



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
Kukatpally, Hyderabad – 500 085

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eProcurement Tender Notice No. JNTUH/ED/MBD/3278/2019-20, Dated: 16-12-2020

TENDER DOCUMENT

NAME OF SERVICES : **Providing House Keeping services for Buildings, Road cleaning and Sweeping Services at JNTUH College of Engineering, Sulthanpur(V), Pulkal (M), Sangareddy District**

NAME AND ADDRESS OF THE SERVICE PROVIDER WHO DOWN LOADED THE BID DOCUMENTS. _____

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NOTICE INVITING TENDERS (NIT)

Tender Notice No. JNTUH/ED/MBD/3278/2019-20, Dated: 16-12-2020

eProcurement Tenders for the service contract mentioned below are invited from the SERVICE PROVIDERs / Contracting firms registered with Government of Telangana.

1)	NAME OF SERVICES	:	Providing House Keeping services for Buildings, Road cleaning and Sweeping Services at JNTUH College of Engineering, Sulthanpur(V), Pulkal (M), Sangareddy District
2)	Estimate Contract value of put to tender	:	Rs.36,13,446-00
3)	Period of contract in months	:	12 Months
4)	Form of contract / class of SERVICE PROVIDER eligible	:	Valid Labour License issued by labour department and it should be in force duly indicating the period of validity.
5)	Earnest Money Deposit to be paid online in favour of Registrar JNTUH KUKATPALLY, HYDERABAD (Refundable) at the time of tender @ 1% of Contract Value.	:	Rs.36,134-00
6)	Balance Earnest Money Deposit to be paid in the shape of DEMAND DRAFT from Nationalized/ Scheduled Bank in favour of Registrar JNTUH KUKATPALLY, HYDERABAD (Refundable) at the time of agreement @ 1½% of the Estimate Value or Contract Value whichever is higher	:	Rs. 54,206-00
7)	Additional Security Deposit to be paid in the shape of DEMAND DRAFT from Nationalized/ Scheduled Bank or unconditional Bank Guarantee in favour of Registrar JNTUH KUKATPALLY, HYDERABAD (Refundable) at the time of Agreement @ 2½% of Estimate Value or Contract Value whichever is higher	:	Rs. 90,340-00
8)	Non-refundable Processing Fee to be paid in the shape of Demand Draft in favour of Registrar JNTUH KUKATPALLY, HYDERABAD obtained from Nationalized/ Scheduled Banks only	:	Rs. 5,900.00
9)	Bid Submission Start Date & Time	:	From 16.12.2020 (From 10.00 AM)
10)	Bid Submission Closing Date & Time	:	30.12.2020 up to 5.00 PM
11)	Commercial Stage (Financial Bid Stage)	:	30.12.2020 up to 5.01 PM

1. INSTRUCTIONS:

Bids are invited for “**Providing House Keeping services for Buildings, Road cleaning and Sweeping Services at JNTUH College of Engineering, Sulthanpur(V), Pulkal (M), Sangareddy District**” from the Registered Firms/Agencies, SERVICE PROVIDERs registered with Government of Telangana. The details of Tender conditions and terms are as follows.

Sl	Name of the Services	Estimate Contract Value ECV	EMD @1% Contract Value	Bid Processing Fee	Individuals / Firms / Agencies / SERVICE PROVIDERs Eligible
1	2	3	4	5	6
1	Providing House Keeping services for Buildings, Road cleaning and Sweeping Services at JNTUH College of Engineering, Sulthanpur(V), Pulkal (M), Sangareddy District	Rs.36,13,446-00	Rs.36,134-00	Rs. 5,900.00	Valid Labour License issued by labour department and it should be in force duly indicating the period of validity.

2. E-procurement Instructions:

- i) The bidders need to contact the Chief Engineer, JNTUH KUKATPALLY, HYDERABAD for information on e-procurement.
- ii) The intending bidders need to register on the electronic procurement market place of Government, that is, <https://tender.telangana.gov.in> On registration on the e-procurement market place they will be provided with a user ID and password by the system using which they can submit their bids on line.
- iii) While registering on the e-procurement market place, bidders need to scan and upload the required documents as per the tender requirements on to their profile.
- iv) Such uploaded documents need to be attached to the tender while submitting the bids.
- v) The e-procurement market place provides an online self-service registration facility to such of the contractors who are already registered with respective participating departments for supply of specified goods and services.

3. Submission of Hard Copies:

- i) Submission of original Hard Copies of the uploaded scan copies of DD towards EMD by participating bidders to the tender inviting authority before opening of the price bid is dispensed forthwith as per G.O.Ms.No.174 I & CAD Dept., dt.1.9.2008
- ii) All the bidders shall invariably upload the scanned copies of DD in e-procurement system and this will be the primary requirement to consider the bid as responsive.
- iii) The Department shall carry out the technical bid evaluation based on the Uploaded certificates/documents, DD towards EMD in the e- procurement System and open the price bids of the responsive bidders.

- iv) The Department will notify the successful bidder for submission of original hard copies of all uploaded documents, DD towards EMD prior to entering into agreement.
- v) The successful bidder shall invariably furnish the original DD towards EMD, certificates/documents of the uploaded scanned copies to the Tender inviting Authority before entering into agreement either personally or through courier or post and the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The Department will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, certificates/documents from the successful bidder before the stipulated time. On receipt of documents, the Department shall ensure the genuinely of the DD towards EMD and all other certificates/ documents uploaded by the bidder in e-procurement system in support of the qualification criteria before concluding the agreement.
- vi) If any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD towards EMD within the stipulated time or if any variation is noticed between the uploaded documents and the hard copies submitted by the bidder, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e- Procurement system would deactivate the user ID of such defaulting successful bidder based on the trigger/recommendation by the tender Inviting Authority in the system. Besides this, the Department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the Government. The information to this extent may be displayed in the e-procurement platform website.

4. Failure to submit the hard copies:

- i) A minimum of 3 days time gap shall be maintained between opening of technical bids and opening of price bids.
- ii) The successful (L1) tenderer shall furnish the original hard copies of all the documents/ Certificates / statements uploaded by him before concluding agreement.
- iii) The tenderer shall be required to furnish a declaration in online stating that the soft copies uploaded by them are genuine. Any incorrectness / deviation noticed will be viewed seriously and apart from canceling the tender duly forfeiting the EMD, criminal action will be initiated including suspension of business.
- iv) Before concluding the agreement with the L1 tenderer, the tender inviting authority shall ensure the genuinely of DD furnished by bidder towards EMD and all the certificates uploaded by the bidder online by deputing responsible departmental officials.
- v) The Government as further decided that notwithstanding any existing as well as other orders and executive instructions in force if any tenderer fails to submit the hard copies of DD for EMD. DD for transaction fee, hard copies of uploaded documents within the stipulated time the tenderer will be suspended disqualified from participating in the tenders on 'e-procurement plat form' for a period of 12 months from the date of bid submission. The suspension of tenderer shall be automatically enforced by the eprocurement system

(As per G.O.Ms. No.6 I&CAD (PW-Reforms) Dept., dt.11.1.2005 and G.O.Ms.No.245 I&CAD (PW-Reforms) dept., dt. 30.12.2005)

- vi) Action will be taken against the lowest bidder, who back out at the time of Agreement, the Bidder will be suspended for a period of One year duly forfeiting the E.M.D. as per G.O.Ms.No.259, T.R&B (Roads-V) Dept., dt. 6.9.2008.

5. Eligibility of the Service Provider/Tenderer

The bidder shall necessarily be a legally valid entity either in the form of a Public Limited/Private Limited company established under the Companies Act/Registered Partnership Firm and should submit documentary evidence in respect of the following:-

- i) A copy of Memorandum & Articles of Association of the company/ Certificate of Registration/Partnership Deed
- ii) The Bidder should be registered with the Income Tax (with valid PAN No.) and also registered under the Labour Laws, Employees Provident Fund Organization, ESI Corporation, etc.
- iii) GST Registration No.,
- iv) EPF Registration No.
- v) ESI Registration No.
- vi) Valid Labour License issued by labour department and it should be in force duly indicating the period of validity.
- vii) Average annual turnover for the last three years should be more than Rs. 200 lakhs for which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted
- viii) The Bidder should have experience of having provided similar mechanized housekeeping services in reputed organizations/Institutions/Universities including at least one Public Sector (Central or State)/Govt. Dept. during the last three years with at least (i) one single work order of more than Rs. 35 lakh; or two work orders of more than Rs. 20 lakh each; or three work orders of more than Rs. 15 lakh each. Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted
- ix) manpower should be made through bank credit/cheque.
- x) ISO 9001:2008 QMS Certification
- xi) Before opening of the price bid, the Bidders who stands qualified in the pre-qualification, will be required to demonstrate their mechanized housekeeping capabilities and the methodology of service duly displaying the machinery intended to be deployed by them on the proposed work and also the manner in which the housekeeping service is intended to be provided
- xii) Weightage on suitable scale will be awarded to the Bidders based on the performance and to the satisfaction of the employer's representatives/ committee. The price bids of those Bidders, who stands qualified in this demonstration will only be considered for further process of the tender/ bidding
- xiii) The Bidders whose performance on the account of mechanized capabilities is determined in the demonstration as unsatisfactory by the employer's representatives/ committee, the bids of such Bidders will be disqualified at technical qualification stage and stands eliminated from the process. The price bids of qualified Bidders only will be opened
- xiv) Every participant should demonstrate unmanned or person none involved technology to track manpower, machinery mobility during work progress. This should be monitored and communicated unto unmanned intervention.

- xv) Participant should also display or commitment on type of machinery propose to involve like for road cleaning, floor cleaning, and walls cleaning. There is need demonstrative on technology to track manpower, machinery and their mobility's.
- xvi) If the above conditions are satisfied, Bidders will be called in to demonstrating/ presentation of the fulfilment of above conditions. Qualified people duly decided by committee will recommended to open financial bid and further process.

