



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007 (ODISHA)

No. 1280 /SEC (CA)

Date: 12/2/2021

TENDER CALL NOTICE

Sealed tenders are invited for deployment of Housekeeping Personnel inside Berhampur University campus. Details along with Proforma for Technical and Financial Bids are available in the University Website www.bamu.nic.in.

Tenders marked as "TENDER FOR THE SUPPLY OF HOUSEKEEPING PERSONNEL INSIDE BERHAMUR UNIVERSITY CAMPUS," on top of the envelope should reach the Registrar, Berhampur University, Berhampur on or before **23.02.2021** by **1.00 PM**.

Upma
12.2.2021
REGISTRAR

Memo No. 1281 (3) /SEC (CA)

Date: 12/2/2021

- Copy to the O.I.C. (Publication), Berhampur University for information and necessary action. He is requested to arrange to publish the ordered Tender Call Notice latest by **13.02.2021** in the following newspapers at I & PR rate 8 pt. fonts in one issue only:
 - The Dharitree* - Odia Daily (All Odisha edition)
 - The Times of India* - English Daily (All Odisha edition).
- Copy to the Comptroller of Finance, Berhampur University for information and necessary action.
- Copy to the Web Administrator, University website (Department of Computer Science) for uploading this Tender Call Notice along with Detailed Tender Notice in the University website.

Upma
12.2.2021
REGISTRAR



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TENDER FORM

No. _____ Date. _____

Cost of Tender Document Rs. 500/-

Annexure – I of IV

PROFORMA FOR TECHNICAL BID

NOTE: Tenderer must read 'Instructions to Tenderers' and Terms and Conditions before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated with the self-attested photocopies of supporting documents:

1 Credentials of the Tenderers

1.1 Name of the Agency/ Company: _____

1.2 Registration No. and Year of Registration

(With documentary evidence): _____

1.3 Organization/Authority with whom the Agency has been

registered with _____

1.4 Office Address and Tel. No. _____

1.5 Type of Organization: _____

(Whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)

1.6 Name(s) of the Proprietor/Partners' _____

2. Documentary Proofs

Sl. No.	Particulars	Attached (Yes/No)	Page/Appendix (If attached)
2.1	Proof of incorporation/inception of the Agency		
2.2	Registration for manpower supply		
2.3	Proof of Registration with the Labour Commissioner		



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2.4	Valid license from the respective State Government		
2.5	PF Registration Proof		
2.6	ESI Registration Proof		
2.7	PAN Card		
2.8	Income Tax Returns for the last three years		
2.9	Proof of Service Tax registration		
2.10	Satisfactory Performance certificate from at least three organizations where the Agency has supplied Housekeeping personnel (Cleaning & Sweeping) during the last 5 years		
2.11	Annual turnover (Preferably for last three years)		
2.12	Any other relevant document/information		

3. Profile of the Agency

3.1 Past & Present Experience: Preferably for last five years, with recommendations/ satisfactory service certificate from employer(s), if any. [Attach extra sheets, if required]

Sl. No.	Year	Name of the Agency [WORK SITE]	Name of the Officer concerned in the Orgn./Tele.No.	From	To	No. of Housekeep-ing Personnel
a	2015 - 16					
b	2016 - 17					
c	2017 - 18					
d	2018 - 19					
e	2019 - 20					

3.2 Has the Agency been ever debarred/black listed by any organization?

If 'Yes', the details thereof: _____



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3.3 Details of award/certificate of Merit etc. received from any Agency.

(Please attach Copy of certificates) _____

3.4 Staff strength presently available in the Agency

a) Housekeeping personnel: _____

b) Others: _____

3.5 Time and type of training imparted to the housekeeping personnel in the past with documentary proof (Enclose extra sheet if required):

4. **Payment Details:**

4.1 Cost of Tender form:

Amount	Rs. 500.00
D.D. No. & Date	
Issuing Bank & Branch	

4.2 Earnest Money:

Amount	Rs. 50,000.00
D.D. No. & Date	
Issuing Bank & Branch	

Name & signature of the proprietor/ authorised signatory with official stamp/seal and complete office address and telephone numbers

Place:

Date:

For important Terms & Conditions and instructions please see Annexure III & IV.



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TENDER FORM

Annexure – II of IV

PROFORMA FOR FINANCIAL BID

1. The Wage Rates of Housekeeping Personnel Quoted/Paid by the Agency should not be less than those presently applicable under Minimum Wages notification as amended from time to time. The rates quoted should be inclusive of all allowances, and statutory levies, etc.

