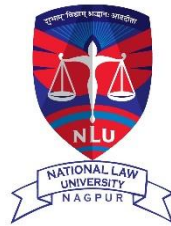


Tender Document Charges.Rs. 2000/-
(Non Refundable)

MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR - 441108



**INVITING TENDER FOR HOUSE KEEPING SERVICES AND OTHER
SEMISKILLED PERSONNEL LIKE CARPENTER, PLUMBER**

TENDER NO.: MNLU,NAGPUR/HK/2019-2020/02 Date 07.03.2020

DATE OF ISSUE OF TENDER	07 March 2020 at 10:00 a.m.
LAST DATE OF SUBMISSION OF TENDER	27 March 2020 at 5:00 p.m.
DATE OF OPENING OF TENDER	28 March 2020 at 3:30 p.m.



Maharashtra National Law University, Nagpur - 441108

TENDER NO.: MNLU,NAGPUR/HK /2019-2020/02 Dt 07.03.2020

TENDER NOTICE

SEALED TENDERS ARE INVITED IN TWO BID SYSTEM

**FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND
PLUMBER**

The bidders can collect the Tender documents/forms containing detailed specifications, terms, and conditions of Tender, by mentioning the Tender **NOTICE No. MNLU,NAGPUR/HK/2019-2020/02 Dt.07.03.2020** from 07.03.2020 to 27.03.2020 in-person or sending self-addressed Envelope, invariably along-with Bank Draft of **Rs. 2000/-** (Rs. Two Thousand Only, Non-refundable) drawn in favor of The Registrar, MNLU, Nagpur, towards the cost of TENDER FORM.

MNLU, Nagpur will not be responsible for postal delay/non-receipt of Tender form/DD sent through the post. Tender forms duly filled in all respect in the original prescribed format only, supplied by the MNLU, Nagpur duly superscribed, with the name of Tender No. MNLU,Nagpur/HK/2017-18/02 Dt.07.03.2020, should reach in the office of the Registrar, MNLU Nagpur, Moraj Design and Decorator Building (DnD) Near Oil Depot, Mihan Flyover, Wardha Road, Khapri, Nagpur-441108, Maharashtra on or before 27.03.2020 up to 5:00 p.m. The University reserves the right to accept or reject any or all Tender offer. Tender received without Tender fee and received after stipulated date and time will not be accepted.

The bidder can visit our website: www.nlunagpur.ac.in and download the TENDER document and submit the same along with Bank Draft of **Rs. 2000/-** (Rs. Two Thousand Only, Non-refundable) drawn in favor of The Registrar, MNLU,Nagpur, towards the cost of Tender FORM.

For inquiries, Contact: Registrar Office, MNLU, Nagpur. Tele: 0712-2812604

Registrar

1. MODE OF SUBMISSION OF TENDER:

CRITERIA:

- i) The application along with all the required documents shall be placed in a sealed envelope, which shall be superscribed **“TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER”**
- ii) Bidder should submit separate sealed envelope for Technical Qualification and Financial Bid duly superscribed as ‘Technical Qualification’ and ‘Financial Bid’ respectively.
- iii) Both the sealed envelope for Technical Qualification and Financial Bid shall be sealed in another separate envelope duly superscribed as super scribed **“TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER”**
- v) Only those tenderers who qualify in Technical Qualification will be considered for financial bid. Submitted on or before stipulated date and time.
- vi) The TENDER documents shall be hand delivered or sent by post/courier at the Following address on or before 27.03.2020. **TENDERS received after stipulated date and time will not be accepted.**
- Vii) **Guidelines: It is desired that the bidder make an in depth survey of entire campus, understand the scope of work, buildings, grounds, Hostels s etc. from the perspective of delivering best services for each and every item mentioned in the price bid. The bidder needs to interact with University authority if have any enquiry. Submit the quotations after the detailed survey and understanding.**

The Registrar,

Maharashtra National Law University, Nagpur

Moraj Design and Decorator Building (DnD)

Near Oil Depot, Mihan Flyover, Wardha Road, Khapri, Nagpur – 441108

This TENDER Notice is uploaded on MNLU,Nagpur website – <http://www.nlunagpur.ac.in>

**INVITATION OF TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE
CARPENTER AND PLUMBER**

To,

Dear Sir,

**SUBJECT: INVITATION OF TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED
PERSONNEL LIKE CARPENTER AND PLUMBER**

1. You are invited to submit your most competitive tender for the following work: -

Brief Description of the Work of HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER	Specific ations *	Unit / Quantity	Work Period	E.M.D. in `.	REMARKS
Please refer enclosed "QFA" for complete details.	As per "QFA"	As specified in "QFA"	Initially the work will be awarded to successful bidder for Period of 6 Months on trial basis, which may be extended up to next 24 months, in case of performance found satisfactory. Total period will be 2 years. (May be extendable by one more year).	D.D. of Nationalized Bank drawn in favour of The Registrar, MNLU, Nagpur for an amount of Rs. 93,000/- (Rs Ninety Three Thousand only) to be invariably, enclosed with the Tender in separately sealed envelope. (bidder registered with NSIC, MSMEs etc. will be exempt from EMD payment subject to documentary evidence)	The facilities provided by MNLU, Nagpur are enlisted in "QFA" For smooth performance of this work.

Signature of Bidder with Seal

2. **BID PRICE**

- a) The work shall be for the full quantity as described in **Quotation Format Annexure "QFA"**. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting.
- b) **GST, if applicable, shall be paid by the University as per prevailing rates.**
- c) **The Bidder needs to ensure that the HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER shall be paid as per the provisions of the Minimum Wages Act as applicable in the State of Maharashtra. The onus of submitting the documentary evidence towards any changes in the prescribed components of the Minimum Wages as per this Tender Document shall be with the selected Bidder.**
- d) **The Service Charges Price Bid shall be above 1% in fraction up to two decimal places. The Agency quoting Service Charges less than or equal to 1% will be disqualified.**
- e) All duties, taxes and other levies payable by the bidder under the scope of this work shall be included in the total price. However, the percentage of duties, taxes being levied shall be shown separately in order to calculate Basic Price (Clearly indicate the detail break-up such as Price and Taxes if any).
- f) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- g) The Prices should be quoted in Indian Rupees only.
- h) The adherence to the Govt. policies/norms/rules as stipulated, such as Workmen Compensation Act, Minimum Wage Act, PF Act, ESI Act, safety of workers, PF liabilities, Medical Claims, will be the sole responsibility of the bidder and MNLU, Nagpur in no way will be responsible for any claim.
- i) During the period of work, any damages/casualties will have to be rectified/replaced by the service provider/bidder promptly.

3. **Each bidder shall submit only one Tender.**

4. **VALIDITY OF TENDER**

Tender shall remain valid for a period of not less than 120 days after the deadline date specified for submission.

5. **EVALUATION OF TENDERS**

The MNLU, Nagpur will evaluate and compare the tender(s) determined to be substantially responsive i.e. which

- (a) Are properly signed on each page and submitted in Original; and
- (b) Confirm to the terms and conditions and specifications

The Tenders would be evaluated for all the items together as specified in "QFA".