Chief Engineer JNTUH,
Engineering Department,
Hyderabad

Instructions to Tenderers

PREPARATION OF TENDERS

1. Language of Tender

All documents relating to the tender shall be in the English language.

2. Documents comprising of the Tender.

- a) The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids etc., through online in the standard prescribed format, displayed at e-procurement website. The bidders should upload the scanned copies of all the relevant certificates, documents etc., in the e-procurement website in support of their technical bids. The bidders shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.
- b) After uploading the technical/price bid, the attested copies of the uploaded statements, certificates, documents, (except the price bid / offer) are to be submitted by the bidder to the Chief Engineer, JNTUH Kukatpally, Hyderabad so as to reach before the date of opening of the price bid. Failure to furnish any of the uploaded documents and certificates, entail rejection of the bid and forfeiture of the E.M.D. Similarly if any of the certificates, documents etc., furnished by the bidder is found to be false/fabricated/bogus, the bidder will be black listed and the E.M.D. forfeited.
- c) The technical bids will be opened online by the Chief Engineer at the time and date as specified in the tender documents. All the statements, documents, certificates, DD etc., uploaded by the Tenderers will be downloaded for technical evaluation. The clarifications, particulars if any required from the bidders will be obtained or in the conventional method by addressing the bidders. The technical bids will be evaluated against the specified parameters/ criteria, same as in the case of conventional tenders and the technically qualified bidders will be identified. The result of technical bid evaluation will be displayed on the e-procurement website, which can be seen by all the bidders who participated in the tenders.

3. Bid Offer:

- a) The estimated contract value is based on the minimum wages of all the employees mentioned in the services schedule which excludes the E.P.F, E.S.I, Income tax Service tax and GST components. The minimum wages considered are as per the Schedule of the Minimum Wages Act,1948, published vide G.O. Ms. No: 43 Labour Employment Training and factories (Lab.II) Department Dated: 28-05-2010. The Cost of Living Allowance to be paid per each point of increase is Rs. 6.40.
- b) The bidders are expected to quote service charges in terms of percentage over the estimated contract value in the price bid.
- c) The Tenderer should quote for only service charges which should be greater than zero and less than five percentages. Price bids with zero percentage (0%) or less will be rejected. **The agency shall include Income Tax recovery in the tender premium / Service charges.** Hence any quoted tender less than or equal to the ECV after recovering the statutory TDS recoveries like Income Tax shall not be considered by Registrar/Chief Engineer, JNTUH, Kukatpally, Hyderabad.

- d) The tender percentage quoted should not be effected to minimum wages or wages fixed by the JNTUH. Otherwise the tenders will be rejected.
- e) The estimated contract value is exclusive of all Income Taxes, Service Tax & other Statutory Obligations. However the Principle Employees contribution to EPF/ESI is inclusive of ECV which is paid along with the bill.
- f) The rates and prices considered in the bid are for the duration of the Contract period and shall not be subject to adjustment on any account.

4. Validity of Tenders:

- a) Tenders shall remain valid for a period of not less than three months from the last date for receipt of Tender specified in NIT.
- b) During the above mentioned period no plea by the tenderer for any sort of modification of the tender based upon or arising out of any alleged misunderstanding or misconceptions or mistake or for any reason will be entertained.
- c) In exceptional circumstances, prior to expiry of the original time limit, the Tender Inviting Officer may request the bidders to extend the period of validity for a specified additional period. Such request to the Tenderers shall be made in writing. A Tenderer may refuse the request without forfeiting his E.M.D. A Tenderer agreeing to the request will not be permitted to modify his Tender, but will be required to extend the validity of his E.M.D. for a period of the extension.

5. Earnest Money Deposit

- a) The bidder shall furnish, Earnest Money Deposit equivalent to 1% of ECV. The DD shall be from a Nationalised Bank. Xerox copy of the DD is to be scanned and uploaded in e-procurement system along with the Bid and this will be the primary requirement to consider the bid as responsive. The balance EMD of the successful bidder, 1.50% of ECV / TCV whichever is higher shall be paid at the time of concluding Agreement.
- b) This EMD can be in the following form:
A bank demand draft on any Nationalised Bank/Scheduled Bank furnished and uploaded online towards EMD at the time of tenders shall be valid for a period of six months from the date of tender notice.
- c) The EMD of unsuccessful Bidders will be returned no sooner the tenders are finalized or end date of the Tender validity period whichever is earlier.
- d) The earnest money deposited by the successful tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender. The E.M.D. given in the form of Demand Draft on a Nationalised Bank/Scheduled Bank
- e) The E.M.D. shall be forfeited.
 - i) If the Tenderer withdraws the Tender during the validity period of Tender.
 - ii) In the case of a successful tenderer, if he fails to sign the Agreement for whatever the reason.
- f) In consideration of the Chief Engineer, JNTUH Kukatpally, Hyderabad, Tender committee, JNTUH or any authority undertaking to investigate and to take into account

each tender and in consideration of the service / work thereby involved, all earnest monies deposited by the tenderer will be forfeited to JNTUH Kukatpally, Hyderabad in the event of such tenderer either modifying or with-drawing his tender at his instance within the said validity period of three months.

6. Additional Security Deposit

- a) The bidder shall furnish, ADDITIONAL SECURITY DEPOSIT, amounting to 2.50% of ECV / TCV whichever is higher shall be paid at the time of concluding Agreement. This ADDITIONAL SECURITY DEPOSIT can be in the following form
 - i) A bank demand draft on any Nationalised Bank/Scheduled Bank furnished and uploaded on line towards ADDITIONAL SECURITY DEPOSIT at the time of tenders shall be valid for a period of six months from the date of tender notice.
 - ii) An Unconditional Bank Guarantee on any Nationalised Bank/Scheduled Bank valid for one year from the date of acceptance of the tender or agreement completion period whichever is later.
- b) The Additional Security Deposited by the successful tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender.
- c) The ADDITIONAL SECURITY DEPOSIT shall be forfeited.
 - i) If the Tenderer withdraws the Tender during the validity period of Tender.
 - ii) In the case of a successful tenderer, if he fails to sign the Agreement for whatever the reason.
 - iii) In the case of a successful tenderer, if he fails to make the timely payments to the outsourcing employees, causes breach of any of the service conditions resulting in monetary losses, if he fails to remit the EPF & ESI amounts of the outsourcing employees deployed by him, if he fails to furnish the challans and accounts of employees deployed by him and failing to maintain the validity of all the requisite licenses.

7. Signing of Tenders.

- a) If the tender is made by an individual, it shall be signed with his full name and his address shall be given. If it is made by a firm, it shall be signed with the co-partnership name by a member of the firm, who shall also sign his own name, and the name and address of each member of the firm shall be given, if the tender is made by a corporation it shall be signed by a duly authorized officer who shall produce with his tender satisfactory evidence of his authorization. Such tendering corporation may be required before the contract is executed, to furnish evidence of its corporate existence. Tenders signed on behalf of G.P.A. holder will be rejected.
- b) The Tender shall contain no alterations or additions, except those to comply with instructions issued by the Tender Inviting Officer, or as necessary to correct errors made by the Tenderer, in which case all such corrections shall be initiated by the person signing the Tender.

- c) No alteration which is made by the tenderer in the contract form, the conditions of the contract, the schedule of employees, statements / formats or quantities accompanying the same will be recognized; and, if any such alterations are made the tender will be void.

8. Tender Prices

- a) The service charges quoted by the firm/agency shall be for the whole service of providing Housekeeping described in Schedule of services and based on estimated contract value mentioned therein.
- b) The estimated contract value is based on the minimum wages of all the employees mentioned in the services schedule which excludes the E.P.F, E.S.I, Income tax Service tax and GST components. The minimum wages considered are as per the Schedule of the Minimum Wages Act, 1948, published vide G.O. Ms. No: 43 Labour Employment Training and factories (Lab.II) Department Dated: 28-05-2010. The Cost of Living Allowance to be paid per each point of increase is Rs. 6.40.
- c) The bidders are expected to quote service charges in terms of percentage over the estimated contract value in the price bid.
- d) The Tenderer should quote for only service charges which should be greater than zero and less than five percentages. Price bids with zero percentage (0%) or less will be rejected **The agency shall include Income Tax recovery in the tender premium / Service charges.** Hence any quoted tender less than or equal to the ECV after recovering the statutory TDS recoveries like Income Tax shall not be considered by Registrar/Chief Engineer, JNTUH, Kukatpally, Hyderabad.
- e) The tender percentage quoted should not be effected to minimum wages or wages fixed by the JNTUH. Otherwise the tenders will be rejected.
- f) The estimated contract value is exclusive of all Income Taxes, Service Tax, GST & other Statutory Obligations. However the Principle Employees contribution to EPF/ESI is inclusive of ECV which is paid along with the bill.
- g) The Service charges quoted in the bid are final and valid for the duration of the Contract period and shall not be subject to adjustment on any account.

9. Currencies of Tender and Payment

The prices shall be quoted by the SERVICE PROVIDER entirely in Indian Rupees.

