange for required resources, including manpower, machinery, and vehicle for transportation. The contractor will also ensure that the garbage collection work does not adversely affect the surroundings or personnel deputed for the work. Protective gear including boots, gloves etc. shall be provided by the Contractor to the housekeeping staff. No extra shall be charged for these.

To make compliance to relevant the provisions of the appropriate statutory Laws.

To follow the instructions of the administrative authority of the office.

The Housekeeping services are to be provided at RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers on all days (24X7X365 day). The contractor is responsible for any loss due to improper handling of movable/ immovable properties or use of improper material/equipment's for cleaning etc., by the house keeping staff.

The contractor has to indemnify the RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers, against all claims, damages or compensation under the provisions of State Minimum wages Act and other Labour laws in force from time to time and Payment of Wages Act, 1936; Minimum Wages Act,

1948; Employer's Liability Act, 1938; the Workman Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Bonus Act; Contract Labour (R & A) Act 1970, or any modification thereof or any other Social Security benefits including prescribed number of leave / holidays and prescribed hours of work Schedule to its employees deployed in the University and all laws related to Social Security (ESI & P.F. etc), Service Tax wherever applicable & other Labour legislations, and such statutory orders from time to time. Rani Channamma University Belagavi, will not own any responsibility in this regard. And the Contractor will be liable for any consequences resulting from violation of any such rule / provision. These instructions shall form a part of the contract document/agreement.

### **III. PRE BID MEETING**

- If a pre-tender meeting is convened the tenderers' designated representative is invited to attend at the venue and time stated in the Invitation to Tender. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that state.
- The tenderer is requested as far as possible to submit any questions in writing, to reach the Tendering Authority not later than seven days before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following:

- (a) Minutes of the meeting including the text of the questions raised and the responses given

together with any responses prepared after the meeting, will be transmitted through the e portal corrigendum.

- (b) Any modification of the tender documents which may become necessary as a result of the pre-tender meeting shall be made by the Tendering authority exclusively through the issue of a tender corrigendum/ addendum/ both.
- (c) Non- attendance at the pre-tender meeting will not be cause for disqualification of a bidder.

#### **IV. SCOPE OF WORK AND SERVICES OF THE PREMISES**

- a. Details of scope of work are enclosed in the **Annexure 'I'**
- b. The details of the cleaning schedule is enclosed.

Details of Equipment to be used, Number of Manpower and liveries to be used is furnished in the **Annexure ,II'**

The contractor shall provide resources, to meet the contractual obligations.

#### **V. VARIATIONS**

The Registrar Rani Channamma University Belgavi, may order variations in the scope or quantum of work through a written variation order. The payment for the variation shall be worked out on the basis of contract rates for manpower and priority for additional areas for equipment, toiletries etc.

#### **VI. PAYMENT PROCEDURE**

- a. Payment of the previous month will be made upon submission of the bill before 15<sup>th</sup> of the succeeding month in triplicate. Payment of the bill will be based on submission of required documents as per **Check list to be submitted along with monthly bill (Annexure -C)** approved by Rani Channamma University, along with computer generated attendance sheet (biometric) or any in respect of the persons deployed.
- b. The billing cycle is to be Calendar month. The bill by the Agency to be submitted before 11<sup>th</sup> and bill to be cleared for each month if all documents are submitted as per the tender condition. However, the agency has to make salary to the worker on or before 10<sup>th</sup> of every month and ESI,PF payment before 15<sup>th</sup> of every month without fail and payment of wages, ESI, EPF is not linked to the clearance of the bill by Rani Channamma University Belgavi. If all the documents are submitted and are found to be correct, payment shall be made within 30 days of submission of all documents.
- c. The wages of the workers should be credited into their bank account and the necessary supporting documents should be enclosed while submitting the bill. No cash payment is permissible & such payments are to be treated at par with non-payment of wages. There must be no deviation whatsoever in this regard. Wages, ESI,EPF has to be credited even to the employee who works for only one day, through

bank account only. Bank statement for having remitted the salary has to be produced. The bank should be a Nationalized Bank. Each page of the bank statement should be signed and attested by the Bank Manager.