Conditional Tender(s) will not be accepted.

6. **EARNEST MONEY DEPOSIT:**

The bidder shall invariably enclose the **E.M.D. of Rs. 93,000/-** (Rs Ninety Three Thousand Only) for tender, in a separate envelope, only in the form of Crossed Demand Draft drawn in favor of The Registrar, MNLU, Nagpur, payable at Nagpur.

Note: Tender(s) without E.M.D. will be out unequivocally rejected.

7. The commercial/price bids of the bidder who are not eligible in technical bid will not be opened. However, the EMD of such bidder will be returned in 15 days.

8. BID SYSTEM AND INSTRUCTIONS FOR SUBMISSION OF BIDS

“Two Bid” Systems will be followed for this tender. Two sealed envelopes, namely. “Technical/Qualifying Bid” and “Price/Commercial Bid” are to be put in one sealed envelope super-scribed with **“FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER”**.

The Contents of “Technical/Qualifying Bid”

The qualification bid should be placed in a sealed cover. This envelope should be super-scribed

1. “Technical/Qualifying Bid for **“TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER and PLUMBER”**”.
2. The envelope containing the Technical/Qualifying Bid should also contain the EMD in the form of Demand Draft (DD) drawn in favour of The Registrar, MNLU, Nagpur.
3. The qualifying bid will include the technical bid and the associated supporting documents, indicating the compliance of technical specification should also be included with the qualifying bid.
4. It is essential to fill complete forms as per prescribed format to qualify the technical bid. Incomplete forms should be summarily rejected. If needed separate sheet should be enclosed for furnishing complete details. Any other format will lead to disqualification.

The Contents of “Price/Commercial Bid”

1. Price should be indicated in the prescribed format in the Price/Commercial Bid only
2. Each cover should also indicate clearly the name and address of the bidder and tender number.
3. **The Service Charges Rate quoted by the bidder shall be in percentage of the Monthly Charges in accordance with the Price Bid Format provided in this Tender Document and shall be in round figure without any decimal. The Agency quoting Charges in decimals will be disqualified.**

Sealed envelope has to be submitted in the “Tender Box” kept in the Office of Maharashtra National Law University, Nagpur Moraj Design and Decorator Building (DnD) Near Oil Depot, Mihan Flyover, Wardha Road, Khapri, Nagpur – 441108 on any working day or before 5:00 p.m. on 27.03.2020 Bids received after the last date and time of submission as indicated in the tender notice will not be considered and will lead to rejection. The bids received in time are likely to be opened on 28.03.2020 at 3.30 p.m.

Each envelope/cover should clearly indicate the name and address of the bidder.

Contract will be awarded to the bidder having the lowest rate in Price/Commercial Bid (L1).

SELECTION CRITERION IN CASE OF TIE OF SAME RATES OF L1

1. Bidder having higher Average Annual Turnover for last 3 years (as per submitted CA Certificates) will be selected.
2. In case of tie in Clause 1 above, the Bidder Firm/Agency/Company with earlier date of registration/incorporation will be selected

9. Award of Work

The MNLU, Nagpur will award the work to the bidder, whose tender has been determined to be substantially responsive, and who offered the lowest evaluated tender price.

- 9.1 Notwithstanding the above, MNLU, Nagpur reserves the right to accept or reject any tender(s) and to cancel the bidding process and reject all tenders at any time prior to the award of work.

- 9.2 The bidder whose bid is accepted will be notified as the award of work by the MNLU, Nagpur prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.
10. 100% payment shall be made after the maintenance work is satisfactorily carried out at the end of month by the bidder, on receipt of certification of satisfactory performance and execution of the work from University authority during the period under consideration.
 11. Any amendment or corrigendum regarding the tender will be issued on the University's website only.
 12. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.
 13. Bidders are requested to provide their offer latest by (Please refer advertisement) **5.00 p.m. on or before 27.03.2020**

All Communication are to be addressed to –

The Registrar,

Maharashtra National Law University, Nagpur

Moraj Design and Decorator Building (DnD)

Near Oil Depot, Mihan Flyover, Wardha Road, Khapri, Nagpur – 441108

We look forward to receiving your quotations and thank you for your interest in this tender /bid

13.

CRITERIA FOR ELIGIBILITY FOR TECHNICAL BID:

1. **Earnest Money Deposit (EMD) Rs.93,000/-** to be submitted in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee in favor of The Registrar, MNLU, Nagpur payable at Nagpur. Bidder should write name of firm and address on the reverse side of DD/FD/BG towards EMD and Tender fee.
2. The Firm should be registered under the prevailing law in India. Submit the details of firm. **(Form-E)**
3. The Firm should have EPF, ESI, GST registrations and must have its regional office in Nagpur city.
4. The Firm should submit a copy of PAN card and GSTN issued in the name of Firm and GST.
5. Average annual financial business turnover of the Firm on **HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER** should be at least Rs. 5/- Lakh (each year) during the last 3 (three) preceding Annual years (2016-17, 2017-18, 2018-19). **(FORM-A)**.
6. The bidder should have an experience of minimum **Two years** as a service provider and must have rendered Educational University/Hotel **TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER** in Central/*State* Govt. Organizations, public undertakings, renowned educational Institutions.

The experience of having completed works of services up to December 2019 should be **any one of the following.**

- I. Three similar completed contracts costing not less than amount equals to Rs. 18.60 Lakh per annum.
- II. Two similar completed contracts costing not less than the amount equals to Rs. 27.90 Lakh per annum.
- III. One similar completed contract costing not less than amount equals to Rs. 37.20 Lakh per annum

(FORM-B and C).

7. Firm should submit performance report of individual contract specified in Form B and C. **(FORM-D)**.
8. Details About the structure of the Company **(FORM-E)**
9. The bidder should submit the details of employees **(FORM-F)**
10. The bidder should submit the letter of transmittal. **(FORM-G)**
11. The bidder should also submit the proposal submission form **(FORM-H)**
12. The bidder should also submit Price Bid in the prescribed format.

All bids submitted shall also include the following information along with formats under Relevant Sections.

- (i) Copies of original documents to be enclosed, defining the constitution or legal status, place of registration and principle place of business of the company or firm or partnership, etc.
- (ii) The bidder should clearly confirm that, all the facilities exist with his organization to carry out the House Keeping Services satisfactorily, and these will be made available to the Registrar, MNLU, Nagpur for inspection, if required.
- (iii) Reports on financial standing of the Bidder, such as profit and loss statements, Balance sheets and auditor's report for the past three years, bankers certificates etc. should be enclosed, invariably along with the bid documents (Financial Year 2016-17, 2017-18, 2018-19).
- (iv) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of contractor, it should be stated as not applicable.

However, the bidder is cautioned that incomplete information called for in the application forms or giving it in unclear terms or making any change in the prescribed forms or deliberately suppressing the information, may result in disqualification of the applicant. Applications made by FAX/ e-mail and those received late or in an open envelop will not be entertained.

The above information shall be furnished by the bidder invariably in appropriate Schedules/Annexure as may be relevant.