SUBMISSION OF TENDERS

10. Submission of Tenders:

- a) The firm/agency shall submit the tender in the e-procurement website of the Chief Engineer, JNTUH, Hyderabad before the dates mentioned in the NIT.
- b) The tenderer shall invariably furnish Original Demand Drafts [towards EMD] to the Tender inviting authority before opening of financial bids. Department will not take any responsibility for any delay or non-receipt.
- c) **Documents to be furnished.**
- i) Valid Labour License issued by labour department and it should be in force duly indicating the period of validity.
- ii) A copy of Memorandum & Articles of Association of the company/ Certificate of Registration/Partnership Deed

- iii) The Bidder should be registered with the Income Tax (with valid PAN No.) and also registered under the Labour Laws
- iv) The Bidder should be registered with Employees Provident Fund Organization
- v) The Bidder should be registered with ESI Corporation
- vi) The Bidder should be registered GST Registration No
- vii) The Bidder should be registered EPF Registration No
- viii) The Bidder should be registered ESI Registration No
- ix) Average annual turnover for the last three years should be more than Rs. 200 lakhs for which photo copy of the balance sheet / profit and loss account for the relevant years should be submitted
- x) The Bidder should have experience of having provided similar mechanized housekeeping services in reputed organizations/Institutions/Universities including at least one Public Sector (Central or State)/Govt. Dept. during the last three years with at least (i) one single work order of more than Rs. 35 lakh; or two work orders of more than Rs. 20 lakh each; or three work orders of more than Rs. 15 lakh each. Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted
- xi) ISO 9001:2008 QMS Certification
- xii) Before opening of the price bid, the Bidders who stands qualified in the pre-qualification, will be required to demonstrate their mechanized housekeeping capabilities and the methodology of service duly displaying the machinery intended to be deployed by them on the proposed work and also the manner in which the housekeeping service is intended to be provided
- xiii) Weightage on suitable scale will be awarded to the Bidders based on the performance and to the satisfaction of the employer's representatives/ committee. The price bids of those Bidders, who stands qualified in this demonstration will only be considered for further process of the tender/ bidding
- xiv) The Bidders whose performance on the account of mechanized capabilities is determined in the demonstration as unsatisfactory by the employer's representatives/ committee, the bids of such Bidders will be disqualified at technical qualification stage and stands eliminated from the process. The price bids of qualified Bidders only will be opened.
- xv) Every participant should demonstrate unmanned or person none involved technology to track manpower, machinery mobility during work progress. This should be monitored and communicated unto unmanned intervention.
- xvi) Participant should also display or commitment on type of machinery propose to involve like for road cleaning, floor cleaning, and walls cleaning. There is need demonstrative on technology to track manpower, machinery and their mobility's.
- xvii) If the above conditions are satisfied, Bidders will be called in to demonstrating/ presentation of the fulfilment of above conditions. Qualified people duly decided by committee will recommended to open financial bid and further process.

TENDER OPENING & TECHNICAL EVALUATION

6. Tender Opening

- a) Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence conditions the Tender accepting authority shall communicate the same which will be binding both on the tender opening authority and the Tenderer. In case of any ambiguity, the decision taken by the Tender Accepting Authority on tenders shall be final.
- b) The Technical bids will be opened online by the Chief Engineer, JNTUH KUKATPALLY, HYDERABAD at the time and date as specified in the tender documents. All the Statements, documents, certificates, Demand Draft etc., uploaded by the Tenderers will be verified and downloaded, for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained either online or in the conventional method by addressing the bidders.
- c) The technical bids will be evaluated against the specified parameters / criteria same as in the case of conventional tenders and the technically qualified bidders will be identified. The result of Technical bids evaluation will be displayed on the 'e' market place, which can be seen by all the Tenderers who participated in the Tenders.
- d) The department shall carry out the technical bid evaluation solely based on the uploaded certificates/documents, DD towards EMD in the e-procurement system and open the price bids of the technically qualified bidders.
- e) Before opening of the price bid, the Bidders who stands qualified in the pre-qualification, will be required to demonstrate their mechanized housekeeping capabilities and the methodology of service duly displaying the machinery intended to be deployed by them on the proposed work and also the manner in which the housekeeping service is intended to be provided
- f) Weightage on suitable scale will be awarded to the Bidders based on the performance and to the satisfaction of the employer's representatives/ committee. The price bids of those Bidders, who stands qualified in this demonstration will only be considered for further process of the tender/ bidding
- g) The Bidders whose performance on the account of mechanized capabilities is determined in the demonstration as unsatisfactory by the employer's representatives/ committee, the bids of such Bidders will be disqualified at technical qualification stage and stands eliminated from the process. The price bids of qualified Bidders only will be opened

7. Clarification of Tenders

- a) The Registrar/Chief Engineer, JNTUH at his discretion, may ask any SERVICE PROVIDER for clarification of the SERVICE PROVIDERs Information. The request for clarification and the response shall be in writing, but no change in the price or substance of the tender is not permitted.
- b) Subjected to any of the clauses, the SERVICE PROVIDER shall contact the Registrar/Chief Engineer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.

- c) Any effort by the SERVICE PROVIDER to influence the Registrar/Chief Engineer JNTUH regarding tender comparison or contract award decisions may result in the rejection of the SERVICE PROVIDER's tender.

8. Eligibility Information

The Registrar/Chief Engineer, JNTUH will determine whether each tender meets the eligibility defined in clause 2 criteria.

9. Technical Evaluation and Comparison of Price Bids:

- a) The Registrar/Chief Engineer, JNTUH will evaluate and compare the price bids of all the qualified Tenderers after a detailed technical evaluation.
- b) The Technical Evaluation will be carried out based on the certificates/ documents furnished by the bidder. The Registrar/Chief Engineer, JNTUH will be at no obligation to limit the Technical Evaluation only to the merits of the so furnished certificates/ documents.
- c) The Registrar/Chief Engineer, JNTUH will inspect the registered office of bidder and / or the premises/ organizations where the bidders are rendering similar services to ascertain the capabilities of the bidders as a part of Technical Evaluation.
- d) The Registrar/Chief Engineer, JNTUH may seek any explanation/ verification/ additional information from the bidders/ certifying authorities for any clarification with regard to the Technical Evaluation.
- e) If it is observed during the technical evaluation stage that the bidder does not meet the specified evaluation criteria, such bids are liable for rejection.

10. Price Bid Opening:

- a) Only the price bids of qualified Tenderers whose technical bids are found satisfying the eligibility criteria shall be opened on the date and time fixed by the Chief Engineer and the result will be displayed on the 'e'market place which can be seen by all the bidders who participated in the Tenders.
- b) The Price Bid of the Unqualified Tenderers will not be opened and thereafter E.M.D. will be returned to the Tenderers after finalization of the tenders.
- c) Tenders shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence conditions the Tender accepting authority shall communicate the same which will be binding both on the tender opening authority and the Tenderer. In case of any ambiguity, the decision taken by the Tender Accepting Authority on tenders shall be final.
- d) In case of tie in the financial bidding, the agency who stands first in the technical evaluation ranking in the Bid Capacity criteria i.e., higher (2AxN-B) shall be preferred on order of priority.

11. Evaluation and Comparison of Price Bids

- a) The Chief Engineer will evaluate and compare the price bids of all the qualified Tenderers.

- b) Negotiations at any level are strictly prohibited. However, good gesture rebate, if offered by the lowest tenderer prior to finalization of tenders may be accepted by the tender accepting authority.
- c) Selection of Tenderer among the lowest & equally quoted tenderers will be in the following orders:
 - i) The tenderer whose bid capacity is higher will be selected.
 - ii) In case the bid capacity is also same the tenderer whose annual turnover is more will be preferred.
 - iii) Even if the criteria incidentally become the same, the turnover on similar services and thereafter the clean track record will be considered for selection.

12. Discrepancy in Tender percentage quoted.

In case of any discrepancy between the overall tender percentage quoted in words and figures, the percentage quoted in words shall prevail. In case the tenderer has quoted overall tender percentage only in words and not in figures or vice versa, such tender shall be treated as incomplete and rejected.

13. Process to be Confidential.

- a) Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced by the tender accepting authority. Any effort by a Tenderer to influence the processing of Tenders or award decisions may result in the rejection of his Tender.
- b) No Tenderer shall contact the Chief Engineer any authority concerned with finalization of tenders on any matter relating to its Tender from the time of the Tender opening to the time the Contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Chief Engineer, it should do so in writing.
- c) Before recommending / accepting the tender, the tender recommending / accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous services rendered by the lowest tenderer shall be called for.
- d) Tenders will be finalized by the Committee in accordance with the conditions stipulated in the tender document and in case any discrepancy of non-adherence to the conditions, the same shall be communicated which will be binding both on the tender concluding authority and SERVICE PROVIDER.

F. AWARD OF CONTRACT

14. Award Criteria

The Registrar, JNTUH will award the Contract to the SERVICE PROVIDER whose tender has been determined to be in order and who has offered the lowest tender price.

15. Registrar, JNTUH Right to accept any Bid and to reject any or all Tenders

The Registrar, JNTUH reserves the right to accept or reject any Tender, or to cancel the tendering process or reject all tenders, at any time prior to the award of Contract, without assigning any reason.

16. Notification of Award and Signing of Agreement

- a) The SERVICE PROVIDER whose tender has been accepted will be notified of the award of the service contract by the Registrar/Chief Engineer, JNTUH prior to expiry of the tender validity period by Fax or by registered letter or under certificate of posting. This letter (hereinafter and in the Conditions of Contract called the “Letter of Acceptance”) will state the sum that will be paid to the SERVICE PROVIDER in consideration of the services. The SERVICE PROVIDER as prescribed by the Contract (hereinafter and in the Contract called the “Contract Price”).
- b) The notification of award will constitute the formation for the Contract, subject only to the furnishing of a performance Housekeeping services.

