

ANUGRAH NARAYAN COLLEGE, PATNA
PATLIPUTRA UNIVERSITY, PATNA

Sub:Tender for award of contract for providing Housekeeping & Security Services at A.N. COLLEGE, PATNA

Sealed Tenders are invited from reputed Housekeeping Service / Security Guard provider for provision of housekeeping and security guard service in A.N. College through two bid system.

The campus area consists of class rooms, labs, library, office blocks, canteen, open areas, gardens, and toilets at different locations and building.

Interested service providers should visit the campus for ascertaining the requirement before submitting their proposal.

GENERAL TERMS AND CONDITIONS

1. The contract shall ordinarily be in force for **one year** from the date of award of contract subject to further extension each year on certificate of satisfactory performance of the firm by the competent authority. The college shall have the right to terminate the contract by assigning any reason.
2. The Agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
3. The Agency shall be fully responsible and answerable to the college for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.
4. Escalation of wages shall not be accepted on any ground during the period the contract
5. Minimum qualification of the persons engaged should be:
 - (a) Security Guards:- 10th Pass in semi-skilled category.
 - (b) Security Supervisor – Skilled Category

- (c) Sweeper/Safai Karamch-working knowledge and experience unskilled category
 - (d) Housekeeping supervisor- Skilled category.
6. The agency shall ensure that the persons engaged have authentic certificate of police clearance/verification.
 7. The agency shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff/students/visitors and guests.
 8. The selected agency shall be solely responsible for complying with all statutory requirements and obligations. The payment shall be on monthly basis on submission of bills.
 9. The number of security guards and Housekeeping staff to be engaged will be decided by the college.
 10. Payment will be subject to providing of satisfactory services' as per the service agreement which are to be certified by the person/committee authorized by the College.
 11. The engagement does not confer any right for continuation or extension of the contract on any account beyond the period specified in the service agreement. This will be purely short term temporary arrangement.
 12. Any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor/Agency.
 13. The service provider's person shall not claim any benefit / compensation/ absorption / regularization of services with this college. An undertaking from the person to this effect will be required to be submitted by the service provider to the college.
 14. The contractor shall ensure that the staff engaged by him duly

maintains work performance report on daily basis. A copy of the same is to be submitted to the officer authorized by the College.

15. The successful Tenderers will have to enter into an agreement with the College

Submission of BIDS

1. The **'technical bid'** and the **'financial bid'** should be sealed by the Tenderer in separate covers duly superscripted as 'Technical Bid' and 'Financial Bid' and both the sealed envelopes are to be put in a bigger cover/envelop which should also be duly sealed and superscribed as 'QUOTATION FOR PROVIDING HOUSEKEEPING & SECURITY SERVICES'. The TENDER should be addressed to the Principal, A.N. College, Patna and should reach the college latest by **12 th August, 2018 at 1:00 PM.** and may be opened on the same day in presence of the tenderers or their authorized agents **or** date should be notify for opening of tender later.

On award of contract, if the agency fails to deploy required number of manpower, as per agreement, within 7 days from the date of order/award of contract, the 'award of contract' will be deemed as cancelled. The financial bids will be considered only in respect of the tenderers whose technical bids are found fit after the evaluation.

2. Technical parts in which technical documents / experience and all other necessary required details should be submitted, required Bank Draft of EMD amount should be submitted in this cover.
3. In the Financial Bid rates for works only should be submitted.
4. Rates of House keeping work as per square feet with materials or persons engaged with materials.
5. All tenders must be accompanied with Bank draft of Rs. 1,00,000/-

(One lakh) only as Security money (Earnest money) drawn on any Nationalized Bank in favour of Principal, A N College, Patna payable at Patna. This will be return with same deposited demand draft within a week those tenders whose tender is rejected.

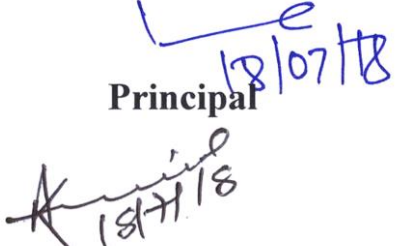
6. The service provider/agency must fulfil the following points whose copy/proof must be submitted along with the Technical Bid failing which Technical Bid shall be disqualified.
 - (a) The agency must have valid licenses under the contract labour (Regulation & Abolition -1970
 - (b) The agency must be registered with the Registrar of companies.
 - (c) The agency must be registered with Employees provident Fund Organizations and should have been paying provident fund contribution for its employees.
 - (d) The agency must have provided insurance cover to its employees and must be registered with Employees State Insurance Body.
 - (e) The service provider must attach return of Income Tax, Service Tax / GST, for the last 3 years .
 - (f) The agency must have TAN No. (Allotment of Tax Deduction Account / Number) as per Income Tax Act 1961 since last 10 years.
 - (g) The agency must have registered under Govt. of India and Govt. of Bihar from GST REG – 25.
 - (h) Character Certificate of the Chairperson of Board of the Company must be issued by Deputy Commissioner / District magistrate.
 - (i) Labour License of company
 - (j) Agency have Home Department License (PASARA)
 - (k) The agency have similar long experience of satisfactory working in Govt. Dept. / Colleges / Universities / Government undertaking organization.
 - (l) The agency must be financially sound and have a minimum Annual Turn Over Rs. 2.5 Crore since last three years and shall submit audited

balance sheet certified by the Chartered Accountant to support it

Description of Job: To provide safety and security in the campus and to keep strict watch and ward over all buildings and other properties of department and offices of college. House keeping work should be neat and clean in two shifts as per the direction of the college authority.

- (a) The agencies must comply with the provision of minimum wages act and other Statutory Act / Law of the country / State of Bihar.
- (b) The rates quoted by the tenders must be including of all applicable taxes etc.
- (c) The Jurisdiction of Litigation, if any will be at Patna
- (d) All documents should be self-attested

The undersigned reserve the right to reject any or all the tenders without assigning any reason


Principal
18/07/18
18/07/18