- d. The details of remittance of Bank Statement, ESI/EPF/GST Tax and other statutory dues should be enclosed along with the bill. If these are not remitted to the employees as per the procedure then the bills shall be withheld until clearance from the agency and strict actions will be taken against the agency. All details of payments of the previous month wages, ESI,PF as mentioned above should be submitted before 15<sup>th</sup> of the succeeding month. Failure to submit will lead to a penalty of Rs 5000 per day until the submission of the details.
- e. Employee-wise details of ESI, EPF & other statutory dues contribution paid is to be submitted on time. **The Successful bidder shall nominate one of their office staff to produce their ESI and EPF User ID and password and provide the details asked by office regarding the ESI and EPF payments, download their uploaded ECR copies to this office.** Individual employee ESI & EPF paid ECR copies to be downloaded at this office, on the day of submission of the bill.
- f. The security Deposit shall be released without interest after 3 month of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the Agency or its employees. In case of any complaint, the security deposit shall be discharged only after adjusting all dues,
- g. liabilities etc. including withdrawals of EPF of workers engaged during contract period or after submitting the individual EPF account details to be certified by Provident fund commissioner's office, submission of receipts of payment of GST (month wise details) duly certified by the concerned Govt. authority etc., if any, as specified in the tender at appropriate places.
- h. **The Successful Bidder shall submit an undertaking on Rs 200 stamp paper that all statutory Labour Laws including Minimum Wages Act, ESI ,EPF, WAGES to the employees engaged at RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers is being complied and any differences regarding the above shall be the responsibility of the bidder.** And the University shall take legal actions if the agency is found to be at fault in terms of remitting the ESI,EPF & WAGES to its employees. The mentioned undertaking shall be submitted along with the Contract Agreement paper.
- i. The Agency, which do not provide details of the payment of all statutory dues with the bill, will be given one month's notice for termination of the contract right away.
- j. Duty roaster of a month shall be submitted on 25<sup>th</sup> of the previous month and shifts

shall not be altered. If altered it shall be brought to the notice of the Estate Officer RCUB in a letter immediately. The weekly offs should be given as per the duty roster only. Any changes shall be considered as leave. Rotation of work place for each employees should happen for every month. Else a penalty of Rs 1000 shall be applicable.

- k. Bills should be submitted on time. University won't be responsible for late payments if bills and required documents are submitted late or is incomplete.
- l. The employee names in Bank Statement, ESI, PF Registrations should be same as in the University attendance register.
- m. The bank statement for having paid the salaries to the employees should be certified by the bank on every page of the statement. The bank should be a Nationalized Bank only. Co-operative bank statement or accounts will not be considered.

## **VII. LIQUIDATED DAMAGES**

Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers and if no action is taken within ONE hour liquidated damages @ Rs.500/- (Rupees Five Hundred Only) per complaint shall be imposed. The decision of The Estate officer Rani Channamma Univerity, Belagavi shall be final, in this regard.

## **VIII. MANPOWER**

- a. The Contractor should ensure to maintain adequate number of manpower as per Financial Bid and also arrange a pool of stand by housekeeping staff/supervisor. In case any housekeeping staff/supervisor is absent from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff. If the numbers of workers/supervisor reported are less than the minimum required as per Schedule of Requirement, a penalty @ Rs.500/- (Rupees Five Hundred Only) per worker per shift will be deducted from the bill and also the wages for the absent workers will be deducted.
- b. Any Manpower should not be deputed in double or triple shift. An employee who has worked in 1<sup>st</sup> shift may be deployed to 2<sup>nd</sup> shift, but no employee shall be deployed to night shift after working in 2<sup>nd</sup> shift, or the employee who has worked in night shift shall not be deployed in 1<sup>st</sup> shift. The double shift option is allowed only during emergency circumstances.
- c. If the absence or shortage of workers pertains for the succeeding months, then the penalty shall increase by Rs 250 per succeeding month. Penalty is applicable per day per absent worker per shift.