G. SPECIAL CONDITIONS

17. General

- a) The agency shall appoint one Manager to monitor the attendance of the outsourcing employees. If a person is absent on a particular day, the firm has to make alternate arrangement by substituting employees without any dislocation in the office work.
- b) The employees should maintain discipline and confidentiality. If anything goes wrong in maintaining the discipline confidentiality, necessary action will be taken by the University, Monetary loss if any will be recovered from the Agency.
- c) Any other conditions stipulated from time-to-time.
- d) The candidates must have working experience in the University/College administrative wings as indicated in the schedule.
- e) University reserves the right to reject any employee supplied by Man Power Agency, if his qualifications and experience are not suitable for the job, to the satisfaction of the University. If Salary/EPF/ESI contributions are not made satisfactory, the University will cancel the contract and EMD will be forfeited.
- f) University reserves the right to increase or decrease the area of housekeeping contract depending on requirement.
- g) The Tenderer should quote for only service charges which should be greater than zero and less than five percentages. Price bids with zero percentage (0%) or less will be rejected. **The agency shall include Income Tax recovery in the tender premium / Service charges.** Hence any quoted tender less than or equal to the ECV after recovering the

statutory TDS recoveries like Income Tax shall not be considered by Registrar/Chief Engineer, JNTUH, Kukatpally, Hyderabad.

- h) The bidders while quoting shall take the Income Tax (TDS) in to consideration., the ‘Service Charges’ so quoted shall be inclusive of Income Tax (TDS) so considered, any quote resulting in less than the contract value including Income Tax (TDS) amount, will be rejected.
- i) The agency/firms should deposit Additional Housekeeping services in the form of Demand Draft/ Bank Guarantee within one week of the work order, otherwise the tender will be cancelled and EMD will be forfeited.
- j) Separate cheques will be issued for Service Charges, TDS and Wages etc. The disbursement of the wages should be done in the presence of the person authorized by the Registrar, JNTUH by opening of the Account in the Campus only.
- k) The Committee constituted by the Registrar JNTU Hyderabad will evaluate the Tender and the verification of the certificates produced by the agency.(along with Qualification Certificates) and performances of the Man power supplied by the SERVICE PROVIDER every month.

TERMS & CONDITIONS OF SERVICE

- 18.** The Contract period shall be for **(1) one year** and may be extended to certain period with the recommendation of the committee and higher authority of the JNTUH, Kukatpally, Hyderabad.
- 19.** The Agency/firms should provide biometric system with CCTV’s at the biometric reader location.
- 20.** The Agency/firms ensure the required number of people for attend the said works
- 21.** JNTUH Staff to supervise the attendance recording.
- 22.** The Agency/firms should prepared daily chart for cleaning to be entered in a duty at each location. This must be countersigned by JNTUH Supervisor at specified intervals, other users may enter their comments if they wish to.
- 23.** The Agency/firms should open a bank account in the campus branches for disbursement of wages to the existing staff in the presence of Registrar/Principal.
- 24.** During the contract period of (1) one year, no claims towards any escalation in labour cost or any other cost what so ever will be paid.
- 25.** Monthly Payments: The Agency shall submit monthly statements in triplicate at the end of each month. These bills shall be certified by the Registrar, JNTUH. The applicable Taxes shall be deducted while releasing the payment.
- 26.** On account of poor/unsatisfactory performance of the agency/firm, a penalty of 5% of the monthly payment will be imposed every time. If no improvement is made in spite of levying the penalty and notices, contract will be terminated & the above Additional Security Deposit shall be forfeited and no claim whatsoever shall be entertained Besides after every two months a Committee headed by Registrar, JNTUH, will be evaluated the

- service rendered by the Housekeeping agency. In case the Committee is not satisfied with the performance, the agreement can be terminated by the Registrar, JNTUH KUKATPALLY, HYDERABAD without issuing any advance notice to that effect.
27. The agency, while quoting the rate shall take into account all clauses applicable as per latest revision of Minimum wages act, EPF, ESI and other allowance if any etc., and all other liabilities as per the rules in force. No claim of whatsoever for any extra payment will be entertained and JNTUH KUKATPALLY, HYDERABAD shall not be responsible for any liability of whatsoever nature under this contract. Further, should there be any such liability, the JNTUH KUKATPALLY, HYDERABAD stands indemnified by the Agency/Firm.
 28. The agency/firm shall replace any Housekeeping personnel whose performance, manners and efficiency are found to be unsatisfactory by the under signed or his representative at the site.
 29. No residential accommodation and transportation will be provided by the JNTUH, KUKATPALLY, HYDERABAD.
 30. The Agency/Firm shall issue photo identity cards to the Housekeeping personnel.
 31. The Housekeeping personnel employed by the agency / firm shall be responsible for any other duties as assigned from time to time by the undersigned.
 32. The Agency should furnish all the bio-data and identity proof of each Housekeeping personnel as and when deployed in JNTUH, KUKATPALLY, HYDERABAD.
 33. In case of any dispute the decision of Registrar, JNTUH, KUKATPALLY, HYDERABAD shall be final & binding on both the sides.
 34. The Agency/Firm shall remove a Housekeeping personnel when asked to do so by Registrar, with or without assigning any reason.
 35. The Agency/firm shall render such services against such orders and shall not sublet such services to any sub contractor.
 36. The Agency/firm shall maintain full and correct account of all receipts and expenditure incurred by him in such forms and Vouchers etc. for inspection by the JNTUH, KUKATPALLY, HYDERABAD management for the purpose of audit or otherwise whenever required by the JNTUH, KUKATPALLY, HYDERABAD.
 37. The payment of wages due to the Agency/firm employees shall be made by the Agency/firm on or before 1st of every month without waiting for the JNTUH, KUKATPALLY, HYDERABAD payment. In case of default, on Agency/firm part to pay the wages to his employees, the JNTUH, KUKATPALLY, HYDERABAD shall have the right to demand such payment of the Agency/firm employees or recover the same from the bills uploaded/ submitted by the contract.
 38. No claim shall lie against the JNTUH, KUKATPALLY, HYDERABAD in the event of Agency/firm staff sustaining any injury or incurring any damage or loss to person whether within or outside the jurisdiction of service area and shall indemnify the JNTUH, KUKATPALLY, HYDERABAD against all such claims.

39. The Agency/firm shall maintain such records as are necessary under the various acts and enactment to show eligibility of his employees of Provident Fund membership and Employees State Insurance Scheme (Medical benefits) and recover the same.
40. Compliance with Labour Regulations: - During the continuation of the contract the Agency/Firm shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of State or Central Government or Local Authority and any other labour law (Including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or Central Government or the Local Authority. The Agency/Firm shall keep JNTUH, KUKATPALLY, HYDERABAD indemnified in case any action is taken against JNTUH, KUKATPALLY, HYDERABAD by the competent Authority on account of contravention of any of the provisions of any Act or rules made there under, regulations and notifications including amendments.
41. The employees of the Agency in no case shall be treated as the employees of JNTUH, KUKATPALLY, HYDERABAD at any point of time. The Agency/firm shall be responsible for any claim arising out of the terms and conditions of the employment under the payment of wages Act. 1936 and Contract Labour (Abolition & Regulation) Act 1970 or any other law prevalent during this contract period or which comes into force from time to time during the pendency of this contract. The Agency / firm indemnify the JNTUH, KUKATPALLY, HYDERABAD against any costs or expenses that JNTUH, KUKATPALLY, HYDERABAD may incur in regard of any legal obligations not discharged by him.
42. The Agency/Firm shall be responsible for any misconduct on the part of his employee in connection with the business of this contract for which the JNTUH, KUKATPALLY, HYDERABAD will be at liberty to take necessary action against the Agency/firm.
43. This tender process is meant for disbursement of wages for the existing employees' only. No additional staffs are necessary for the university/college. Any additional staff that is required by the University shall be engaged with a prior approval from the University.
44. The Registrar JNTUH, KUKATPALLY, HYDERABAD reserves the right to ask the breakup of wages given to each category of Housekeeping personnel to know the compliance of the labour laws. In case he is not satisfied, the tender even if it is lowest may be rejected.
45. The successful bidder shall ensure minimum wages to the Housekeeping personnel's and also ensure remittance on each Personnel deployed in the required EPF and ESI of Minimum wages. They should produce the copy of remittance challans to this office every month. In case of non production of challans the amount to the extent of EPF, ESI & TDS will be withheld till the production of the proper remittance challans.
46. If the tenderer during the evaluation of tender tries to influence the JNTUH, KUKATPALLY, HYDERABAD by any means then his tender will be summarily rejected.

47. The successful bidder should submit the challan appended with the list of employees deployed in the said site with their EPF & ESI registration numbers, Electronic Challan Returns (ECR) and latest photographs.
48. The details of the Housekeeping services or schedule of work to be performed under this agreement are enclosed with this document. The basic wage component has been arrived based on the Housekeeping services / schedule of work to be performed under this agreement.
49. The basic wage component and the estimated contract value is the basis for disbursement of salaries and other statutory remittances.
50. The estimated contract value is based on (a) Minimum Wages Act of 1948 and notifications issued by the Government from time to time (b) terms and conditions of this tender schedule.
51. The agency, while quoting the service charges shall take into account all applicable taxes, statutory remittance as per latest revision of Minimum Wages Act, EPF, ESI and other allowances if any etc., and all other liabilities as per the rules in force. No claim of whatsoever for any extra payment will be entertained and JNTU, HYDERABAD shall not be responsible for any liability of whatsoever nature under this contract. Further, should there be any such liability, the JNTU HYDERABAD stands indemnified by the Agency/Firm.
52. Compliance with Labour Regulations: - During the continuation of the contract the Agency/Firm shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of State or Central Government or Local Authority and any other labour law (Including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or Central Government or the Local Authority.
53. The Agency/Firm shall keep JNTU HYDERABAD indemnified in case any action is taken against JNTU HYDERABAD by the competent Authority on account of contravention of any of the provisions of any Act or rules made there under, regulations and notifications including amendments.
54. The employees of the Agency in no case shall be treated as the employees of JNTU HYDERABAD at any point of time. The Agency/firm shall be responsible for any claim arising out of the terms and conditions of the employment under the payment of wages Act. 1936 and Contract Labour (Abolition & Regulation) Act 1970 or any other law prevalent during this contract period or which comes into force from time to time during the pendency of this contract.
55. ***Upon signing the contract, the Agency / firm shall deemed to have indemnified the JNTU KUKATPALLY against any costs or expenses that JNTU HYDERABAD may incur in regard of any legal obligations not discharged by him.***
56. The successful bidder shall ensure minimum wages to the Personnel's and also ensure remittance on each Personnel deployed in the required site of not less than EPF @ 13% on 100% of Minimum wages (Basic + VDA, as applicable) and ESI @ 3.25% on 100% of

Minimum wages (Basic + VDA, as applicable) as Employer's contribution and GST 18% (or as applicable) on Estimate Contract amount will be paid extra. They should produce the copy of remittance of challans to this office every month. In case of non production of challans the amount to the extent of EPF, ESI & ST will be withheld till the production of the proper remittance challans.

