



**RASHTRIYA SANSKRIT VIDYAPEETHA
TIRUPATI - 517 507. (A.P.)**

TENDER NOTICE - MAINTENANCE OF SANITARY WORK

Sealed tenders are invited from reputed agencies / firms for providing Maintenance of Sanitary works (Toilets, Floor spaces, House Keeping) on contract basis in the **Rashtriya Sanskrit Vidyapeetha, Tirupati** for a period of one year with effect from 01-08-2016.

Cost of Tender Documents by way of DD - **Rs.2,000.00** (Non-refundable)

Date of issue of Tender Forms - **17-06-2016**

Last Date and Time of receipt of Tenders - **29-06-2016** by **4.00pm**

Date and Time of opening of Tenders - **29-06-2016** by **5.00pm**

For details and Tender forms please visit our website

<http://rsvidyapeetha.ac.in>.

E.No. RSV/ADMN/Sec.Services/2016 dated :16-06-2016. **REGISTRAR**



RASHTRIYA SANSKRIT VIDYAPEETHA
(University established under section 3 of UGC Act, 1956)
Tirupati – 517 507

TENDER FORM – Maintenance of Sanitary works (Toilets, Floor spaces, House keeping)

Sealed tenders are invited to provide Sulabh work Services in the Rashtriya Sanskrit Vidyapeetha, Tirupati as per details mentioned in Annexure-I.

1.2 Tenders should be submitted in two separate sealed covers containing:

Cover 1: Only technical specifications (**without quoting price**); and all other certificates/documents superscribing "**TENDER FOR Sanitary works (Toilets, Floor spaces, House keeping)**"

Cover 2: Commercial specifications superscribing "**TENDER FOR Sanitary works (Toilets, Floor spaces, House keeping)**"

1.3 The above two Sealed response as stated above along with particulars of the Tenderer's to the tender should be delivered in a single cover at the following address

**The Registrar
Rashtriya Sanskrit Vidyapeetha
Tirupati – 517 507**

at **4.00 p.m.** on or before 29-06-2016. The tender has to be enclosed and sealed in an envelope marked as "**TENDER FOR Sulabh work Services.**"

1.4 Tenders received late, incomplete tenders and those not in conformity with our prescribed specifications, terms and conditions will not be entertained. The Vidyapeetha will not be responsible for postal delay, non-receipt/non-delivery of tender documents in transit etc.

2.0 GENERAL CONDITIONS:

2.1 The terms and conditions (i.e., all the pages of tender document), in original, must be signed with date and seal affixed on each page in the space provided at the bottom.

2.2 There should be no overwriting in the tenderer's offer. If required, the corrections can be made by scoring out entries and writing a fresh one. The initials of the tenderer's authorized person and the seal of the tenderer's company must verify each correction. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct.

2.3 The Rashtriya Sanskrit Vidyapeetha, Tirupati reserves the right to reject any or all tenders without assigning any reason.

2.4 One Supervisor must be below 50 years of age, and other sanitary workers should be between the age group of 20 years to 55 years.

(Contd..2)

- 2.5 The Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati reserves the right to increase or decrease, by nominal percentage, the No. of sanitation workers originally in the specification at the time of award without any change in unit price or other terms and conditions.
- 2.6 No revision of terms or increase in rates will be allowed during the consideration of this tender.
- 2.7 The rates quoted must be in the format given in Annexure-I and should be enclosed in the Commercial Cover.
- 2.8 The particulars of the tenderer's organizations should be provided as per Annexure-II.
- 2.9 Conditional offers, offers not conforming to the terms and conditions and the ones not submitted in the prescribed format(s) will be rejected.
- 2.10 The tenderer shall sign all the documents to be submitted invariably.
- 2.11 The successful Tenderer will have to sign the contract with the Vidyapeetha on a non-judicial stamp paper of Rs.100-00 before taking over the **Maintenance of Sanitary works (Toilets, Floor spaces, House keeping)**
- 2.12 All rates should be inclusive of the prevailing taxes per head per month.
- 2.13 The Vidyapeetha shall not be responsible for the payment of the wages/compensation to the staff engaged by the Tenderer.
- 2.14 In the event of any theft/loss being occur to the Vidyapeetha on account of negligence of contractor's/agency's/employee's, the contractor shall make good the loss sustained by the Vidyapeetha either by the replacement, or on payment or on payment of adequate compensation as decided by the Vidyapeetha.
- 2.15 The agency/contractors shall be responsible to the Registrar and/or to an officer authorized by the Vidyapeetha for the execution of day to day work of the campus.
- 2.16 The contract can be terminated by the Vidyapeetha by giving one month notice. The agency awarded the contract, if so desire, can terminate the contract by giving three months notice.
- 2.17 Initially the agency selected will remain on a probation for a period of three months. Depending upon performance, further extension of one year at a time will be granted. Thereafter, the same shall be renewable on year to year basis for a maximum period of three years subject to its satisfactory service, at the absolute discretion of the Vidyapeetha.
- 2.18 The Tenderer submitting tender deemed to have considered and accepted all the terms and conditions as incorporated in the Tender document.
- 2.19 Those rendering services as part of the tender have no claim whatsoever to any employment or reference in employment, regularization, absorption, selection to appointment, continuity in services, etc. with the Vidyapeetha.

2.20 In case of any violation of any law whatsoever in rendering such services as incorporated in the Tender document, the liability (in absolute as also in relative terms) shall be of the tenderer and that the Vidyapeetha shall not be in any manner (pecuniary or otherwise) responsible for the same.

2.21. The Vidyapeetha shall not be liable to pay any amount/Contribution/Compensation under the provisions of Employees State Insurance (E.S.I) Act, Workmen's Compensation Act, EPF & MP Act, payment of Bonus Act, payment of Bonus Act, payment of Gratuity Act.