QUALIFYING / TECHNICAL BID

Maharashtra National Law University, Nagpur - 441108SCHEDULE TO QUOTATION IFB NO. : **MNLU, Nagpur/HK/2019-20/02 07.03.2020**

PRICE : Rs. 2000/-

LAST DATE OF SUBMISSION OF TENDER : 27.03.2020 up-to 5:00 p.m.

DATE OF OPENING TENDER : 28.03.2020 at 3:30 p.m.

QUOTATION MUST REMAIN VALID FOR : 180 days from the date of opening of the Tender

NAME OF WORK :- **HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER**

Sr No	DESCRIPTION OF THE WORKS		Services offered by the Contractor for compliance (YES/NO)															
	<p>*COMPREHENSIVE OVERALL WORK OF TENDER FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER and PLUMBER CONSISTING OF FOLLOWING NATURE OF WORK</p> <p>Scope and Specification of Housekeeping Work-HOUSE KEEPING WORK SCHEDULE</p> <p>I] Housekeeping Schedule of work (University Building and Hostels)</p> <table border="1" data-bbox="284 1037 1385 2047"> <thead> <tr> <th data-bbox="284 1037 355 1122">Sl No</th> <th data-bbox="355 1037 496 1122">Frequency</th> <th data-bbox="496 1037 1385 1122">Particular Of Work</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 1122 355 1693">1</td> <td data-bbox="355 1122 496 1693">Daily</td> <td data-bbox="496 1122 1385 1693"> 1) Sweeping, mopping with water, floor cleaner liquid and phenyl liquid and dusting of tables and chairs in the following areas. <ul style="list-style-type: none"> a) Ground Floor (having administrative area and faculty Rooms) including toilets, bathrooms, lobby, reception area staircase all corridors and surrounding areas. b) First Floor (all Class rooms and girls and boys Common Room, Multiutility Hall) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas. c) Basement area (with Library, Wellness centre, Class rooms, Computer Center, Cafeteria, Moot Court area etc) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas. d) Cleaning of Outside area i.e. approach road to admin building, vehicle stand etc. 2) Registering the complaints regarding civil, electrical or any other issue in the respective register and its persuasion. 3) Ensuring cleanliness of rooms before 9:00 am </td> </tr> <tr> <td data-bbox="284 1693 355 1767">2</td> <td data-bbox="355 1693 496 1767">Weekly</td> <td data-bbox="496 1693 1385 1767"> 1) Putting 2 naphthalene balls in wash basin and urinals 2) Cleaning of all glass panels of all windows and all glass partitions </td> </tr> <tr> <td data-bbox="284 1767 355 1841"></td> <td data-bbox="355 1767 496 1841">Monthly</td> <td data-bbox="496 1767 1385 1841"> 1) Removing of cow webs 2) Cleaning of carpet by vacuum cleaner </td> </tr> <tr> <td data-bbox="284 1841 355 2047"></td> <td data-bbox="355 1841 496 2047">Quarterly</td> <td data-bbox="496 1841 1385 2047"> 1) Window curtains in Admin Block are to be washed quarterly. Window curtains are to be ironed quarterly with proper record. 2) Cleaning of terrace of Admin block. </td> </tr> </tbody> </table>		Sl No	Frequency	Particular Of Work	1	Daily	1) Sweeping, mopping with water, floor cleaner liquid and phenyl liquid and dusting of tables and chairs in the following areas. <ul style="list-style-type: none"> a) Ground Floor (having administrative area and faculty Rooms) including toilets, bathrooms, lobby, reception area staircase all corridors and surrounding areas. b) First Floor (all Class rooms and girls and boys Common Room, Multiutility Hall) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas. c) Basement area (with Library, Wellness centre, Class rooms, Computer Center, Cafeteria, Moot Court area etc) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas. d) Cleaning of Outside area i.e. approach road to admin building, vehicle stand etc. 2) Registering the complaints regarding civil, electrical or any other issue in the respective register and its persuasion. 3) Ensuring cleanliness of rooms before 9:00 am	2	Weekly	1) Putting 2 naphthalene balls in wash basin and urinals 2) Cleaning of all glass panels of all windows and all glass partitions		Monthly	1) Removing of cow webs 2) Cleaning of carpet by vacuum cleaner		Quarterly	1) Window curtains in Admin Block are to be washed quarterly. Window curtains are to be ironed quarterly with proper record. 2) Cleaning of terrace of Admin block.	
Sl No	Frequency	Particular Of Work																
1	Daily	1) Sweeping, mopping with water, floor cleaner liquid and phenyl liquid and dusting of tables and chairs in the following areas. <ul style="list-style-type: none"> a) Ground Floor (having administrative area and faculty Rooms) including toilets, bathrooms, lobby, reception area staircase all corridors and surrounding areas. b) First Floor (all Class rooms and girls and boys Common Room, Multiutility Hall) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas. c) Basement area (with Library, Wellness centre, Class rooms, Computer Center, Cafeteria, Moot Court area etc) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas. d) Cleaning of Outside area i.e. approach road to admin building, vehicle stand etc. 2) Registering the complaints regarding civil, electrical or any other issue in the respective register and its persuasion. 3) Ensuring cleanliness of rooms before 9:00 am																
2	Weekly	1) Putting 2 naphthalene balls in wash basin and urinals 2) Cleaning of all glass panels of all windows and all glass partitions																
	Monthly	1) Removing of cow webs 2) Cleaning of carpet by vacuum cleaner																
	Quarterly	1) Window curtains in Admin Block are to be washed quarterly. Window curtains are to be ironed quarterly with proper record. 2) Cleaning of terrace of Admin block.																

II] Housekeeping schedule of work 'Hostel Building - A and B (Girls Hostel) C and D (Boys Hostel)', other all rooms for common purpose (Boys Hostel Flats (all Rooms), Toilet, staircase and Lobby.

Sl No	Places	Work involved	Frequency
1	Toilets and Bathrooms as per duty chart	a) Cleaning of toilet seats, bathrooms, washbasin, mirror and tiles with water and suitable chemicals such as harpic, cleaning liquid, phenyl liquid etc. b) Sweeping the floor and mopping with water and with floor cleaner liquid and phenyl c) Putting 2 naphthalene balls in wash basins. d) Cleaning of glass panels of all windows.	a) Daily b) Daily c) Weekly d) Monthly
2	Lobbies and Corridors of All Floors	Sweeping and mopping with water and with floor cleaning liquid and phenyl liquid.	Daily
3	All Rooms at all Floor	a) Sweeping and mopping with water, floor cleaner liquid and phenyl liquid. b) Removal of cobweb.	a) Daily b) Monthly
4	Dining Hall	a) Sweeping and mopping with water, floor cleaner liquid and phenyl liquid. b) Removal of cobwebs.	a) Daily b) Monthly
5	Surrounding common Area	Sweeping and mopping of area with water	Daily
6	Cleaning of Terrace	Brooming	Quarterly
7	All Rooms and Corridors	Removing of cobwebs	Monthly
8	Surrounding area including Gym	Brooming of the floor	Daily
9		Registering the complaints regarding civil, electrical or any other issue in the respective register and its persuasion.	

