

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA, ODISHA-768018

TENDER CALL NOTICE

VSSUT/C.Maint./787

Dated: 05.02.2015

Sealed Tenders are invited by the undersigned from registered firms/ suppliers having up to date Sales Tax/ Income Tax clearance for the work “**Cleaning & Up Keeping of the University campus**”, as per the details given in University website. The tender document can be downloaded from the University website www.vssut.ac.in from dated 09.02.2015.

The down loaded documents duly filled in with EMD and photo copies of VAT clearance certificate/TIN No. and PAN No. are to be submitted as mentioned in terms and conditions.

The sealed Tenders mentioning the name of work on the top of the envelope will be received up to 24.02.2015 (3.00 P.M) by speed post/regd. posts only. Tenders received after the due date are liable to be rejected. The tenders will be opened on dated 25.02.2015 at 4.00 P.M in the office of the Registrar in presence of Tenderers or their authorized representatives, if any.

The Authority reserves the right to accept/reject any or all the tenders without assigning any reason thereof.

**Sd/-
Registrar**

Memo No. VSSUT/C.Maint./788(13)

Dated: 05.02.2015

Copy forwarded to:

1. The Executive Engineer, (R&B) Division, Bargarh / The Executive Engineer, Main Dam Division, Burla./The Executive Engineer, Electrical Division, Sambalpur / The Executive Engineer, PH Division, Sambalpur/The Registrar, Sambalpur University, / The Principal, VSS MCH, Burla/ The Executive Officer, NAC, Burla with a request to display the notice on their Notice Board.
2. The Accounts Section / VC's secretariat / Estt. Section / University Notice Board of VSSUT, Burla
3. M/S. Display Lines, 219, Saheed Nagar, Bhubaneswar – 751007 with a request to publish the advertisement in one issue of the all Odia daily edition of “**The SAMAJ**” and in the National edition of “**The Indian Express**” using minimum space at the I&PR approved/lowest rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
4. Prof. In-charge, University website for uploading the quotation call notice and documents latest by dated 07.02.2015.

Registrar

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA, ODISHA
DETAILED TENDER CALL NOTICE

The Registrar, Veer Surendra Sia University of Technology, Burla, Odisha, on behalf of the Vice-Chancellor, VSSUT, Burla invites sealed tenders for the work “**Cleaning & Up Keeping of the University campus**” from the registered reputed contractors / NGOs/ private sector undertaking having at least 05 Years of experience in the similar type of works in any Central / State Governments / Public Sector undertakings / Autonomous Organizations for which the work order copies should be enclosed along with valid Registration Certificate, EPF Registration, ESI Registration, Labour license, Service Tax Registration. Firm should also give a certificate (Self attested) that the company (or Sister Concerned) is not black listed in any department or institution in India. Annual transaction of the Firm should not be less than 10.00 lakhs during last financial year.

The Detailed Tender call Notice vide No. VSSUT/C.Maint./787 dated 05.02.2015 will be received up to 3.00 P.M on 24.02.2015, Burla for the above said work and will be opened by the Registrar, VSSUT, Burla in his office in the presence of the tenderers or their authorized representatives if any, The successful tenderers will be issued a work order for execution of the work.

- 1) An earnest money of Rs 20,000/- (Rupees Twenty thousand only) must be deposited in the form of NSC duly pledged to the Registrar, VSSUT, Burla/ Demand draft from any nationalized bank in favour of Registrar, VSSUT Burla payable at SBI Burla or by cash deposited in the cash counter of the University. The original cash receipt/demand draft from nationalized bank must be enclosed along with the tender documents. The tenders will not be considered if earnest money is not deposited with the tender documents.
- 2) The tenderer is being permitted to give tenders in consideration of the stipulation on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the aforesaid amount of EMD will be forfeited by the University. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenders will be refunded to him after he has applied for the same.
- 3) The Schedules of the tenders form should be returned intact and pages should not be detached. In the event of the space provided on the schedule being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and the signed in full by the tenderer. In such cases reference to the additional pages must be made in the tenders form. If any modification of the schedule is considered necessary, it should be communicated by means of a separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed otherwise the tenders may be rejected.
- 4) If tenderer does not accept the offer, after issue of work order/ award letter by the University within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money will be forfeited.

Contractor

Registrar

- 5) The rates quoted by each firm/agency in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderers behalf should be produced an authorization.
- 6) The University is not bound to accept the lowest or any other tenders and also reserve the right of accepting the tenders in whole or in part. You are however at liberty to Tenders for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Tender will not be accepted.
- 7) An Initial security deposits @ 3% (Three) for the contract it to be deposited by the selected agency / successful tenderer only after receiving a communication from the University. In the event on non-deposition of the same, the earnest money will be forfeited.
- 8) No interest on security deposit and earnest money deposit shall be paid by the University to the tenderer.
- 9) Service Tax or any other Tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and University will not entertain any claim whatsoever in this respect. However the service taxes or any other tax which is as per rules of the Govt. shall be deducted at source from monthly bills of the successful tenderer, as per rules/instructions made applicable form time to time by government.
- 10) University reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the University, for any justifiable reasons, not mandatory to be communicated to the tenderer.
- 11) The following documents / vouchers are required to be enclosed with tenders form which are the terms and conditions of the tender's document:-
 - a) Registration certificate of the firm under the work contract of the Central Govt./ State govt.
 - b) Minimum turnover of the Firm not less than Rs. 10.00 Lakh (Rupees Ten Lakh only) during the last financial year. (zerox copy of work order may be attached)
 - c) Last (5) Five years continuous experience should be attached of the firm in the field of providing such services in Central /State Govt., establishments / Autonomous bodies of Govt. of India / Corporations of Govt. of India / Reputed Public sectors.
 - d) Certified Balance sheet of the Firm for last (3) three years of the service contract by the chartered accountant.
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three year.
 - f) Xerox copy of EPF registration certificate issued by local govt. etc.
 - g) Xerox copy of ESI registration certificate issued by local govt. etc.