- d. Individual employee Documents like the Bank account No, ESI No, PF No, Adhar card copy, 10<sup>th</sup> Marks card copy (not applicable for housekeeping staff), Degree certificates(for supervisors), Police verification copy, medical fitness certificate, required licenses and certificates for doing the particular work should be submitted before the start of service.
- e. Only on submission of the above documents biometrics will be done and all employees should be registered on our biometrics before the start of service.
- f. The bidder should have sufficient manpower on their payroll and an undertaking should be enclosed for the same. In the initial period of commencement of work, at least 25% of staff should be in excess.
- g. All employees should compulsorily converse in Kannada. They should understand and speak kannada well. They should be Karnataka Domicile for at least 5 years. Proofs for the same like the Voter ID, Ration Card to be submitted.
- h. The working staff to be professionally qualified and must be trained. This work force should be on the pay roll of the Agency.
- i. Contractor must employ adult personnel having good antecedents.
- j. The agency shall be fully responsible for the conduct of their staff. Any misconduct/ misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the contractor at his own costs, risks and responsibilities immediately, with written intimation to RCU Belagavi,
- k. The University shall have a right to ask for the replacement of a worker who is not found suitable for the work or adjudged undesirable worker by the University.
- l. The staff shall be in proper uniform with Identity cards & name plates while on duty. For improper uniform a penalty of Rs 500 for each person shall be charged. Uniform shall include neat and tidy uniform, aprons, shoes, ID CARD ETC. Improper usage of hospital recourses shall lead to a penalty of Rs 1000 for every such incident.
- m. The Contractor shall provide a bio-data as per Annexure III with a photograph as well as copies of identity cards of all the persons who will be engaged by him for working in the University and also get their Police verification done before engagement in the University. Without the police verification, biometrics of the workers shall not be done. and biometric attendance shall be considered from the first day of joining.

## ***IX. RISK CLAUSE***

The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of failure of the existing arrangement. RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers reserve the right for termination of the contract at any time by giving one month written notice, if the service is found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by BMC&RI Super Speciality Hospital from the Contractor's Security Deposit or pending bill or by raising a separate claim.

- a. Regular meetings will be held with the Rani Channamma University Belagavi.
- b. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the University and shall not knowingly lend to any person or company any of the assets of the University under its control.
- c. In the event of loss/damage of equipment etc. at the premises of the University due to negligence/carelessness of deployed staff, then the Contractor shall compensate the loss to the University.
- d. The Contractor or its representative/s shall meet University representative/s regularly to take feedback regarding the Housekeeping services. The Contractor will also maintain a suggestion book for comments on the services rendered by it.
- e. The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the University premises and shall indemnify University for any loss or damage caused by any act of the Contractor or its employees or staff.
- f. The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of university.
- g. Appointment of Supervisors will be done in consultation with The Estate officer Rani Channamma University, Belagavi and must be approved by The Registrar .
- h. Training on behavior aspects and ethics must be done regularly. Rani Channamma University Belagavi ways of working should be communicated to all deployed staff. Training report of the same must be submitted once in a month.
- i. Licenses if any required for Housekeeping services at the site will be procured by the Contractor.
- j. Any loss caused to the life and property due to negligence or dereliction of duty of the engaged agency is to be indemnified by the Agency upto the entire satisfaction of the concerned office.

## ***X. TERMINATION OF AGREEMENT / CONTRACT.***

- a. The Registrar Rani Channamma University Belagavi , shall at his sole and absolute discretion, be entitled to terminate this agreement forthwith by written one month notice without assigning any reason and without payment of any compensation.
- b. In case of any breach of any terms and conditions attached to the contract, the performance Security Deposit of the Contractor will be liable to be forfeited by The



Registrar Rani Channamma University Belagavi besides annulment of the contract and also **blacklisting** of the contractor for further five years.