Responsibilities Semiskilled Plumber and Carpenter Personnel:

Plumber:

- Installs pipes and fixtures, such as sinks and toilets, for water.
- Installs supports for pipes, equipment, and fixtures prior to installation
- Modifies length of pipes, fixtures, and other plumbing materials as needed for a building
- Collaborates with contractors, construction workers, electricians, pipefitters, in installing and repairing plumbing
- Tests plumbing systems for leaks and other problems
- Analyses problem and identifies appropriate tools and materials for repair
- Chooses plumbing materials based on budget, location, and intended uses of building

	<ul style="list-style-type: none"> • Follows health and safety standards • Performs inspections of plumbing systems to identify and replace worn parts. • Day to day routine repair and maintenance works. <p>Carpenter:</p> <ul style="list-style-type: none"> ❖ Maintenance of all furniture and wooden items. ❖ Maintenance of building with supervising interior and exterior wooden work etc. ❖ All small and big repairs work. ❖ PREVENTIVE MAINTENANCE on monthly basis for smooth operation of campus. ❖ Be responsible for proper and maintenance of photocopying machines and shall report, if any problem/defects, immediately to the warden. <p>Common:</p> <ul style="list-style-type: none"> ❖ Whenever any problem arises related to maintenance, maintenance team person has to report to the Registrar. ❖ Record of major work on paper and file report to warden. ❖ Attend the complaints of the staff, faculty and students at hostel and Solve on Urgent basis. ❖ Coordinate the daily running of the guest house and hostel. ❖ Solve hostel student’s complaints on priority basis. ❖ Maintenance Team shall be totally accountable for follow up actions on the decisions given of the university authorities. ❖ Any other work as may be assigned to him by the concerned officer and the University from time to time. <p>Any other work as may be assigned to maintenance team by the concerned officer of the University from time to time.</p> <p>Duty hours: 08:00 hrs to 17:00 hrs (1/2 hr lunch Break)</p> <p>Supervision of the work:</p> <p>a) University Building : Supervised by Admin Staff</p> <p>b) Boys Hostel: Supervised by Boys Hostel Warden</p> <p>c) Girls Hostel: Supervised by Girls Hostel Warden</p> <p>Accuracy of work schedule:- Work has to be carried out as per allotted schedule only for which separate registers are to be used for Daily, Weekly, Monthly and Quarterly schedule of works and signed by the respective Hostel Wardens .</p>	
	<p>Including detailed at (Annexure –X):</p> <ul style="list-style-type: none"> • Supervision over the premises for House Keeping Services and Semiskilled Carpenter and Plumber Personnel for MNLU, Nagpur Cleaning of sofa set, carpets with vacuum cleaner / brushing. • Reporting non-functioning of Geysers, Refrigerator, AC units, Electrical appliances etc. to the University Authority . 	
	<p>Other Conditions :</p> <ol style="list-style-type: none"> 1. The contractor and the team members should have pleasing personality with manners and hospitality. 2. The service charges or any other taxes wherever applicable shall be disclosed separately. The contract tenure shall be of one year to be extendable by one more year (based on the performance). 	

ANNEXURE – “X”

HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER and PLUMBER

University Building and Hostel

Premises shall cover following:

1. University Building comprising of :

- a) **Ground Floor** (having administrative area and faculty Rooms) including toilets, bathrooms, lobby, reception area staircase all corridors and surrounding areas.
- b) **First Floor** (all Class rooms and girls and boys Common Room, Multiutility Hall) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas.
- c) **Basement area** (with Library, Wellness center, Class rooms, Computer Center, Cafeteria, Moot Court area etc) including toilets, bathrooms, lobby, staircase all corridors and surrounding areas
- d) **Outside area** i.e. approach road to admin building, vehicle stand etc.

**2. Hostel Building -A and B Wing (Girls Hostel) C , D and E wing (Boys Hostel)
(Boys and Girls Hostel all Rooms, Toilet, Staircase and Lobby)**

- a) **All Floor** (Toilets and Bathrooms as per duty chart, Lobbies and Corridors, All Rooms)
- b) Surrounding area
- c) Cleaning of Terrace
- d) Dining Hall

3. Common Area

- a) Reading Room and Gymnasium
- b) Dining Hall
- c) Surrounding area
- d) Surrounding area including Play area

The details of all personnel with Bio-data shall be submitted to University Authority 08 days before the start of the works for approval.

TERMS and CONDITIONS OF CONTRACT:

1. Normal duration of academic year shall be from June to May. The actual requirement may increase or decrease from time to time. However, number of workers requirement will be on actual requirement and payment will be made accordingly.
2. MNLU, Nagpur will provide facilities such as water and dust bins. All the other facilities/materials which are required/necessary are to be arranged by the Contractor/Firm/Agency/Service Provider. These facilities will be in the charge of the Contractor and he/she will be responsible for any damage or loss. In case of any loss or damage, the Contractor will have to replace the lost items/carry out necessary repairs, subject to the approval and instructions. In addition, the University reserves the right to recover the cost as decided by the University authorities.
3. The maintenance of safe, healthy and hygienic conditions in and around University will be the responsibility of the contractor. Cleanliness and other issues have to be followed and the expenditure towards this is to be borne by the contractor.
4. Age of workers must be between 18 to 55 years.
5. The Contractor/Firm/Agency/Service Provider and his workers must behave politely with the hostel inmates.
6. One month notice is required on either side for the termination of the contract services if such condition arises during the contract period.
7. The contract is extendable for one more year subject to satisfactory performance of the contract and mutual consent of both the parties.
8. The contractor is required to maintain the details of all his employees/workers. This information along with their photographs shall be submitted to the Admin office. The Antecedent of all the employees should be checked by the contractor (If required through police verification) and all information shall be provided to the office of the Registrar.
9. Liability/responsibility in case of any accident causing injury or illness/ death of worker(s) or any of his staff shall be of the service provider. The University authority shall not be responsible by any means in such cases.
10. The Contractor/Firm/Agency/Service Provider shall not employ any worker whose track record is not good. He/she should not have any involvement in any crime / offence / police case.
11. Storage/consumption of any alcoholic drink/liquor in the University premises is strictly prohibited. Smoking, consuming Gutkha, Tobacco etc. is also strictly prohibited in University premises. Contractor/Firm/Agency/Service Provider should also ascertain that his staff/workers are prohibited from storage / consumption of any alcoholic drink/liquor/drugs of any kind and ensure that they are not found in intoxicated condition any time either on campus or outside.
12. The Contractor/Firm/Agency/Service Provider has to follow all labour laws/government laws in regard of engaging the House Keeping workers. The Contractor/Firm/Agency/Service Provider shall be solely responsible for any dispute/violation of labour laws/government laws.