57. The payment of Salaries/wages due to the Agency/firm employees shall be made by the Agency/firm on or before 1st of every month. In case of default, on Agency/firm part to pay the salaries/wages to his employees, the JNTUH shall have the right to demand such payment of the Agency/firm employees or recover the same from the bills submitted by the contract.
58. **Soon after signing the contract agreement the agency/ firm shall obtain the contract Labour License, relevant to the work order from the Department of Labour, Government of Telangana. The University will issue a signed application by the Registrar, JNTUH (as Principal Employer) in Form-V and also application for registration of establishments employing contract labour in Form-I from the date of commencement of service.**
59. The agency/ firm shall install the biometrics mechanism in the workplace at a location shown by the employer to monitor the details of the attendance and working hours.
60. Any increase in applicable V.D.A points as published by the Department of Labour, the will be reimbursed by the JNTUH, Hyderabad and the agency/ firm shall produce such order in proof of increase in VDA points.
61. Such increase in V.D.A points shall be treated as basic component from the date of increase or date of payment, whichever is later.

MINIMUM WAGES – CONDITIONS OF HOUSEKEEPING SERVICES

62. **The estimated contract value is based on minimum wages act of 1948 and notification in G.O No.43 Dt: 28.05.2010 and other Terms & Conditions of minimum wages of this tender. Hence any quoted bids less than the ECV will not be considered by Chief Engineer, JNTUH, Kukatpally.**
63. The agency, while quoting the rate shall take into account all applicable, as per latest revision of Minimum wages act, EPF, ESI and other allowances if any etc., and all other liabilities as per the rules in force. No claim of whatsoever for any extra payment will be entertained and JNTU HYDERABAD shall not be responsible for any liability of whatsoever nature under this contract. Further, should there be any such liability, the JNTU HYDERABAD stands indemnified by the Agency/Firm.
64. **Compliance with Labour Regulations:** - During the continuation of the contract the Agency/Firm shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of State or Central Government or Local Authority and any other labour law (Including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or Central Government or the Local Authority. The Agency/Firm shall keep JNTU HYDERABAD indemnified in case any action is taken against JNTU HYDERABAD by

the competent Authority on account of contravention of any of the provisions of any Act or rules made there under, regulations and notifications including amendments.

65. The employees of the Agency in no case shall be treated as the employees of JNTU HYDERABAD at any point of time. The Agency/firm shall be responsible for any claim arising out of the terms and conditions of the employment under the payment of wages Act. 1936 and Contract Labour (Abolition & Regulation) Act 1970 or any other law prevalent during this contract period or which comes into force from time to time during the pendency of this contract. The Agency / firm indemnify the JNTU KUKATPALLY against any costs or expenses that JNTU HYDERABAD may incur in regard of any legal obligations not discharged by him.
66. The payment of Salaries/wages due to the Agency/firm employees shall be made by the Agency/firm on or before 1st of every month. In case of default, on Agency/firm part to pay the salaries/wages to his employees, the JNTUH shall have the right to demand such payment of the Agency/firm employees or recover the same from the bills submitted by the contract.

HOUSE KEEPING (MAINTENANCE) SERVICES - SERVICE DETAILS

SWEEPING AND CLEANING:

67. Sweeping, cleaning and moping of all the buildings JNTUH, College of Engineering Sulthanpur(v), Pulkal (M), Sangareddy District are to be done twice in a day.
68. All the flooring area of JNTUH, College of Engineering Sulthanpur(v), Pulkal (M), Sangareddy District buildings and Toilet Blocks shall be thoroughly washed alternate day with the use of floor cleaning detergents like Domex, Harpic, Lizol etc.,
69. The cleaning of Toilets shall be done from 8.00 a.m. to 4.00 p.m. every day.
70. The plastics & garbage between waterline and railing of all buildings in JNTUH, College of Engineering Sulthanpur(v), Pulkal (M), Sangareddy District shall be removed by the agency.
71. The terraces and water tanks, underground sumps should be cleaned every month and obtain a certificate from the Estate Officer and submit along with monthly bill.
72. Cleaning of toilets is mandatory in the JNTUH, College of Engineering Sulthanpur(v), Pulkal (M), Sangareddy District Buildings.
73. The firm cannot add or delete any part of the work during the execution unless otherwise instructed by the CE, JNTUH/Principal JNTUH, College of Engineering Sulthanpur(v), Pulkal (M), Sangareddy District.
74. **The firm should collect the garbage every day from all the Hostels in the campus building and departments and dump in a Municipal dump yard only.** Storage of garbage even a short period in the college is strictly prohibited. Transportation of Garbage is at their own cost.
75. The firm should fumigate periodically depending up-on requirement the entire campus for repelling mosquitoes, rats any other insects.

76. The firm should collect the waste papers, stones, any waste materials like leaves, flowers etc., from the open spaces of the college buildings by engaging the labour daily
77. The firm should clean particular glasses, windows glasses, window grills and grills everyday in the college campus buildings.
78. The firm should engage additional manpower during functions in the college campus for cleaning purpose Class Rooms and Seminar Halls shall be cleaned.
79. The firm should clean the computers and any other sensitive areas in the presence of the departmental officers only. The firm should keep the dust bins in all the buildings. Plastic covers should be provided in the dust bins.
80. The firm should vacuum cleaning the carpets, sofas upholstery, curtains and Venetian blind's daily.
81. The firm should moping the total area with disinfectant daily & frequently and drain mopping of entrance area foyer areas and other surfaces
82. The firm should remove cobwebs daily in the ceiling of the buildings.
83. The firm should do vipping of cubical glasses and aluminium partitions in the departments daily.
84. The firm should wash the walls surface tiles & scrubbing the toilet floor area with disinfectant daily.
85. The firm should place the Naphthalene balls, Odonil's, Toilet Roll's, Tissue Papers & soaps in the Toilet Blocks regularly.
86. The Firm should provide buckets, mugs in the all toilets and closed dustbins should be provided in ladies toilets with their own cost. The dress should be varying for University to College.
87. Sign Boards of House Keeping should be provided while cleaning the toilets.
88. The firm should keep the dust bins in all the departments, floors at their own cost with plastic covers and clean regularly and remove the waste material regularly.
89. The firm should depute two nos. of Supervisors (Skilled) to supervise the Job besides they will coordinate with all maintenance activities as per service conditions with the minimum **nos.** sweepers/pickers /helpers shall move on cycle which shall be supplied by the agency.
90. The wages of the supervisors paid by the Agency only.
91. The House Keeping Supervisor should monitor the work with the Mechanized Housekeeping equipment once in the week.
92. The Agency should make its own arrangements to collect the water required for Housekeeping services from the any available sources in the campus.
93. The Agency should provide a separate Municipal Garbage bin for collection of waste from the all departments and quarters at his own cost. The necessary deposits for Municipal Garbage Bin also should be paid to Greater Hyderabad Municipal Corporation. The Agency should make necessary payment to Greater Hyderabad Municipal Corporation for lifting the municipal dust bins for every month.

94. 2 Nos. House Keeping Supervisor to be deployed by the firm / Agency who shall also monitor the work of the Sweepers / Pickers / helpers shall move on cycles which shall be supplied by the agency.

SPECIFIC AREAS

JNT University, College of Engineering, Sulthanpur(v), Pulkal (M), Sangareddy district and buildings

EQUIPMENT

EQUIPMENT

1) Scrubbing Machine	- 1 No
2) Box Sweeper	- 1 No
3) Polishing Machine	- 1 No
4) Vapour Cleaning Machine	-1 No
6) Floor Cleaning Scrubber Drier	- 1 No
7) Vacuum Cleaners	-2Nos.
8) Mechanical scrubbers	-2 Nos
9) Wet & dry vacuum cleaner	-2 Nos
10) High pressure water jet	-1 Nos
11) Telescope ladders	-2 Nos
12) Spades	-8 Nos
13) Crowbars	-5 Nos
14) Ricksha/Trally for collecting debris	-1 No.
15) Sign Boards	

95. Payments will be made based on the actual measurements of work taken up and completed by the firm.

96. For claiming the bill for the first month the agency need to furnish the registration details of ESI and EPF of each of the Housekeeping personnel and from the second month onwards the agency shall furnish the challans of the remittances made towards ESI, EPF of each of the Housekeeping personnel and challans of the Service Tax/GST paid and copies of Form 26 AS of the Income Tax paid.

FORMS OF TENDER QUALIFICATION INFORMATION

CHECKLIST TO ACCOMPANY THE TENDER.