- c. In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the University by way of compensation, damages or otherwise. The contractor may terminate the contract with a 3 month's notice & permission from the Tender Inviting Authority in writing.

## ***XI. STAMP DUTY***

The contractor shall bear the stamp duty on the original of the agreement incorporating the General conditions of the contract, Scope of the work, Additional scope of the work and terms and conditions, which shall be executed in duplicate, and the University shall retain the original and the Contractor shall retain the duplicate.

## ***XII. DISPUTE SETTLEMENT***

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

## ***XIII. AWARD OF CONTRACT***

- Award of the contract will be made to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document. **The contract period shall initially be for a period of one year and shall be extended for one more year subject to satisfactory performance.**
- The Authority / University will communicate the successful bidder by letter transmitted by registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Award of Contract") shall prescribe the amount at which the contractor will be paid in consideration of the execution of services by the contractor as required in the contract.
- The successful bidder will be required to execute an Agreement in the form specified within a period of 14 days from the date of issue of Award of Contract from the University.
- The successful bidder shall be required to furnish Performance Security within 14 days of issue of "Award of Contract" for an amount equal to 10% of the contract value in the form of Account Payee DD in an acceptable form in favour of The Finance Officer Rani

Channamma University Belagavi. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

- Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Performance Security.

- In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of contract thereof, that one or more of the pre-qualification conditions have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Contractor either by issue of the Award Of Contract (AOC) or entering into of the Agreement, and if the Selected Bidder has already been issued the AOC or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this NIT, be liable to be terminated, by a communication in writing by the University to the Selected Bidder or the Contractor, as the case may be, without the University being liable in any manner whatsoever to the Selected Bidder or Contractor.

- In such an event, the University shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to the University under the Bidding Documents and/ or the Agreement, or otherwise. In such a case, if the discovery is made before the signing of the Agreement, the University retains the right to call/ invite the next lowest bidder to match the L-1 Bidder and may re-issue the AOC to the next lowest bidder. If the next Lowest bidder refuses to match the Bid of the L-1 bidder or such discovery regarding material misrepresentation happens after signing of the Agreement, the university reserves the right to terminate the agreement/ withdraw the AOC, as the case may be, forfeit the Bid Security or Performance security or both of the L-1 bidder as persisting on such date and may initiate retender.

- In case, any such discovery happens during tenure of such Agreement, the University reserves the right to terminate the agreement and proceed ahead as per the provisions of terminations in case of Contractor Event of Default. In case Selected Bidder does not acknowledge the AOC or does not sign the agreement within the time period specified in the AOC, in such an event, the University shall be entitled to forfeit and appropriate the Bid Security and/or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to the University under the Bidding Documents and/ or the Agreement, or otherwise.

### ***XIII. FRAUDULENT AND CORRUPT PRACTICES***

The Bidders and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the AOC and during the subsistence of the Contract / Agreement. Notwithstanding anything to the contrary contained herein, or in the AOC or the Contract / Agreement, the Authority may reject a Bid, withdraw the AOC, or terminate the Contract / Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder or Contractor, as the case may be, if it determines that the Bidder or Contractor, as the case may be, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, the Authority shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy including blacklisting / debarment that may be available to the Authority under the Bidding Documents and/ or the Contract / Agreement, or otherwise.

Without prejudice to the rights of the Authority under Clause hereinabove and the rights and remedies which the Authority may have under the AOC or the Contract / Agreement, or otherwise if a Bidder or Contractor, as the case may be, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the AOC or the execution of the Contract / Agreement, such Bidder or Contractor shall not be eligible to participate in any tender issued by the Tender Inviting Authority during a period of 1 (one) years from the date such Bidder or Contractor, as the case may be, is found by the Tender Inviting Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the AOC. Shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the AOC or after the execution of the Contract / Agreement, as the case may be, any person in respect of any matter relating to the University Attendant services or the AOC or the Contract / Agreement, who at any time has been or is a legal, financial or technical adviser of the Tender Inviting Authority in relation to any matter concerning the University housekeeping services;
- (b) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

- (c) “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- (d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

**XIV. JURISDICTION OF COURT:-**

The Courts in Belagavi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

The Duty hours for the shifts shall be as follows :

General Shift :	9:00 am to 5:00 pm
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Signature of tenderer with seal

## I. Scope of Work

### ANNEXURE - I

#### 1) Cleaning Service

The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area. Pre-designated managers / supervisors of the contractor will supervise the awarded work. The contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the Registrar RCUB. Officials of University will monitor the entire work and staff deployed by the successful tenderer.