13. University will not take any responsibility for any tax liability arising directly/indirectly from this contract. Such liability has to be borne by the contractor. The University reserves its right to release the payment only after it is justified that contractor has fulfilled all liability and obligation.
14. The Contractor/Firm/Agency/Service Provider shall be fully responsible for appropriate behaviour of the workers inside the campus of the University (University Building and Hostel). The Contractor/Firm/Agency/Service Provider has to ascertain that his staff/workers obey all security norms and general norms of MNLU, Nagpur. If it is found that any worker has misbehaved with any of the faculty members/staff member/hostel inmates/hostel staffs/University authorities, the Contractor/Firm/Agency/Service Provider has to take action against that worker as suggested by the University.
15. Following deductions will be made from the Contractor/Firm/Agency/Service Provider bill:
 - i. Income Tax (TDS) shall be deducted at the specified rates as per the rules from time to time.
 - ii. Tax shall be deducted as per Government Norms.
16. Decision of the University will be final and binding on the contractor in case of any dispute arising out with respect to the terms and conditions of this contract.
17. Contractor/Firm/Agency/Service Provider shall enter an agreement for execution of this contract as per prevalent rules and regulations and shall bear full cost for the same.
18. The University reserves the right to reject any/all tenders without assigning any reasons thereof.
19. Rates finalized after opening the price bid will be valid for contract period. In case of extension of the contract agreement for the next academic year, variation in the quoted price may be considered (based on the price index/price escalation), if approved by the Vice – Chancellor and as per minimum wages notification applicable from time to time.
20. Turnover certificate issued by the competent authority where the bidder has provided/providing services has to be submitted along with the Technical Bid.
21. Shifting of office furniture/ equipment etc as and when required.
22. Contractor shall arrange own transportation for movement of staff & cleaning material.
23. The details of work is as per the Description of work (QFA).

INFORMATIONS AND INSTRUCTIONS TO THE TENDERES

1. All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of contractor, it should be stated as not applicable. However, the bidder are cautioned that giving incomplete information in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information, may result the applicant being summarily disqualified. Applications made by FAX/e-mail and those received late or in an open envelop will not be entertained.
2. The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after Technical bid document is submitted, unless the University calls for it.
3. Prospective contractors may seek clarification regarding the scope of work and/or the requirements for Technical bid, in writing, within a reasonable time. No request for clarification will be considered after receiving the Technical bid.
4. Cleaning of the entire premises i.e University Building and Hostel Campus, including the outside area.
5. Housekeeping services for MNLU, Nagpur University Building and Hostel Campus of the rooms/toilets/ lounge with proper hygiene cleaning, dusting of furniture Housekeeping/cleaning of the kitchen and dining hall.
6. Functioning of any the equipment provided by the University shall be maintained properly, any repair required during the period of the contract will be responsibility of the contractor.
7. All water coolers shall be monitored properly; any malfunction shall be reported promptly to the concerned authorities.
8. The contractor shall be fully responsible for the service conditions of the workers engaged by him, for their disbursement of payment through bank, Provident Fund, ESI, Workmen Compensation Act, Minimum Wages Act 1948 (as per Govt .of India) and all statutory liabilities as per Labour Laws applicable from time to time etc. The University Authority shall not be bound to defend any claims brought under the workman's Compensation Act or any other Labour Laws in force, even because of any negligence on the part of the contractor or by the workers engaged by him.
9. It is the duty of the contractor to assist the University campus and Hostel building campus In-charge in regular monitoring of the maintenance and housekeeping for MNLU, Nagpur as detailed above.
10. The Contractor should maintain attendance register and get it certified at the end of every month from University Authority. The University Committee will conduct surprise check for deployment of manpower, hygiene of University campus and Hostel Campus, The University reserves right to impose appropriate fine/issue warning /cancel the order if irregularities are noticed at any given point of time.
11. Contractor should make the payment of employee's salary on 7th day of every month and maintain the monthly record in a register with appropriate entries.
12. Any amendments/corrigendum will be published only on University website. Please see the website before submitting Tender documents.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

- 1 The staff employed within the campus shall be provided with uniform by the contractor as per their job assignments and they shall wear it compulsorily on duty. The colour and style of uniform shall have prior approval of the Registrar. The staff should wear clean and properly ironed dress while on duty.

The Contractor/Firm/Agency/Service Provider shall employ only adult trained staff with good health and sound mind, not below the age of 18 years. He shall also *appoint/nominate* qualified and experienced Manager/Supervisor acceptable to the University to take orders/ instructions from authorized personnel.

- 2 The Contractor/Firm/Agency/Service Provider shall ensure that all employees engaged by Contractor/Firm/Agency/Service Provider are free from communicable/infectious diseases and the Contractor shall conduct medical examination periodically as decided by the University and submit a copy of such medical examination report to the Registrar. If in the opinion of the University any of the Contractor/Firm/Agency/Service Provider's employees is found to be suffering from any such disease or if any employee(s) of the contractor is found to be misconduct in or misbehaving, the Registrar shall have the right to ask the Contractor/Firm/Agency/Service Provider to remove such employee(s) without questioning the decision of the University. The University shall be entitled to restrain such employee (s) from entering the premises of the University. Contractor/Firm/Agency/Service Provider shall have to provide a substitute(s) as early as possible but not later than 15 days. amount, substitute will be provided for any staff who leaves on his own or has been removed, as early as possible but not later than 15 days.
- 3 The contractor shall be responsible for all his employees in observing security and safety regulations and instructions as may be issued by the University from time to time. The contractor shall have the exclusive right to appoint, substitute, suspend, transfer and terminate the services of any of his employees/workman to fulfill his obligations under this agreement. However, the Contractor/Firm/Agency/Service Provider shall not in any capacity employ any person(s) of bad character or any person whose antecedents are not acceptable to the University.
- 4 In case, the University suffers any loss of any nature on account of contractor or his employees not following security/safety regulations/instructions, the contractor shall be liable to make the loss good as determined by the University at its sole discretion and the University shall have the right to recover such losses etc. from the dues payable to the contractor and/ or security deposit/EMD etc.
- 5 The Contractor/Firm/Agency/Service Provider shall not appoint any sub-contractor for the work assigned to him without the written permission of the University.
- 6 The contract shall be initially on probation for a period of 6 (six) months. During this period the performance of the contractor shall be observed very closely. The contract shall be extended for the remaining period of 6 months automatically, only if the performance of the contractor is found satisfactory. In the event of sub-standard performance or non-performance during the first 6 months, the University shall have the right to foreclose the contract after deducting any dues on account of damages suffered by the University in whatsoever manner. Contract can be extended for a further period of 1 (one) year at the same rates, terms and conditions of the contract, subject to reimbursement of increase in daily wages announced by the Regional Labour Commissioner from time to time. The decision of the University in regard to grant of extension beyond initial two years shall be final and binding.
- 7 The rates specified in the Schedule of Rates shall remain unchanged for a period of two (2) years.
- 8 The Contractor/Firm/Agency/Service Provider's staff shall not be treated as the University staff for any purpose whatsoever. The Contractor/Firm/Agency/Service Provider shall be responsible for strict

compliance of all statutory provisions of relevant labour laws applicable from time to time in carrying out the above job. The University shall not be liable, to any penalty under relevant labour rules, enactment or related regulations for which Contractor/Firm/Agency/Service Provider is responsible under the law. However, if the University is forced to pay any cost of any nature on account of Contractor/Firm/Agency/Service Provider's liabilities the said cost shall be recovered from the dues payable to the Contractor/Firm/Agency/Service Provider.