Sl. No.	Details of the Eligibility Criteria	Specified Criteria in Tender
1	Valid Labour License issued by labour department and it should be in force duly indicating the period of validity	Mandatory
2	E.M.D. to be paid online in favour of The Registrar, JNTU HYDERABAD Online for Rs.36,134-00	Mandatory
3	Demand Draft towards Processing Fee Rs. 5,900.00 drawn in favour of The Registrar, JNTU HYDERABAD obtained from Nationalized/ Scheduled Bank, copy to be uploaded and original to be submitted before opening of the price bid.	Mandatory
4	A copy of Memorandum & Articles of Association of the company/ Certificate of Registration/ Partnership Deed	Mandatory
5	The Bidder should be registered with the Income Tax (with valid PAN No.) and also registered under the Labour Laws.	Mandatory
6	The Bidder should be registered with Employees Provident Fund Organization	Mandatory
7	The Bidder should be registered with ESI Corporation	Mandatory
8	The Bidder should be registered GST Registration No	Mandatory
9	The Bidder should be registered EPF Registration No	Mandatory
10	The Bidder should be registered ESI Registration No	Mandatory
11	The Bidder should have experience of having provided similar mechanized housekeeping services in reputed organizations/ Institutions/ Universities including at least one Public Sector (Central or State)/Govt. Dept. during the last three years with at least (i) one single work order of more than Rs. 35 lakh; or two work orders of more than Rs. 20 lakh each; or three work orders of more than Rs. 15 lakh each. Photo copies of documentary evidence towards above supported by relevant satisfactory job completion certificates are required to be submitted	Mandatory
12	ISO 9001:2008 QMS Certification	Mandatory
13	Before opening of the price bid, the Bidders who stands qualified in the pre-qualification, will be required to demonstrate their mechanized housekeeping capabilities and the methodology of service duly displaying the machinery intended to be deployed by them on the proposed work and also the manner in which the housekeeping service is intended to be provided	Mandatory
14	Weightage on suitable scale will be awarded to the Bidders based on the performance and to the satisfaction of the employer's representatives/ committee. The price bids of those Bidders, who stands qualified in this demonstration will only be considered for further process of the tender/ bidding	Mandatory
15	The Bidders whose performance on the account of mechanized capabilities is determined in the demonstration as unsatisfactory by the employer's representatives/ committee, the bids of such Bidders will be disqualified at technical qualification stage and stands eliminated from the process. The price bids of qualified Bidders only will be opened.	Mandatory
16	Every participant should demonstrate unmanned or person none involved technology to track manpower, machinery mobility during work progress. This should be monitored and communicated unto unmanned intervention	Mandatory
17	Participant should also display or commitment on type of machinery propose to involve like for road cleaning, floor cleaning, and walls cleaning. There is need demonstrative on technology to track manpower, machinery and their mobility's	Mandatory
18	If the above conditions are satisfied, Bidders will be called in to demonstrating/ presentation of the fulfilment of above conditions. Qualified people duly decided by committee will recommended to open financial bid and further process	Mandatory

Notes:-

1. All the statements copies of the certificates, documents etc., enclosed to the Technical bid shall be given page numbers on the right corner of each certificate. The statements furnished shall be in the formats appended to the tender document.
2. The information shall be filled-in by the Tenderer in the checklist and statements I to V, and shall be enclosed to the Technical bid for the purposes of verification as well as evaluation of the tenderer's Compliance to the qualification criteria as provided in the Tender document. All the Certificates, documents, statements as per check-list shall be uploaded and copies shall be submitted by the tenderer in sealed Cover "A" as Hard Copies along with the original Demand Drafts drawn towards EMD & Processing fee.
3. As per the directions issued by the Government in GO MS No.174 I&CAD (PW-REFORMS) dated 1.9.2008, submission of original hard copies of the uploaded scan copies of DD towards EMD by participating bidders to the tender opening authority before opening of the price bid is dispensed with. All the bidders shall invariably upload the scanned copies of DD in e-procurement system will be the primary requirement to consider the bid as responsive. The Department shall carry out the technical bid evaluation solely based on the uploaded certificates/documents, DD towards EMD and open the price bids of the responsive bidders. If any bidder fails to submit the original hard copies towards EMD, Processing Fee and other documents before the opening of the price bids, the technical bids of such bidder will be disqualified.
4. The e-procurement system will deactivate the user ID of any defaulting bidder based on the trigger/recommendation by the tender inviting authority and also criminal prosecution shall be invoked

CONDITIONS OF CONTRACT

1. Forfeiture of Earnest Money Deposit/Additional Security Deposit

The Earnest Money Deposit can be forfeited if an Agency withdraws its bid during the period of bid validity, and fails to sign the contract within the stipulated time.

2. Award of Contract

- a) On receipt of written communication from JNTUH for having qualified in the bid, the agency has to sign the contract within 7 days of such communication. Failing which the offer will be treated as withdrawn and EMD shall be forfeited. Then the L2 agency will be called for negotiations to match the rates with L1.
- b) The period of contract initially for **12 Months**. Depending on the requirements, JNTUH may extend / limit the period of contract

3. Providing Services / Support

- a) For the deployment of technical professionals on JNTUH, the L1 Agency shall give preference to the Existing out sourcing staff of JNTUH. The agency on demand from JNTUH, shall forward a list of eligible candidates for selection in future requirement of JNTUH.
- b) The agency will deploy the requisite Personnel within 10 days of placing the work order by JNTUH. Beyond ten days a penalty of Rs.1000/- (One thousand) per day per

person will be levied for a period of 7 days and after that the work order will be cancelled and Services shall be obtained from alternate sources at the risk and cost of the defaulting agency. The work order cancellation charges will be applicable.

- c) The recruitment/deployment of personnel in the outsourcing service to the JNTUH shall be subject to relevant service provisions of the JNTUH University and such hired personnel deployed by the agency shall report to JNTUH.
- d) In case any personnel of the Agency is found engaged in doing any work other than the task assigned to him/her or is found not useful to the JNTUH or leaves the office without any notice, the agency will arrange the replacement within one week at its own cost, otherwise the penalty will be applicable as per the penalty clauses.
- e) The agency will be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its deployed Services at JNTUH premises. All equipment will be used only for the purpose of carrying out legitimate business of client organization and will not be put into any other use. For any established damage the extent of damage as decided by JNTUH will be final and binding on the agency and it will be adjusted from its receivables like service charges / Additional Security Deposit.
- f) The staff deployed by the agency will maintain office decorum. They will be courteous, polite and cooperative and able to resolve the Client's problems. The agency will verify the character antecedents before deploying any person at JNTUH organization.
- g) The agency will give advance notice to JNTUH for any outsource personnel on leave or leaving the agency and post a matching resource immediately such that the work doesn't suffer.

4. Penalty for non-performance

- a) The agency will deploy the requisite Services within 10 days of placing the work order by JNTUH. Beyond ten days a penalty of Rs. 1,000/- (One thousand) per day per person will be levied for a period of 7 days and after that the work order will be cancelled and Services obtained from alternate sources at the risk and cost of the defaulting agency. Work order cancellation charges will be applicable.
- b) The defaulting agency is liable to pay work order cancellation charges of 1% on contract value, which will be realized through the pending bills or Additional Security Deposit or by raising claims.
- c) In any of the defaults described above, JNTUH reserves the right to get the work done through alternate sources at the cost and risk of the defaulting agency.

5. Payment terms

- a) The Payments to the agencies will be made on the basis of the attendance of the outsourcing employees' month's services provided to JNTUH. The agency will get deduced charges in proportion to the absence of a resource.

- b) All payments to agency will be made subject to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961, penalty for late payments and other taxes if any as per Government of India rules.
- c) The agency will submit Pre-receipt bills in triplicate by the 15th day of the succeeding month enclosing therewith satisfactory performance certificate for each resource person for whom the bills is being preferred.
- d) Payment will be made within 30 days of submission of completed documents.

6. HOUSEKEEPING SERVICES

- a) The agency will ensure that no information about the software, hardware, database and the policies of the JNTUH is taken out in any form including electronic form or otherwise, from the JNTUH site by the Services personnel posted by them.
- b) The agency or its deployed personnel, by virtue of working in JNTUH, can't claim any rights on the work performed them. JNTUH will have absolute rights on the work assigned and performed by them. Neither any claims of the agency nor its deployed professionals will be entertained on the deliverables.

7. INDEMNITY

- a) The L1 Agency will indemnify JNTUH of all legal obligations of its outsource personal deployed for JNTUH.
- b) JNTUH will not take any liability on account of death or injury sustained by the Agency staff during the performance.
- c) The selected agency will not, (without JNTUH's prior written consent), disclose the Contract, or any provisions thereof, or any specification, plan, sample of information furnished by or on behalf of JNTUH in connection therewith, to any person other than a person employed by the agency in the Performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only as far as may be necessary for purposes of such performance.
- d) The selected agency will not outsource the services / work to any other associate / franchisee / third party under any circumstances. If it so happens then JNTUH will impose sanctions which will include: forfeiture of the Additional Security Deposit, revocation of bank guarantees (including the ones uploaded/ submitted for other work orders) and termination of the Contract for default.
- e) JNTUH may by written notice sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for JNTUH's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. JNTUH reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
- f) In the event of the agency's company or the concerned division of the company is taken over/bought over by another company, all the obligations under the agreement with

JNTUH, should be passed on for compliance to the new company / new division in the negotiation for their transfer.

8. Termination for Insolvency

JNTUH may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

9. Termination for default

a) Default is said to be occurred

- i. If the agency fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by JNTUH.
- ii. If the agency fails to perform any other obligation(s) under the contract / work order.
- iii. If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from JNTUH (or takes longer period in spite of what JNTUH may authorize in writing), JNTUH may terminate the contract / work order in whole or in part. In addition to above, JNTUH may at its discretion also take the following actions
- iv. JNTUH may transfer upon such terms and in such manner, as it deems appropriate for default of the successful bidder. Work orders for similar support service to other agency will be issued by JNTUH and the defaulting agency will be liable to compensate JNTUH for any extra expenditure involved towards such support service to complete the scope of work totally.