House-Keeping Staff should be conversant with the layout of the building, fire safety system along with telephone Numbers of nearest Police Station, Fire Station, Hospital, Estate officer, etc.

#### **Daily Services:**

Housekeeping / cleaning services should be done daily from Monday to Sunday at regular intervals, so that the areas covered under the contract remain spic and span all the time, working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 10.30A.M. Dry and Wet mopping of all the areas should be done 3 times.

- i. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings, removal of waste and any other garbage from the entire area covered under the contract (such as halls, conferences rooms, committee rooms, office rooms, cabins, cubicles, University surroundings etc.).
- ii. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract including all staircases, cabins, lobbies, reception, training rooms, office rooms, meeting rooms, security office and other areas as covered in the contract.
- iii. Cleaning of dustbins, cob-webs, etc. and disposing off all the collecting refuse at designated site on daily basis.
- iv. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipment, accessories etc. and cleaning of all window glasses and grills. Cleaning and dusting of window panels / blinds.
- v. Spraying Room Fresheners in all rooms on a daily basis at regular intervals.
- vi. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, toilets, floors, etc.
- vii. Cleaning and disinfecting all vitreous fixtures including toilets, bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Restock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily checkups in the morning, afternoons and on call basis during daytime.
- viii. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, firefighting equipment, name plates, plant, plants doormats etc. assisting the electrician in dusting the substation equipment's.
- ix. Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
- x. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.

- xi. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs, etc.
- xii. Cleaning of all open areas between the building and boundary including sweeping of roads,
- xiii. lawns, paths, cleaning open drains etc. as directed by the Garden Superintendent in charge.
- xiv. Dedicated manpower for washroom cleaning on each floor 3 times a day.
- xv. Grass cutting, tree branch trimming and removal of small plants ,weeds around the University area & Parking Lot.
- xvi. The contractor will be responsible for University sewage pipe maintenance and tenderer shall use the necessary equipment for the maintenance of sewage line (connected to the University, inside and outside) if required and shall be a part of this contract. No additional charges will be given in this respect. Failure to clear the blockage within 4 hours of the complaint, shall lead to a penalty of Rs1000/day.
- xvii. The deep cleaning of the entire area will be done by the contractor as and when required as under:-
  - a. Dusting of entire area including windows / windowpanes / doors / ledges, etc.
  - b. Thorough cleaning / sweeping / washing / mopping with disinfectant cleaners of all floors, Staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceiling and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
  - c. Cleaning of sanitary fittings, toilets drain pipes etc. in the toilets with standard cleaning material.
  - d. Cleaning of all windows glasses and grills with detergents / cleaning agents.
  - e. Washing of outside area with High Pressure Jet Machine.
  - f. Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
  - g. The Tenderer will make a cleaning programme and submit to the University for weekly cleaning so that the University concerned official / in-charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
  - h. The contractor will work in the specified area mentioned in the scope of work.
  - i. The contractor will provide the duty register to RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers as and when required.

### **Waste Disposable Management**

The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of Biodegradable and non-Biodegradable garbage. Transportation of general garbage from the University shall be the responsibility of the Contractor. No additional charges shall be given for Transportation of general garbage. No vehicle charges will be given.

The contractor shall keep suitable size and specification bins at the collection area. The contractor will employ his staff for the collection / disposal work. The garbage will have to be disposed of at least twice a day. The contractor will also arrange for the

garbage bags provided by the University, prepare a flowchart indicating the method of collection / disposal, etc.