- 9 The Contractor/Firm/Agency/Service Provider shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactment's viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund and Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The University shall be indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Officer in-charge and his authorized representatives shall be entitled to inspect all such records at any time.
- 10 The Contractor/Firm/Agency/Service Provider shall, at his own expense, take workman's compensation insurance and he shall also obtain from his under-writer of such insurance a waiver of subrogation in favour of the University. The Contractor/Firm/Agency/Service Provider shall further, at his own expense, register claims and pursue realization of all insurance claims.
- 11 Contractor/Firm/Agency/Service Provider shall obtain specified license from the Regional Labour Commissioner, Nagpur, within a reasonable time after issue of letter of Acceptance of Bid for employment of labour in excess of the specified number, as per law.
- 12 Income Tax/TDS shall be deducted from all payments made to the Contractor/Firm/Agency/Service Provider as per rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 13 **EMD/ Performance Security Deposit/Contract Bank Guarantee:**

The Earnest Money Deposit (EMD) received with the tenders shall be refunded to all unsuccessful tenderers within 30 days from the award of work. However, the tenderer, in whose favor the work is awarded, will have to replace the EMD by Bank Guarantee for due performance of the contract.

The Agency shall deposit an amount of **Rs.4,50,000/- (Rs. Four Lakh Fifty Thousand)**, interest free, as Security with the University for the entire duration of the contract. in the form of Bank Guarantee/DD/FD from any nationalized bank in the form prescribed by the University, in favor of The Registrar, MNLU, Nagpur within a reasonable time from the date of letter of intent. It shall be the guarantee for the faithful and due performance of the contract by the contractor in accordance with the terms and conditions specified in this contract. The guarantee shall be in full force upto and including 60 (sixty) days after the contract is over (i.e.30 months). The University shall have an unqualified option to invoke the same and claim the amount therein, if the contractor fails to honour any of their commitments under the contract and/or in respect of any amount due from contractor to the University, the guarantee amount shall be payable by the bank without demur on demand to the University and without any condition whatsoever. The security deposit shall be returned to the contractor without any interest within 60 days after the expiry of the contract, subject to fulfilment of all contractual obligations by the contractor. In case of breach of contract or violation of any of the terms of the contract, Performance Security Deposit shall be forfeited by the University.

The Agency shall also provide a **Bank Guarantee of Rs.2,25,000/- (Rs. Two Lakh Twenty-Five Thousand)**, during the period of contract which will be renewed from time to time as per further renewals of the contract to be used in case Agency fails to pay its labour force or any other default. The

aforesaid security deposit shall be returned to the Agency after termination/expiry of the contract, after deductions, if any, made by the University.

14 Termination:

University shall at any time be entitled to determine and terminate the contract for any reason including unsatisfactory performance or violation of the terms and conditions of the contract whatsoever. A notice in writing from the University to contractor shall be served, giving 30 (thirty) days' time for such termination and vacation of the premises, without assigning any reasons thereof.

If all or part of the contract is terminated in accordance with the provisions contained above, the University shall pay to contractor charges up to the effective date of termination. However, the termination of the contract shall not relieve the contractor any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

15 Terms of Payment:

Contractor shall furnish the bill, towards the services as set out in contract at the end of each English calendar month, which shall be paid within 15 working days from the date of receipt of the bill.

The monthly bills of the contractor shall be passed only if it is accompanied by the proof of following:

- a) Due wages paid to all his workmen engaged on the job for the month for which the bill has been submitted for reimbursement. Payment to his workmen is to be made through bank account and wage register is to be duly signed by him.
- b) Having deposited the contributions of EPF and ESI with the concerned authorities for the preceding month, as per laws, other duties and taxes as per law from time to time.
- c) Certificate from the Authorised person regarding satisfactory performance during the period of bill.
- d) Attendance sheet of workmen shall be submitted along with bill.

16 Taxes, Duties and Levies:

All taxes (Including GST), levies etc., imposed by the State, Central Government and local bodies in connection with this contract in force at the time of submission of Bids shall be borne by the contractor. However, if any new tax, duty or levy is imposed or enhanced by the Government/Local bodies, the same shall be reimbursed on production of proof of payment.

Contractor/Firm/Agency/Service Provider shall be wholly responsible regarding the minimum wage payment . As and when the minimum wage rate is changed by the Government, the contractor shall have to pay the revised rate to his workers as on that date. However, the difference in the revised wages and the wages in force on the date of submission of bids shall be adjusted in the bills of the contractor.

The contractor shall have his own set up including registration under the relevant laws governing the type of work he is to perform.

Contractor/Firm/Agency/Service Provider should possess specialized, experienced and skilled workers for executing the works stipulated in the contract.

The Contractor/Firm/Agency/Service Provider shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above-mentioned rules and regulations.

The contractor shall pay wages directly to the workmen without any intervention of any labour contractor. The contractor shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.

17. PENALTY:

For violation of any of the provisions of the contract and/or and unsatisfactory services, penalty shall be imposed at the rate of Rs. 10,000/- (Rs.Ten Thousand) per negligence/mistake/unsatisfactory services. The penalty shall be imposed by the University on the recommendation of the competent authority of the University and the decision of the University shall be final and binding on the Contractor/Firm/Agency/Service Provider.

If there is any loss of property from the area within the control of the Contractor/Firm/Agency/Service Provider, then it will be recoverable from the Contractor's monthly bill.

MNLU, Nagpur has not permitted to use of its name/address by the contractor in their bills/invoices for their business.

No person will be permitted to stay or use University/Hostel premises/Guest rooms without specific permission for a valid reason. In case any such person if found guilty, a penalty up to Rs.5000/- per person may be levied or as deemed fit by the University.

18. REGARDING CONTRACT LABOUR

The Contractor/Firm/Agency/Service Provider shall be solely responsible as regards to salary/wages and service conditions. The wages paid by contractor to their employees/workmen shall be fair and in no case be less than the wages prescribed by the Regional Labour Commissioner Nagpur, under the Minimum Wages Act (Govt. of India) and in force from time to time.

The Contractor/Firm/Agency/Service Provider shall obtain the labour license from the Regional Labour Commissioner Nagpur and furnish a copy to the University within the stipulated time.

The Contractor/Firm/Agency/Service Provider shall deduct the EPF/ESI contribution and deposit the same in the office of Provident Fund Commissioner, Nagpur as per the guidelines enunciated in the relevant statutes. The Contractor/Firm/Agency/Service Provider has also to obtain EPF/ESI code number for self and his employees for depositing the money. Contractor/Firm/Agency/Service Provider should submit the EPF/ESI code no. to the University within a reasonable time.

Employees of the contractor shall carry personal Identity Cards at all times. The photograph cards shall be issued by the contractor.