3.0 VALIDITY OF THE OFFER:

The rates quoted will have to be valid for the contract period and no additional costs for whatsoever reason shall be charged.

4.0 NON-PERFORMANCE PENALTY:

In the event that the work awarded is not executed to the specified standards, the Registrar or his authorized representative reports that the performance is below the specified criteria, a recovery will be made proportionate to the extent of shortfall.

5.0 CANCELLATION OF CONTRACT:

The REGISTRAR, RASHTRIYA SANSKRIT VIDYAPEETHA reserves the right to cancel the work order placed on the successful tenderer if:

- a) The tenderer commits a breach of any of the terms and conditions of the tender/work order.
- b) The tenderer goes into liquidation voluntarily or otherwise.
- c) An attachment is levied or continues to be levied for a period of 7 days upon the effects of the tender/work order.

6.0 PAYMENT TERMS:

Payment will be made on or after the 5th of every subsequent month of the contract period, on certification that the assigned works have been executed in accordance with the Work order.

The Vidyapeetha will recover TDS from monthly payment made to the Tenderer, as per rules.

7.0 EARNEST MONEY:

7.1 The tenderer is required to deposit 2.5% of the contract value towards earnest money deposit with the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati. This deposit will be in the form of a demand draft in favour of the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati" and payable at Tirupati. The tender without EMD will be outrightly rejected.

7.2 The earnest money deposit is non-interest bearing and is refundable to the unsuccessful tenderer.

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8.0 THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES/ DOCUMENTS ALONG WITH THEIR TECHNICAL BID:

(i)

- a. Period of standing in trade
- b. Balance Sheet for last three years
- c. Copies of certificates for having provided **Maintenance of Sanitary works (Toilets, Floor spaces, House keeping)** of more than 10 Sulabh workers in a single office complex for at least three large Department/Organisation.
- d. Copies of certificates giving proof of availability of at least 50 Sanitary workers on their pay roll.
- e. PF/ESI Registration Certificate.
- f. Copies of Latest statutory returns of PF and ESI.
- g. Any other documents available that will confirm the reliability of the firms.

Note: Failure to produce any of the documents would entail rejection of their quotation.

- (ii) Besides the above, the tender should furnish a certificate as worded below in token acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

"I/We _____ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into".

9.0 The REGISTRAR, RASHTRIYA SANSKRIT VIDYAPEETHA reserves the right either to accept or to reject the tender without assigning any reason therefore. The decision of the undersigned in all matters relating to this tender shall be final and conclusive.

10.0 TENDER OPENING:

- (i) Tenders will be opened at **4.00 p.m.** on 29-06-2016 in the Conference Hall of the Administrative Building of the Vidyapeetha, in the presence of those tenderers or their representatives at that time.
- (ii) In the event of date of opening the tender, prescribed being declared as closed holiday for office, the due date opening will be the following working day.



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TENDER PROFORMA

Consolidated rate of wages for Maintenance of Sanitary works (Toilets, Floor spaces, House keeping) arrangement per person/per month.

Sl. No.	Details	No. of Sanitary workers	Rate per sanitary worker per day Rs.	Amount per month Rs.	Amount per year Rs.
1.	Supervisor	01			
2.	Sanitary workers	34			
3.	Sanitary workers duty time 8.00 a.m. to 4.00 p.m.				
	Total persons	35			
Total contract value for one year Rs.					

TERMS AND CONDITIONS.

- You shall make arrangements to clean and maintain all toilets, its floor spaces and house keeping in the New Administrative Building and Sanskrit -net Centre internally for lines traps, chambers and septic tanks etc., at your own cost. You shall maintain a high standard of sanitation and use disinfectants to keep it hygienic clean.
- The workers employed by you shall not have any right or claim for employment in R.S.Vidyapeetha, Tirupati at a future date.
- In case of any accident to the personnel employed by you, the workmen compensation and any other statutory dues, the R.S.Vidyapeetha is not liable for payment of any such amounts.
- The undersigned has got the right to terminate the AMC at any time without giving any notice, if the cleaning work is not upto the mark.
- The timings of the Vidyapeetha are a.) 9.00 a.m. to 1.00 p.m. and b.) 2.00 p.m. to 6.00 p.m.
- Your Supervisor posted in the Vidyapeetha may report to should report to Deputy Registrar or any other officer appointed for this purpose in order to execute the work in a very clean, tidy and hygienic.

I/We accept all the terms and conditions stipulated in the Tender Document supplied to us by the Vidyapeetha. I/We also undertake to declare that the information/record supplied by us with the tender pro-forma are true and correct. True to the best of my/our knowledge and belief.

Details of Bank Draft (Earnest Money @ 2.5% of the contract value is to be submitted as EMD along with Tender form)

Draft No.	Date	Bank	Amount
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Income Tax Account No.	Name of the Contractor:
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Signature with seal

Note: The Technical Bid should not contain the rate and amount.



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Particulars of the Agency/Firm submitting the Tender for hiring of Maintenance of Sanitary works (Toilets, Floor spaces, House keeping)

1. Name of the Tenderer :
2. Status of the Organization : Partnership/Pvt.Ltd.Co/Public Ltd. Co.
3. Address of the registered office along with Phone No./Fax No. :
4. Address of the contact office for this Tender along with phone Nos. and Fax No. :
5. Year of Commencement of Business in this field. :
6. Annual turnover in the last 3 years (Attach copies of Balance Sheet as proof) :
7. Profile of the company with details of The technical team and the details of work force showing the qualification & experience of the team in this field. :
8. Name of the Bankers :

Signature with seal.