### **House Keeping Monitoring and Control**

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

- **Toilets Checklist**  
This is to be attached on the back of the toilet door. It is to be filled up by the contractor supervising staff on each shift on daily basis. Toilets should be cleaned every 2:30 hours.
- **Management / Housekeeping Service Requirements / Complaints Report**  
This is to be filled up by the management and administrative staff of the contractor who receive / observe the complaints / requirements for any of the services. All suggestion, complaints related to services or staff deployed by the contractor will be registered and reported to Registrar Rani Channamma University Belagavi. The contractor will take immediate action to resolve the same failing which the penalty clause will be invoked.
- **Housekeeping Services Complaints Register**  
This Register is to be completed on the basis of information received by the housekeeping Manager from University through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter / fax / email, verbal complaints from University, etc. and necessary action is to be taken.

### **II. Additional Scope & particular condition for RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers**

In case of any differences, these particular conditions of contract supersede the General conditions of contract. The services shall be provided round the clock on all days, including holidays. The Services include:-

- (i) Cleaning of the whole premises including toilets and open areas.
- (ii) Wet moping of covered areas.
- (iii) Cleaning of window panes and door panels.
- (iv) Cleaning and dusting of furniture and fittings.
- (v) Any other work within the scope of the specialized services.
- (vi) Vacuum cleaning of all carpets and upholstered furniture.
- (vii) Doing/Working in garden & Cleaning grass & weeds in lawn and around the university, parking area should be clean.
- (viii) The terrace shall be cleaned every alternate days without fail and whenever need arises in between.

#### **1. Cleaning of Offices / Consultant Rooms**

- i. The contractor shall remove trash from office dustbins and change the trash liner every evening before closing hours.

- ii. The offices shall be dry dusted and swept after the closing hours.
- iii. Vacuum cleaning shall be done on carpet and upholstery.
- iv. The worktables shall be cleaned with cleaning solution in the morning.
- v. The office shall be mopped with floor cleaning solution in the morning.
- vi. Office staff rest rooms / toilets shall be cleaned using toilet cleaning solution and kept odor free using fresheners.

**2. Cleaning of Laboratory & Other Critical Areas**

- i. All the dustbins shall be washed and lined with colour coded bags in the morning. The trash bags shall be changed when it is full.
- ii. Walls shall be thoroughly cleaned using a disinfectant solution in the morning.
- iii. The floor shall be thoroughly mopped with a specialized floor cleaning solution.
- iv. The entire laboratory area shall be scrubbed at least twice in a week.
- v. Toilets / bathrooms shall be cleaned with toilet cleaning solution and kept odor free using deodorizer cubes.
- vi. The common area shall be swept and mopped in the morning, evening, night and at regular intervals to keep them clean.

**3. Glass Windows & Doors**

- i. The contractor shall have his staff to clean glass with appropriate glass cleaning solution on daily basis.
- ii. Internal Glasses shall be wiped with dry cloth to remove fingerprints at regular intervals every day



## III. CLEANING SCHEDULE

Sl.No.	Activity	Frequency
<b>Administration Building &amp; Main Building Hostels, University Campus, P G Centers, &amp; Constituent College</b>		
1	Garbage removal	After every case/Per a day
2	Feather brushing	After every case/thrice a day
3	Garbage removal from the corridor	Daily twice
4	Brushing in The Corridor	Daily twice
5	Dusting of doors and windows in corridor	Twice in week
6	Mopping with wizard in Corridor	After every 5 hour
7	Mopping With sodium Hypochlorite in Corridor	After every 5 hour
8	Washroom Cleaning with Wizard	Cleaning after every 3 an hour
9	Washroom Cleaning with sodium Hypochlorite	
10	Scrubbing	daily