19. RIGHT OF MNLU, NAGPUR TO ACCEPT OR REJECT THE BIDS

The right to accept the BID, in full or in part shall rest with the MNLU, Nagpur. However, University does not bind itself to accept the lowest BID and reserves to itself, the authority to reject any or all the BIDS received without assigning any reason whatsoever. BIDS, in which any of the particulars and prescribed information is missing in prescribed form or is incomplete in any respect and/or the prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected/disqualified. Bids not meeting the Bid Evaluation Criteria as stipulated in the Document shall be rejected. The bidder who has technically qualify only those Financial Bid will be open.

20 All activities necessary for maintaining high standards of cleanliness, hygiene and aesthetic upkeep of facilities within the premises of the University shall be deemed to be included in the upkeep and maintenance.

21. Damage to Property:

Contractor shall be responsible for making good to the satisfaction of the University Authority any loss or any damage to any structures and properties within the premises .If such loss or damage is due to fault and/ or the negligence or shall full acts or omission of the contractor, his employees, agents, representatives or sub-contractors, he shall make good the loss as assessed by the Officer in-charge.

22. Safety Regulations:

In respect of all labour, directly or indirectly employed in the works for the performance of the contractor's part of this agreement, the contractor shall at his own expense arrange for all the safety provisions as per safety codes of CPWD, Indian Standard Institution, the Electricity Act, Regulations, Rules and Orders made there under and such other acts as applicable.

23. All documents submitted by bidder should be numbered serially.

24. If the work awarded more than one party, SD per party will be divided accordingly.

**REGISTRAR
MNLU, Nagpur**

Details/Documents Establishing Bidder's Eligibility and Conformity to Bidding Documents

Note: These details should be furnished along-with the format of Tender and QFA

Sl. No.	Details	YES/NO/Any Remarks	Page No.
1	EMD :DD No. Date: Tender Fee :DD No. Date:		Not Applicable
2	Firm Registration (Form-E)		
3	Firm EPF,ESI (If available),GST Registration		
4	PAN Card and GST		
5	Annual Turnover (3 years) (FORM-A) (2016-17, 2017-18, 2018-19)		
6	Experience Report/Completed Contracts (FORM- B and C)		
7	Performance Report of Individual Contract Specified In form B and C (FORM-D)		
8	Details about The Organisation of The Company		
9	Details of Employees (FORM-F)		
10	Letter of Transmittal (FORM-G)		
11	Proposal Submission (FORM-H)		

NOTE: Bids not meeting the Bid Evaluation Criteria as above shall be summarily rejected.

All information called for in the enclosed forms should be furnished against the respective columns in the forms. If the information is furnished in the separate document, reference to the same should be given against respective columns in such case. If any particulars/query is not applicable in the case of contractor, it should be stated as not applicable. However the contractor are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or incomplete applications or making any change in the prescribed forms or deliberately suppressing the information, may result the applicant being summarily disqualified.

FORM 'A'**FINANCIAL INFORMATION**

1. Financial Analysis details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for 3 (Three) years and certified by the Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached) :

Sl. No	Details	2016-17 (in Rs.)	2017-18 (in Rs.)	2018-19 (in Rs.)
i)	Gross Annual Turnover of Housekeeping Services (labour Supply). Page no. _____			
ii)	Profit and Loss. Page no. _____			

Note: Attach additional sheets, if necessary

(Signature of the Applicant)

FORM 'B'

DETAILS OF ALL CONTRACTS COMPLETED DURING THE LAST TWO YEARS

Sl. No	Name of Contract and Location	Name of Client	Annual Cost of Contract	Date of commencement as per contract	Period of contract	Litigation Arbitration pending/ in progress with details	Name, Address, Telephone, Mobile No. of officer to Whom reference may be made	EPF and ESI code No. allotted by the regional office(s) and place of their registration	Remarks
1	2	3	4	5	6	7	8	9	10

Note : If extra sheets are enclosed that should be in our format.
(Signature of the Applicant)

FORM 'C'

CONTRACTS UNDER EXECUTION OR AWARDED FOR CURRENT YEAR

Sl. No.	Name of Contract and Location	Name of Client	Annual Cost of Contract	Date of commencement as per contract	Period of contract	Name, Address and Tele. No. of officer to Whom reference may be made	Remark

Note : If extra sheets are enclosed that should be in our format.

(Signature of the Applicant)

FORM 'D'

PERFORMANCE REPORT OF CONTRACTS REFERRED IN FORMS 'B' and 'C'

(Furnish this information for **each individual contract** in the following format, from the employer for whom the contract was executed)

1. Name of Contract and Location :

2. Agreement No. :

3. Annual Value of Contract :

4. Date of Start :

5. Date of Completion :

6. Performance Report :

i) Quality of Service : Excellent/Very Good/Good/Fair

ii) Resourcefulness : Excellent/Very Good/Good/Fair

7. Any Penalty Imposed for Bad Performance:

8. Any Litigation Pending :

Signature
Senior Level Officer of the Client
(Seal of the organisation)

Date:

Signature of Bidder with Seal

FORM 'E'**DETAILS ABOUT THE ORGANISATION OF THE COMPANY**

1	Name and address of applicant	
2	Telephone, Mobile No., Fax No. and e-mail address	
3	Legal Status: (Attach copies of original document defining the legal status) a) An individual b) A proprietary Firm c) A Firm in partnership d) A limited company, corporation or Co-operative society	
4	Particulars of Registration: a) Of the Firm under any prevailing law of India. b) ESI, EPF, GST Income Tax etc. attach attested photocopies detailing: i) Registration Number ii) Organization/Place iii) Other relevant details	
5	Name and Title of Director(s) and officer(s) with designation and contact details who will be directly concerned with this work.	
6	Have you or your constituent partner(s) been debarred/black Listed from tendering in any organization at any time? If so, give details	
7	Any other Information considered necessary but not included above.	

(Signature of the Applicant)

FORM 'F'

DETAILS OF STAFF AND ADMINISTRATIVE PERSONNEL ON THE ROLL OF THE COMPANY

Sl. No	Designation	Name and Contact	Educational Qualification	Working since	Employee type	Salary / Experience details	Professional experience	Remarks
1	2	3	4	5	6	7	8	9

Note : If extra sheets are enclosed that should be in our format.

(Signature of the Applicant)

FORM 'G'

LETTER OF TRANSMITTAL

From:

[Full address of the Applicant]

To,

The Registrar

Maharashtra National Law University, Nagpur

Nagpur - 441108

Sub: Submission of Technical/Financial bid application for work of House Keeping Services Other Semiskilled Carpenter and Plumber Personnel for MNLU, Nagpur

Sir,

Having examined the details given in invitation for Technical/Price bid published on the University website and Technical bid document for the above work, we/I hereby submit the application with complete details.