CATEGORY

NET PAYABLE FOR 8 HRS. DUTY
PER PERSONNEL PER MONTH
(INCLUSIVE OF ALL)

- i) Sweepers : @ Rs. _____ p.m.
- ii) Applicable Service Tax : Rs. _____ p.m.

2. Any other component or condition which the tender would like to add

Name & signature of the proprietor/ authorised signatory with official stamp/seal and complete office address and telephone numbers

Place:

Date:

For important Terms & Conditions and instructions please see Annexure III & IV.



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Annexure –III of IV

TERMS AND CONDITIONS

1. The agency/Company should have State presence with at least twenty-five employees deployed throughout the country
2. The agency/company should have a local Office at Berhampur
3. The agency should have an annual turnover of at least Rs. 10 lakhs for last financial year (2019-20)
4. The agency/Company should have all up to date statutory registrations (PF, ESIC, BONUS, Gratuity, etc.)
5. The agency/Company should have minimum 3 years of experience.
6. Scope of the work includes housekeeping works including cleaning and sweeping of the campus, different buildings (Office, Departments, Hostels, etc.) of the University.
7. The successful bidder will have to enter into a legal contract/agreement with the University before rendering its services to the University. The contract agreement shall initially be for a period of one year, which could be further extended by the University on year-to-year basis subject to maximum of three years, based on satisfactory services and mutual agreement.
8. Offers to be submitted by each tenderer in Two separate sealed packets
9. Packet 1- will contain Technical Bid on the prescribed format (as per Annexure-I) for which this envelope should be clearly superscribed as "Technical Bid". This envelope should also contain two separate SBI Demand Drafts/Bank Drafts/Challan of Rs. 500/- as the cost of the Tender form and Rs. 50,000/- as the Earnest Money.
10. Packet 2- will contain only Financial Bid on prescribed format (as per Annexure-II) for which this envelope should be clearly superscribed as "Financial Bid".
11. Both Packet-1 of Technical Bid (with both Demand Drafts/Bank Drafts inside) and Packet-2 of Financial Bid should be sealed separately and both of these packets be kept inside one main envelope & superscribed as "Tender for Sweeping/Cleaning Services" and addressed to: The Registrar, Berhampur University, Berhampur, Odisha should reach the Office of the Registrar, Berhampur University on or before by **1.00 PM of 23 February 2021 and should be sent by Registered/Speed Post.**
12. At the first stage- only Technical Bids of the tenderers shall be opened **at 3.00 pm on 23 February 2021** in the presence of the tenderers, who may like to be present.
13. Financial bids shall be opened later in respect of only those tenderers, which will be found technically suitable as per the norms laid down by the UNIVERSITY.
14. Any additional information if required by the University on the Technical Bid should be submitted by the tenderer within three days of the receipt of its letter, failing which the offer will not be entertained.
15. Technical Bid and Financial Bid should be signed by the Proprietor or authorized signatory of the Agency.
16. The wages shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types as given to the Housekeeping Personnel by the agency.
17. The Agency shall ensure that the wages of the Housekeeping Personnel Quoted/Paid by them should not be less than those presently applicable under Minimum Wages notification, as amended from time to time. All rates quoted should be inclusive of all allowances, and statutory levies, etc.



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18. While quoting its rates in the Financial Bid, the Agency must ensure to quote the same inclusive of all and submit a detailed component-wise break-up of the total wages for each category of personnel shall have to be compulsorily on a separate sheet, duly stamped and signed, following which no request for adding any other component (obligatory or otherwise) shall be considered by the University on whatsoever ground and under these circumstances, the Agency shall be liable to remit the same to the concerned beneficiary.
19. The Agency will not *suo moto* claim any increase in the WAGES or any other allowances during the contract period unless it has been duly notified by the government. The Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Personnel employed by it and deployed with the University.
20. Additional Guards, wherever and whenever necessary, will have to be provided to the University, even at a short notice.
21. Verification of character and antecedents of the Housekeeping Personnel through POLICE and submission of report to the University shall be the responsibility of the Agency.
22. Housekeeping Personnel once posted shall not be changed without prior permission of the University.
23. The University shall not provide any accommodation, transport, canteen or medical facilities to the Housekeeping Personnel.
24. Losses caused to the University due to negligence/lapses/denigration on the part of Housekeeping Personnel will be recovered from the Agency.
25. After awarding the work contract, if the Agency fails to provide the desired strength of Housekeeping Personnel as described in the work order/contract, the offer of contract will automatically stand cancelled without any notice and the total earnest money will be forfeited.
26. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- [or of applicable amount] which will be signed by both the parties in the presence of two witnesses of the University.
27. The Contract agreement shall initially be valid for a period of one year but can be extended further up to a maximum period of 03 years on year-to-year basis subject to mutual agreement and satisfactory services & performances, to be reviewed every year.
28. The authorities of Berhampur University, Berhampur, Odisha reserves the right to reject or accept any or all the tenders with or without assigning any reason thereof.
29. The University shall not be responsible and accountable on account of any postal/courier delays/lapses for tenders being sent through mail.
30. The tender document shall only be made available online through Berhampur University (www.bamu.nic.in) but has to be submitted offline only by downloading the same from the website. No separate Tender document/form shall be made available offline at any of the Offices of Berhampur University, Berhampur, Odisha or elsewhere.