<b>2. Administration Building &amp; Main Building Hostels, University Campus, P G Centers, &amp; Constituent College</b>			
I	Removal of Garbage	Twice in a day 11.30 pm. and 4.00 pm	As per the BMC guidelines
II	Cloth Brushing Floor	Twice a day 9.00 am., 3.00 pm.,	Feather Brush
III	Dusting	After every 5 hours as and when required	solution
IV	Mopping with wizard	After every 5 hours as and when required	solution
V	Mopping with sodium Hypochlorite	After every 5 hour as and when required	1% sodium Hypochlorite
VI	scrubbing	Weekly/ when required	
VII	Washroom cleaning with Wizard	Cleaning after every half an hour	solution
	After 5.30 pm housekeeping services will be provided on call, if there is request from the University authorities		

**RESOURCES REQUIREMENT**

The Contractor should provide skilled housekeeping staff to operate the following Chemical and acids in the University.

List of Machinery that will be provided:

SI. No.	Description	
1.	Scrubbing Machine	The equipment's shall be under the custody of Special Officer and if any damage, expenses shall be borne by the agency
2.	Auto Scrubber Machine	
3.	Wet/Dry/Vaccum Cleaner	
4.	High Pressure Jet	
5.	Wringer Trolley	
6.	Caddy Bucket	
7.	Signages	
8.	Drainage Pump	

**Minimum Cleaning Materials & Aids requirement:**

The contractor shall use the quantity of cleaning materials for quality cleaning compulsorily. The cleaning materials shall be under the custody of Special Officer/ Concerned Nursing Supervisor. The required quantities of cleaning material and aids for the month shall be procured by the hospital and shall be stored in the store room and issued to the staff daily as required. Computerized records shall be maintained which shall be opened to inspection by BMC&RI Super Speciality Hospital staff.

Signature of the tenderer  
with seal

## Annexure III

### DOCUMENTS TO BE SUBMITTED BEFORE DEPLOYING THE STAFF

The below documents should be submitted 15 days before commencing the work. A month's time will be given from the date of Award of Contract to commence the work. From Day 1 the employees should come in uniforms, ID card, proper shoes and have to be trained to work in RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur, Jhamakhandi & Bagalkot P.G Centers.

Documents to be submitted for each individual employee before commencement of work

- Police verification
- Medical fitness certificate
- Training certificate for the particular service
- ESI No
- EPF No
- Bank account number (Nationalized bank)
- ADHAR card
- Age proof
- Karnataka domicile certificate (voter ID/Ration card)

All these have to be submitted for each employee before 15 days of commencement of work during the initial period and the same is applicable if any new employee is deployed later on during the service period.

Signature of owner / The Managing  
Partner / Director

Date:

Name:

Place:

Seal:

**SELF DECLARATION**

To,

Registrar,  
Rani Channamma University,  
Belagavi – 591156.

Tender Notification No:-----

Date-----

For Housekeeping Service,  
WeM/s. ....  
-----

1. The tenderer should have an organization to provide the necessary management
2. Self-declaration stating the bidder is not black listed with any State Government / Central Government / Quasi Government Organization.

The Tenderer failure to furnish all information as stipulated in the tender documents or submission of a tender not in compliance to the tender documents will be rejected.

Signature of authorized person

Date:

Full Name:

Place:

Company's Seal:

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

ANNEXURE- B

Details of the contracts that have been executed or is being executed.

	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer Concerned and email for contact	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				DD/MM/YY	DD/MM/YY
1					
2					
3					
	Additional information, if Any				

The above format may be used to provide requisite details.

Signature of owner / The Managing Partner / Director

Date:

Name:

Place:

Seal

**CHECK LIST OF DOCUMENTS** (to be submitted along with monthly bill)

S.No.	Name of Documents	No of pages	Yes	No	Remark
1	Attendance Sheet				
2	Wages Sheet				
3	Wages disbursed by ECS / Bank statement to the deployed workers in the concerned University (Copy of bank statement)				
4	EPF challan of individual worker with ECR c o p y each				
5	ESI challan of individual worker with ECR c o p y each				
6	GST challan must tally with the service tax collected from the department for the workers deployed in this University				

I am submitting monthly claim/bill for the period w.e.f.....to.....