10. Force Majeure

a) Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by JNTUH:-

- i. War / hostilities.
- ii. Riot or Civil commotion.
- iii. Earthquake, flood, tempest, lightning or other natural physical disaster.
- iv. Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.

b) The agency will advise JNTUH in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majored conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majored, JNTUH reserve the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

11. Arbitration

JNTUH and the agency will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work

order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one to be appointed by each party and the third to be appointed by the Commissioner, JNTUH, Hyderabad and the award of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration will be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in Hyderabad, Telangana.

12. Applicable law

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings /processing.

13. Qualification criteria for each position offered, experience, and knowledge required are prescribed in Annexure

14. The Service Provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violation of any Leave Rules and Weekly Off days. The tenderer will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the Service Provider shall be the employees of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month.

15. There is no Master and Servant relationship between the employees of the Service Provider and this office and further that the said person of the Service Provider shall not claim any absorption in this office or the Telangana.

16. The Service Provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be uploaded/ submitted by the Service Provider to this office.

17. The Service Provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, Housekeeping services arrangements, and administrative / organizational matters as all are of confidential/secret nature.

18. The Service Provider personnel should be polite, cordial, positive and efficient, while handling the assigned work. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in-charge upon any matter arising under the clause shall be final and binding on the agency.

19. That the persons engaged shall not be below the age of 18 years or above the age of 45 years and they shall not interfere with the duties of the employees of this office.
20. The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative / Technical control will be with the Agency.
21. This office may require the Service Provider to dismiss or remove any person or persons, employed by the Service Provider from the place of work, who may be incompetent or for his/her/their misconduct and the Service Provider shall forthwith comply with such requirements. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to this office because of Housekeeping services risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
22. The Service Provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss should be reported immediately.
23. The transportation, food, medical and other statutory requirements in respect of each personnel of the Service Provider shall be the responsibility of the Service Provider.
24. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require to provide particulars of EPF, ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
25. The Service Provider will submit the bill in triplicate separately, in respect of a particular month in the first week of the next month. The payment will be released by the third week of the following month after subject to certificate given by the Officer In-Charge and on production of documentary evidence towards contribution of EPF/ESI/Service tax/GST of its staff for the previous month. Taxes if any shall be deducted at source as per the relevant Acts.
26. Payments to the Service Provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the bill preferred by the Service Provider.
27. No wage/remuneration will be paid to deployed persons for the days of absence from duty.
28. The Service Provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.
29. The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
30. The Service Provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.

31. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
32. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
33. This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
34. The Service Provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
35. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc and any amount due to the Service Provider from the office shall be forfeited.
36. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
37. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.
38. That if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the Additional Security Deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
39. This office reserves the right to reject any or all the tenders without assigning any reason whatsoever and the decision of the management shall be final and binding on all the bidders.
40. Note.
- a) **EPF and ESI contribution to be paid for personnel employed by tenderer shall be the responsibility of tenderer.**

- b) **In case of Sanitary Field Assistants for every 6 (six) days of continues duty of personnel one day off with payment will be given. The tenderer will have to bear the cost of providing personnel for this weekly off.**
- c) He should be physically fit and medically certified for good health.
- d) The agency should deposit EMD DD at the time of tender and the same should be uploaded/ submitted.
- e) The agency will submit the Qualification Criteria and Antecedents Certificate of their employees on deployment along with three passport size photographs not more than six months old.
- f) The agency should be able to provide additional strength of Sanitary Field Assistant's at a short notice and should keep a leave reserve ready.
- g) The agency will be required to execute an indemnity bond for a mutually agreed amount and terms.
- h) The agency should observe and conform to all rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to Agency.
- i) The agency should pay all existing and future taxes, rates, cess, charges, assessments, outgoings and impositions of every description for the time being payable in respect of Agency.
- j) The agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed.
- k) The agency should pay all local and other taxes, rates and other levies in respect of Agency to the Govt. or any local authority.
- l) The agency should indemnify and keep indemnified the corporation against any loss, damages, fines, premium, levies, costs, charges and expenses that the Corporation may suffer or incur on account of breach of any law, rules and regulations of the Government or any local authority or breach of any term or covenant of the contract or of these present
- m) The agency should be Income Tax payee for minimum 5 years.
- n) The Service Provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violation of any leave Rules and weekly off days. The tenderer will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The said persons engaged by the Service Provider shall be the employee of the Service Provider and it shall be the duty of the Service Provider to pay their salary every month.
- o) There is no Master and Servant relationship between the employees of the Service Provider and this office and further that the said person of the Service Provider shall not claim any absorption in this office or the Government of India
- p) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect uploaded/ submitted to

this office. The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.

- q) The tender percentage quoted should not be effected to minimum wages or wages fixed by the JNTUH. Otherwise the tenders will be rejected.
- r) The Tender not fulfilling any of the above condition will summarily rejected.
- s) The out sourcing agency should submit employees EPF Code allotment letter & No. for the out sourcing personnel at the time of deployment.
- t) The remuneration as indicated in the G.O. has to be paid in full to the employees outsourced by the agency. The only amount that can be deducted out of this amount is employee's contribution to the Provident Fund & ESI and nothing else.
- u) It is the responsibility of the outsourcing agency to bear out of its service charges, the employee's contribution towards Provident Fund, E.S.I. etc. The outsourcing agency will have to quote its service charges keeping all these payments in view and no additional amount other than the service charges will be given towards any of these items. However, while reimbursing the service charges to the outsourcing agency, a certificate from the agency regarding proper remittance of E.P.F. / E.S.I. for the outsourcing employees would be insisted upon along with the challan copies for all statutory contribution made.
- v) The Estimate Contract Value (for one year period) is arrived at the basic wage/ salary component to be paid to the outsourcing employees, and is exclusive of the provision of Employer's contribution towards remittance of E.P.F. / E.S.I./ Service Tax and GST which will be calculated every month based on the actuals to be paid by the University. The Tenderer should quote for only service charges which should be greater than zero and less than five percentages. The least count acceptable for service charges shall be 0.01%.
- w) The bidders while quoting shall take the Income Tax (TDS) in to account., the 'Service Charges' so quoted shall be inclusive of Income Tax (TDS).

SCHEDULE OF SERVICES

Part-I

ABSTRACT ESTIMATE (2020-2021)				
Sl. No.	Designation	QUANTITY	RATE	Total Amount per year

(Enclosed to this document)

Part-II

- i) **The total amount (contract value) mentioned in Schedule of Services exclusive of GST**

CONTRACT VALUE - Rs.36,13,446-00

**MINIMUM WAGES ADMISSIBLE UNDER LABOUR CONTRACT
FOR HOUSE KEEPING SERVICES**

Note:	1. The minimum basic rates of wages in respect of Sweepers (Unskilled-Mazdoors) are linked to the Consumer Price Index (CPI) Numbers for the Industrial Workers at 884 points (Base Year 1982=100 series) and are as per Part-I of the Schedule of the Minimum Wages Act,1948, published vide G.O. Rt. No: 166 Labour Employment Training and factories (Lab.II) Department Dated: 04-02-2013. The Cost of Living Allowance to be paid per each point of increase is Rs. 6.40.				
	2. The minimum basic rates of wages in respect of Supervisors (Others-Muster clerk) are linked to the Consumer Price Index (CPI) Numbers for the Industrial Workers at 884 points (Base Year 1982=100 series) and are as per Part-I of the Schedule of the Minimum Wages Act,1948, published vide G.O. Rt. No: 166 Labour Employment Training and factories (Lab.II) Department Dated: 04-02-2013. The Cost of Living Allowance to be paid per each point of increase is Rs. 7.45.				
	3. The minimum basic rates of wages in respect of Scavengers (Safai Karmacharis) are linked to the Consumer Price Index (CPI) Numbers for the Industrial Workers at 590 points (Base Year 1982=100 series) and are as per Part-I of the Schedule of the Minimum Wages Act,1948, published vide G.O. Ms. No: 108 Labour Employment Training and factories (Lab.II) Department Dated: 08-12-2009. The Cost of Living Allowance to be paid per each point of increase is Rs. 8.45. In this category part time work and corresponding part time payment is permitted.				
	4. The average State Industrial Workers Consumer Price Index Numbers for the first half year ending June 2020 are 1501 points (Base Year 1982=100 series) for Industrial Workers under Part-II which are applicable for the period from 01-10-2020 to 31-03-2021 of the Schedule of Minimum Wages Act,1948, vide Commissioner of Labour, press note				
	Break-up Details of minimum wages/Month	Sweepers	Supervisor	Scavenger	Mail Gardens
	SALARY BEARK-UP				
1	BASIC WAGE	5,668.00	6,600.00	5,000.00	5,668.00
2	VDA (VARIABLE DEARNESS ALLOWANCE)*	3,948.80	4,596.65	7,697.95	3,948.80
3	HRA (HOUSE RENT ALLOWANCE)	-	-	-	-
4	OTHER ALLOWANCES, IF ANY	-	-	-	-
5	GROSS SALARY PAYABLE TO WORKER	9,616.80	11,196.65	12,697.95	9,616.80
	OTHER BENEFITS				
6	BONUS @ 8.33% on Basic	-	-	-	-
7	LEAVE WAGES @ Total Salary/26 days*1.5	-	-	-	-
8	National/Festival Leave	-	-	-	-
	DEDUCTIONS				
9	PROVIDENT FUND @ 12% on Basic + VDA	1,154.02	1,343.60	1,523.75	1,154.02
10	ESI @ 0.75% on Gross Salary	72.13	83.97	95.23	72.13
11	PROFESSIONAL TAX	-	-	-	-
12	TOTAL DEUCTIONS AMOUNT	1,226.14	1,427.57	1,618.99	1,226.14
13	NET SALARY PAYABLE TO WORKER	8,390.66	9,769.08	11,078.96	8,390.66
	COST TO PRINCIPAL EMPLOYER - TOTAL FINANCIAL IMPLICATION PER MONTH				
14	GROSS SALARY PAYABLE	9,616.80	11,196.65	12,697.95	9,616.80
15	ADD -PF @ 13.00% on (Basic+VDA)	1,250.18	1,455.56	1,650.73	1,250.18
16	ADD - ESI @ 3.25 % on (Gross Salary)	312.55	363.89	412.68	312.55
17	BONUS @ 8.33% on (Basic+VDA) Optional	-	-	-	-
18	LEAVE WAGES - Optional	-	-	-	-
19	UNIFORMS	-	-	-	-
20	ESTIMATED GROSS WAGE COMPONENT	11,179.53	13,016.11	14,761.37	11,179.53
	Wages per day	429.98	500.62	567.74	429.98

* The VDA is calculated on the difference between present CPI points to the base points and multiplied by the point value towards cost of living allowance.