Acceptance of the Tenderer:

The terms and conditions enumerated in the form, from Sl.No.01 to 30 have been read and understood by me/us and are acceptable to me/us.

Signature of the Proprietor/ authorised signatory of the Agency with
Stamp/Seal and Complete Address and Telephone no(s).



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Annexure – IV of IV

INSTRUCTIONS TO THE TENDERERS

1. Berhampur University, Berhampur, Odisha requires 06 (six) Housekeeping Personnel for Sweeping/Cleaning purposes. However, the total number of personnel required may reduce or increase during any part of the year, as per requirement of the University.
2. Additional manpower, if any required, by the University, shall be on the same/existing rates terms and conditions as per the contract agreement.
3. All documents/credentials submitted by the Agency/Tenderer in support of his/her Tender document should be duly attested by the Proprietor/Authorised Signatory of the Agency.
4. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the housekeeping personnel from the concerned Designated Officer/In-charge of security affairs of the University. The Agency should submit its bill in the first week of every month along with proof of ESI, PF, Service Tax receipt and the payment for this will be released to the Agency through account payee cheque only, within 15 days from the date of submission of the bill.
5. The Agency shall invariably have to submit to the University-copy of challans/receipts of PF, ESI and Service Tax remitted by them at every interval in respect of all the Personnel so deployed by them.
6. TDS and other taxes as applicable will be deducted from the Agency's bill as per Govt. instructions from time to time.
7. University shall have the right to replace any person with or without assigning any reason whatsoever and the substitute shall have to be provided by the Proprietor immediately.
8. The personnel to be provided by the Agency should be physically and mentally fit for performing the duties and shall not be below 25 years and above 50 years of age.
9. The Agency shall deploy Indian nationals only. All the persons to be provided should have good moral character and antecedent verification should be carried out from the concerned authority by the agency and the copies of the report be made available to the University. The agency will ensure that no criminal case be pending against any of the persons so deployed by him with the University.
10. The Agency will have to supply the housekeeping personnel within one month from the date of award of contract or as mutual agreed upon.
11. The University, through its Designated/Authorized Officer shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, shall deduct the wages of the absentee personnel/damages from the monthly payment made to the agency and may also impose penalty as deem fit by it. The decision of the Vice Chancellor shall be final in this regard.
12. The Proprietor shall pay wages to the Housekeeping Personnel deployed by him as per the wage structure quoted by him in the Tender Document. This should however be not less than the applicable wages as approved under the Minimum Wages Act 1948 and shall also ensure timely payment of wages as per the Payment of Wages Act 1936 of Govt. of India.



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13. The University will not be liable to pay any amount other than settled in the contract. Any payment under the provision of the Workman Compensation Act 1923, ESI Act, 1948, Payment of Gratuity Act, 1972 and Employees' Provident Fund and Miscellaneous Provisions Act 1952, Payment of Bonus Act 1965 and/or any other statutory liability shall be made by the Proprietor of the Agency and related challans/receipts must be enclosed with the monthly bill. The agency shall be solely responsible and liable for his personnel under the provisions of Contract Labour (Regulation & Abolition) Act 1970. A certificate to this effect will have to be submitted invariably every month to the University by the Proprietor in respect of manpower deployed by him. The certified copy of challans should be submitted along with the monthly bills of the ensuing month.

Read and accepted

(Signature & Stamp/Seal of the Proprietor/authorised
signatory of the Agency)