..... for providing housekeeping staff on outsource basis with the following documents as per terms & conditions of contract

This is to certify that I have disbursed the wages through electronic transfer mode at prevailing minimum wages including EPF, ESI, Bonus etc. as per Labour Laws and comply with all relevant laws and statutory requirements covered under the Labour Laws, Minimum Wages and Contract Labour (Regulation & Abolition) Act, 1970, EPF, ESI, Employees Compensation Act, 1923, Bonus etc. in respect of the personnel engaged.

As per result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, is directed to be paid by the Department, such money shall be payable by me to the Department within seven day

Signature

(Name of the Authorized person)

**NOTE:**

**ALL DOCUMENTS SUBMITTED BY THE CONTRACTOR WITH THE BILL MUST BE VERIFIED / ATTESTED BY THE AUTHORISED SIGNATORY OF THE FIRM.**

**THE CONTRACTOR WILL NOT MIX-UP DOCUMENTS RELATED TO SUBMISSION OF GST TAX, EPF, ESI RELATED TO THIS HOSPITAL WITH THOSE OF ANY OTHER DEPARTMENTS WHERE THE CONTRACTOR MIGHT BE PROVIDING SERVICE.**

## TENDER FORM

Date:.....

IFT No:

TO:

Registrar ,  
Rani Channamma University,  
Belagavi

Gentlemen and/or Ladies:

Having examined the Tender Documents including Addenda No's.....[insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide .....services (*Description of Services*) in conformity with the said tender documents for the amount mentioned in the 2<sup>nd</sup> cover.(*Total tender amount should not be mentioned*)or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this tender.

I/ We undertake, if our tender is accepted, to provide the services in accordance with the terms and conditions as specified in the tender document.

If our tender is accepted, we will obtain a DD of a sum equivalent to 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

I/We agree to abide by this tender for the Tender validity period specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

I/We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

I/We understand that you are not bound to accept the lowest or any tender you may receive. We clarify/confirm that we comply with the eligibility requirements as per terms and conditions in the tender document.

(Signature) (in the capacity of )

Duly authorized to sign Tender for and on behalf of

Date: .....

SCHEDULE OF REQUIREMENTS

ANNEXURE – E

Sl No	Campus Name	Designation	
		House Keeping Staff	Toilet Cleaners
01	RCU Main Campus	30 (24Female+06 Male)	04 (01Female+03 Male)
02	Sangolli Rayyanna Constituent College Belagavi	08 (05 Female+03 Male)	--
03	Vijayapur P G Center	02 (02 Female)	01 (01Male)
04	Jamakhandi P G Center	04 (01 Male+ 03 Female)	01 (01Male)
05	Bagalkot P G Center	01 (01Male)	01 (01Male)
Total		45	07
Grand Total		52	

**Qualification and eligibility Criteria for Supervisors**

Should have passed PUC/Degree, should have at least 3 years of experience of working as Supervisor for similar kind of service. They should know to speak Kannada, English and Hindi languages.



**FINANCIAL BID** (second cover)

Should not be enclosed with the technical bid, if enclosed, bid shall be rejected.

**For RCU Main Campus, Sangolli Rayyanna Constituent College Belagavi, Vijaypur,  
Jhamakhandi & Bagalkot P.G Centers**

**As per the NOTIFICATION NO.                      Dated**

To Quote Minimum wages + GST + service charges, the wages for the employees shall be as per the latest state minimum wages act. The bidder shall quote only the service charges in percentage on the e-portal and the service charge shall be given for the total. GST as applicable will be given. Refer Schedule of Requirements for employee details.

**Note:**

1. Housekeeping service charges shall be inclusive of labour providing charges, vehicle for transportation of garbage, and any other items(s) that may be required for fulfillment of the contract as mentioned in the scope of work.
2. The agencies shall invariably quote more than the minimum service charges at 2% of the Basic, VDA, ESI, EPF, reliever charges etc. The agency who quotes NIL or less than 2% service charges will be rejected.
3. The percentage of service charges that will be quoted should not be in decimals.