Contractor

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- h) The contractor /agency must have a registration with the Contractor Labour (Regulation and Abolition) Act. 1970. The Contractor shall obtain the labour license under this & Xerox copy of the same may be deposited.
- i) Xerox copy of Valid VAT Clearance Certificate & Pan Card must be submitted along with the Tender Document.
- j) Xerox copy of Service tax registration certificate issued by Govt. etc.

TERMS & CONDITIONS:

- 1) The supporting/allied services staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to the office of the Maintenance Engineer. The cleaning supervisor will take care of taking attendance at the arrival time at 7.00 A.M. of all staffs including self and will report to the Maintenance Engineer up to 2.00 P.M., however at the time of need the time table may be changed according to the suitability of the University emergency work. All the cleaning staff will be provided with cleaning Jacket, I-card with company name and logo & Log Book for obtaining the signature of the University personnel for record from concern departments/sections/ laboratory. The common area i.e. Road, Drain, Auditorium etc. will be countersigned by the Campus Supervisor of the University. Two mobile numbers of 24 hours x 7 days service i.e one of tenderer and one of cleaning supervisor must be submitted to the office of the Registrar/Maintenance Engineer for calling in emergency.
- 2) The Registrar, VSSUT, Burla, reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of Registrar shall be final and binding on the contractor / Agency in respect of clause covered under the contract.
- 3) The Contractor shall keep a complaint register with his cleaning supervisor, and it shall be open to verification by the authorized officer of VSSUT, Burla for the purpose. All complaints should be immediately attended by the Agency.
- 4) The agreement is terminable with one month notice on either side. The labour strike/non-cooperation of the tenderer is highly undesirable. If any such complicacy arises the authority will terminate the contract from that day without any communication/clarification. However in satisfactory performance the contract will be extended yearly maximum up to three years with prior permission/approval of the appropriate committee/authority.
- 5) The contractor shall not sublet the work without prior written permission of the Registrar.
- 6) The Contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contractor is awarded.
- 7) The Selected agency shall provide the necessary labour/manpower for VSSUT, Burla as per labour acts prevalent in Central Govt./State Govt. The agency shall deploy good and reliable persons with sound health of age group of above 18 years with minimum 7th class pass for smooth operation of cleaning work. The Contractor must deploy adult labour only. Employment of child labour may

Contractor

Registrar

lead to the termination of the contractor. In case any of the personnel so provided is not found suitable by the University, the University shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.

- 8) The persons deployed by the agency under this contract will not be the employee of the VSSUT, Burla and there will be no employer-employee relationship between the VSSUT, Burla and the person so engaged by the contractor in the aforesaid services.
- 9) Payment for service tax, EPF, ESI will be made separate to monthly bills upon submission of documents against payment to appropriate authorities. The amount of money, coming under these heads is to be furnished separately from the monthly bills. The necessary document must be submitted with the concern office/section at the time of need.
- 10) No request for alternation in the rates once quoted will be permitted within one year.
- 11) The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, royalty and taxes etc. the VSSUT, Burla shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Uniform, Liveries, Overtime Allowance (OTA) etc.
- 12) The contractor will discharge all his legal obligations in respect of the worker/cleaning supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnity the VSSUT, Burla from any claims, loss or damages that may be caused to it an account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of the Registrar, VSSUT, Burla shall be final and binding on the contractor.
- 13) Income Tax and any tax applicable will be deducted from the payments due for the work done as per Rule.
- 14) Changing of cleaning Supervisor/Staff should be intimated to the Registrar, VSSUT, Burla
- 15) The Contractor is subject to the condition that the tender will comply with all the laws and acts of Central Govt./ State Govt., relating to this contract made applicable from time to time.
- 16) VSSUT, Burla reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by raising a separate claim.
- 17) Any misconduct / misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately. The Registrar, VSSUT, Burla reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof.
- 18) The University reserves the right of the authority to reject any or all tenders received without assigning any reason whatsoever.

Contractor

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SCHEDULE OF WORKS

S.N.	Description of items	Unit	Quantity	Rate	Amount
1	Up keeping & Cleaning of the following floor area etc. thoroughly including making all the furniture dust free after cleaning with mopping once in a day including all as directed by the University Authority.	One Sqm.	22946.00Sqm.		
2	Cleaning & up keeping of bituminous & concrete roads along with industrial tile Flooring area in footpath including all material, labour, T&P complete as directed by the University Authority.	OneSqm.	10322.00Sqm.		
3	Cleaning and mopping of lavatories by mechanical means of all urinal pan, W.C. Pan, W.H. basin, Water tank etc. including all labour, materials, T&P etc. complete as directed by the University Authority.	One Sqm.	557.40 Sqm.		

Contractor

Registrar