Name of work: Providing House Keeping services for Buildings, Road cleaning and Sweeping Services at JNTUH College of Engineering, Jagityal, Nachupally (Kondagattu), Jagityal District

SCHEDULE OF LABOUR DEPLOYMENT

Sl. No	NAME OF THE PREMISES	AREA	Unit	Supervisors	Sweepers/ Garden Malis/ Mazdoor	Scavengers
1	JNTUH CES	50,000.00	Sqm	0.77	12.88	4.42
2	ROADS & CARPARKING	5,000.00	Sqm	0.08	0.73	
3	DRAINAGE AREAS	30.00	Nos			0.38
				1.00	14.00	5.00

Say 20 Nos

PRICE BID

NAME OF SERVICES: Providing House Keeping services for Buildings, Road cleaning and Sweeping Services at JNTUH College of Engineering, Sulthanpur(V), Pulkal (M), Sangareddy District

ESTIMATED CONTRACT VALUE (IN FIGURES & WORDS) : **Rs.36,13,446-00**

I/Sri / Smt./ M/s
do hereby express my willingness to execute the aforesaid contract as per the conditions, standards, specifications, rules, regulations, etc., stipulated in the tender documents at an overall tender percentage of% (in figures)(in words) **Excess** over the estimated contract value.

SIGNATURE, NAME OF THE TENDERER / AUTHORISED SIGNATORY.

- a) The bidders are expected to quote service charges in terms of percentage over the estimated contract value in the price bid.
- b) The Tenderer should quote for only service charges which should be greater than zero and less than five percentages. Price bids with zero percentage (0%) or less will be rejected. **The agency shall include Income Tax recovery in the tender premium / Service charges.** Hence any quoted tender less than or equal to the ECV after recovering the statutory TDS recoveries like Income Tax shall not be considered by Registrar/Chief Engineer, JNTUH, Kukatpally, Hyderabad.
- c) The tender percentage quoted should not be effected to minimum wages or wages fixed by the JNTUH. Otherwise the tenders will be rejected.
- d) The estimated contract value is exclusive of all Income Taxes & other Statutory Obligations, Employer’s contribution to EPF/ ESI/ Service Tax and GST, which will be paid extra on the actual bill value.

- e) Payments will be made based on the actual attendance certified by the firm and enclosing the attendance out-put of the bio-metric device installed.
- f) For claiming the bill for the first month the agency need to furnish the registration details of ESI and EPF of each of the Housekeeping personnel and from the second month onwards the agency shall furnish the challans of the remittances made towards ESI, EPF of each of the Housekeeping personnel and challans of the Service Tax/GST paid and copies of Form 26 AS of the Income Tax paid.

FORMATS OF SECURITIES

EXPERIENCE INFORMATION

The information to be filled in by the SERVICE PROVIDER in the following pages will be used for purposes of qualifying as provided for in Clause 2 of the Instructions to SERVICE PROVIDERs. This information will not be incorporated in the Contract.

- 1. For Individual SERVICE PROVIDERs
 - 1.1 Constitution or legal status of SERVICE PROVIDER
[Attach Copy]

Place of registration: _____

Principal place of business: _____

Power of attorney of signatory of tender
[Attach]
 - 1.2 Services performed as prime SERVICE PROVIDER (in the same name) on services of similar nature. (Minimum 5 years of experience in similar nature of services under Govt., Dept., / Govt., Undertakings/Universities with nos. Housekeeping services added together)

S.No.	Name of Employer	Area of housekeeping provided	Value of Contract	Date of issue of work order	Date of Completion

* Attach Certificates from the concerned officials

LETTER OF ACCEPTANCE

Date: _____

To

____ [Name and Address of the SERVICE PROVIDER]

Gentlemen,

This is to notify you that your tender date _____ for the service of Housekeeping in JNTUH
Hyderabad the _____ quoted Price _____ of
Rs. _____
(Rupees _____)is hereby
accepted.

You have to provide the Man power services from _____ as per the service details
given in the tender document.

Yours faithfully,

Authorized Signature
Name and Title of Signatory

AGREEMENT FORM

THIS AGREEMENT made at _____ on this _____ day of _____ 2020 between (Name and address of Employer) Jawaharlal Nehru Technological University, Hyderabad (herein after called the Registrar, JNTUH Hyderabad] incorporated under the JNTUH Act No: 30 of 2008 and having its registered office at Kukatpally, Hyderabad, Telangana State, 500 085 (hereinafter referred to as “the Employer”, which expression shall unless repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the ONE PART and

_____ and having its registered office at

(Hereinafter referred to as “the Service Provider” which expression shall unless it be repugnant to the context or meaning thereof be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the employer is having its establishment and offices at _____ hereinafter referred to as “the said premises” and it wants to employ **HOUSEKEEPING SERVICES ON OUTSOURCING BASIS** in the said premises.

AND WHEREAS the Service Provider, who is experienced in providing Housekeeping Services to similar offices and other organizations, has offered to provide Housekeeping Services to the Employer at the said premises and the employer has agreed to avail the said services being provided by the Service Provider under this **SERVICE CONTRACT**.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The Service Provider shall provide the required Housekeeping services to the employer’s requirement.
2. The Service Provider shall ensure that the Housekeeping services provided by them maintains perfect discipline and behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of the employer or its business or work or its officers/ employees/other Service Providers.
3. The Service Provider agrees and undertakes that the Housekeeping Services provided by the Service Provider shall be to the entire satisfaction of the employer and the Service Provider will make it clear to the Employer that the persons engaged by them are employees of the Service Provider and they shall have no claims against the employer and the employer shall not be liable to provide wages, salary, compensation and any statutory benefits due to the outsourcing employees under the labour law and other legislation and the Service Provider shall be responsible for providing such amenities to its employees admissible under the law/rules/service conditions.
4. The Service Provider will indemnify the employer against any claim, loss, damage occurred, or caused to the employer due to willful acts or omissions or carelessness or negligence of the Housekeeping services employed by the Service Provider, while on duty.
5. The employer shall pay the minimum wages/ wages to the outsourcing employees as stipulated in the Schedule enclosed to this agreement and shall disburse wages/ salaries by

- 5th day of the following month. The employer will not make any payment to the employees of the Housekeeping services and payment will be made to the Service Provider only.
6. The Service Provider shall obtain license, required under the local or central laws for providing Housekeeping Services to the employer.
 7. The employer shall be entitled to supervise the services provided by the Service Provider and if the Employer finds that the conduct, behavior and performance of work of any of its outsourcing employee is unsatisfactory, the Employer may issue directions to the Service Provider to immediately recall the particular person and substitute him/her by another and the Service Provider shall comply with such directions issued by the employer forthwith.
 8. This agreement will be for a period of one year from the date of execution of these presents. The employer shall, in the event of the Service Provider committing any breach of any of the terms and conditions of this agreement or if the services provided by the Service Provider is considered to be unsatisfactory by the employer or for any other reason considered by the employer as sufficient, be entitled to terminate this agreement by giving one month's notice in writing and the Service Provider shall not be entitled to any compensation in case of such termination. The Service Provider may also cancel this Agreement by giving one month's notice in writing to the employer.
 9. On expiry or earlier determination of this agreement, the Service Provider and the outsourcing employees shall vacate the premises, without in any way causing any damage to the said premises and the property therein.
 10. In case of any dispute or difference arising between the parties under this agreement, the decision of the Arbitrators will be final and binding and the Service Provider will not be entitled to lodge any claim against the decision of the said Arbitrators.
 11. The stamp duty on this agreement and duplicate thereof shall be borne by the Service Provider. The original shall be retained by the employer and the Service Provider shall retain the duplicate.
 12. In this Agreement, services and expression shall have the same meanings as are respective assigned to them in the Conditions of Contract hereinafter referred to, and they shall deemed to form and be read and construed as part of this Agreement.
 13. In consideration of the payments to be made by the Employer to the Service Provider as herein after mentioned, the Service Provider hereby cooperate with the Employer to execute and complete the services and remedy any defects therein in conformity in all aspects with provisions of the Contract.
 14. The Employer hereby cooperate to pay the Service Provider in consideration of the execution and completion of the services and the remedying the defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
 15. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a. Letter of Acceptance;
 - b. Service Provider's tender;
 - c. Service Details, Terms and Conditions:

16. Unless otherwise agreed upon, the respective addresses for communication in respect of any matter relating to this agreement shall be as under:-

For the Service Provider _____

For the Employer _____

IN WITNESS WHEREOF, the parties have caused their common seal to be affixed to these presents and the duplicate, the day and year first hereinabove written.

The common seal of Jawaharlal Nehru Technological University, Hyderabad named employer is hereunto affixed in the presence of.

The common seal of _____ named Service Provider is hereunto affixed in the presence of.

WITNESSES;

1.

2.