- 1) We/I certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct. If the certificate or documents are found false/incorrect/forged/fake, University is free to take any action or black list my firm/company and EMD will be forfeit by University.
- 2) We/I have furnished all information and details necessary for pre- qualifications and have no further pertinent information to supply.
3. We/I submit the requisite Banker's statement and authorize The Registrar, MNLU, Nagpur to approach the Bank issuing the certificate to confirm the correctness thereof.
4. We submit the following certificates in support of our suitability, know- how and capability for having successfully completed the following contracts:

Sl. No	Name of the Contracts	Certificate Form
--------	-----------------------	------------------

No. of Enclosures:

Date of Submission:

Signature(s) of the applicant

Signature of Bidder with Seal

FORM 'H'

FORM TECH-1 PROPOSAL SUBMISSION FORM

[Location, Date]

To

**The Registrar
Maharashtra National Law University, Nagpur
Nagpur – 441108**

Dear Sir,

We, the undersigned, offer to provide our services for work of House Keeping Services Other Semiskilled Carpenter and Plumber Personnel for MNLU, Nagpur in accordance with your Tender Notice. We are hereby submitting our proposal, which includes this Technical Proposal and Financial Proposal duly sealed in a single envelope.

We hereby declare that all the information and statements made in this proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from Work Negotiations, as decided by the MNLU, Nagpur.

We undertake, if our proposal is accepted, to initiate the work of House Keeping Services Other Semiskilled Carpenter and Plumber Personnel for MNLU, Nagpur, University Building and Hostel Buildings-related to the assignment not later than the date indicated in the Work/Office Order.

We understand that, you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, the information submitted above, is correct. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged as the service provider.

I have read the instruction contained in this tender document carefully. I undertake to abide by the rules of the MNLU, Nagpur, as amended from time to time. I also undertake that in case of any dispute the decision of the Registrar, MNLU, Nagpur will be final and binding on me.

_____ Date: _____
[Signature of Bidder or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

SIGNATURE OF BIDDER WITH SEAL

FINANCIAL BID

Price / Commercial Bid

Tender No: MNLU, NAGPUR/HK/2019-20/01

SCHEDULE – B (1) : OFFERED RATES OF FOR HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER (PRICE BID)

(To be sealed in Envelope “2”)

PRICE QUOTED FOR: HOUSE KEEPING SERVICES AND OTHER SEMISKILLED PERSONNEL LIKE CARPENTER AND PLUMBER

TABLE -I

SI .No	Particulars	Particulars Rate / Month / Staff (As per Applicable Minimum Wages for Semi-Skilled Labour)	Particulars Rate / Month / Staff (As per Applicable Minimum Wages for Un-Skilled Labour)
I	II	III	IV
		Rs.	Rs.
1	Basic Wages	10856.00	10021.00
2	VDA	390.00	390.00
3	Minimum Wages (Basic + VDA)	11246.00	10411.00
4	EPF @ 13%	1462.00	1353.00
5	ESIC @ 3.25%	365.00	338.00
6	Wages / Month (3+4+5) =	13073.00	12102.00
7	No. of Semi-Skilled Staff	2	30
8	Monthly Payment towards Staff	26146.00	363060.00
9	Service Charges in percentage of No. 8 (Price Bid shall be above 1% in fraction up to two decimal places. The Agency quoting Service Charges less than or equal to 1% will be disqualified)	In Figures:	In Figures:
		In Words:	In Words:
10	Total SI Nos. (8+9) above		
11	GST as Applicable on SI No. 10 above		
12	Grand total SI Nos. (10+11) above and to be rounded off to next digit, if required		

Table II : Consumption of items as per Table II

The list of material required **per month** for on work contract as under:

1	Hard Broom	600 Nos.
2	Soft Broom	55 Nos.
3	Room Freshener Spray Bottle	10 Nos.
4	Floor Cleaning Liquid	140 Liter.
5	Toilet Cleaning Liquid	140 Liter.
6	Hard Surface Cleaner	15 Liter.
7	Glass Cleaner	15 Liter.
8	Liquid Soap	10 Liter.
9	Naphthalene Ball	6 Kg.
10	Bleaching Powder	20 Kg.
11	Any incidental items as required such as duster, hand gloves, dry mop, wiper, toilet brush, spray bottle, wet mop, hard scrubber, Garbage bag white, Toilet roll, Dust bin Liner bags, Sponge, Spray Gun, Garbage bag black etc.	
12	Total Amount (in word) ()	Rs.

Material has to be Branded and Eco friendly which should be sealed.

Table III:

SI No.	Description	Unit	Amount in Rs.	Qty	Amount in Rs.
1	Provisioning of Manpower (For Semi-Skilled Labour)	Per Month	As arrived at SI No.12, Table: I, Page No.34	01 Month	
2	Provisioning of Manpower (For Un-Skilled Labour)	Per Month	As arrived at SI No.12, Table: I, Page No.34	01 Month	
2	Supplying of Cleaning Material	Per Month	As arrived at SI No. 12 , Table II Page No. 35	01 Month	
3	TOTAL COST PER MONTH				

1. The rate quoted against **Table I** above shall include all expenditure like monthly salary, E.P.F. employer's share, ESI or equivalent, other allowances, any type of taxes including GST etc.
2. The **Table II** of materials required for the work shall also include material cost, transportation cost, operation cost, administrative cost, all taxes.
3. Contractor should make the worker payment on or before 7th day of each month.
4. The Financial Bid shall be free from any conditions. Conditional bid shall be rejected straightway and no representation in this regard shall be entertained.

5. Payment should be made every month (except first month) after enclosing the statement of the payment distribution and submission of the EPF and ESIC receipt.
6. The rate quoted by the bidder towards providing House Keeping Services and Other Semiskilled Personnel Like Carpenter and Plumber shall be in percentage of the Monthly Charges in accordance with the Price Bid Format provided above.
7. The Service Charges to be paid per month shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
8. In case of tie for House Keeping Services and Other Semiskilled Personnel Like Carpenter and Plumber Charges, the Agency having higher Average Annual Turnover for last 3 years (as per submitted documents/CA Certificates) will be selected.
9. In case of tie in Clause 3 above, the Bidder Firm/Agency/Company with earlier date of registration/incorporation will be selected.
10. The contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactment's viz. Minimum Wages Act, Payment of Wages act, Industrial Disputes Act, Gratuity Act, Contract Labour (Regulations and Abolition) Act, Workmen Compensation Act, Employee State Insurance Act, Employees Provident Fund and Miscellaneous Provisions Act and all other labour and industrial enactment at his own risk and cost in respect of all staff employed by him. The University shall be indemnified for any action brought against it for any violation/ non-compliance of any of the provisions of any of the acts etc. The contractor shall maintain all records required to be maintained under the statutory enactment and the Officer in-charge and his authorized representatives shall be entitled to inspect all such records at any time.
11. **Cost of cleaning material should include in price bid and cleaning material will be verified on every month by University Authority.**

Name and Signature of the Bidder / Contractor:

Date: Place: Address with phone nos. :

We agree to undertake the work of House Keeping Services and Other Semiskilled Personnel Like Carpenter and Plumber in accordance with the required specifications/conditions for a total work price of ` _____ Per Month.

In figures (**Rs.** _____ amount in words) within the period specified in the Invitation for Tenders.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Work negotiations, up to expiration of the validity period of the tender.

We undertake that, in competing for (and, if the award is made to us, in executing) the above work, we will strictly observe the laws.

We also confirm that the rates quoted by us are final and will not be changed/escalated/increased during the period of work.

SIGNATURE OF BIDDER WITH SEAL

Signature of Bidder with Seal