

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

**TENDER CALL NOTICE**

**VSSUT/C.Maint./**

**Dated:**

Sealed Tenders are invited by the undersigned from registered firms/ suppliers having up to date VAT Clearance/ Income Tax clearance for the work “ **Cleaning & Up Keeping of the University campus**”, as per the details given in University website on or before dated 20.03.2018. Tenders received after the due date are liable to be rejected. The tender documents can be downloaded from the University website [www.vssut.ac.in](http://www.vssut.ac.in) from dated 1.03.2018.

The downloaded documents duly filled in with EMD and photo copies of labour license, VAT clearance certificate/TIN No./GST No. & 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 3.00 P.M. on dated 20.03.2018 by speed post/regd. posts only. The tenders will be opened on dated 21.03.2018 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./ 922(15)**

**Sd/-  
Dated: 27.02.2018**

**Copy forwarded to:**

1. The Executive Engineer, (R&B) Division-II, Sambalpur / The Executive Engineer, Main Dam Division, Burla./The Executive Engineer, Electrical Division, Sambalpur / The Executive Engineer, PH Division, Sambalpur/The Registrar, Sambalpur University, / Administrative Office, VIMSAR, Burla with a request to display the notice on their Notice Board.
2. P.A. to VC / P.A. to Registrar / COF / 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 01.03.2018.

**(A)  
27/2/18  
Registrar**

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

The Registrar, Veer Surendra Sai 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, VAT Registration & PAN 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./ 921 Dated:27/02/2018 will be received up to 3.00 P.M on 20.03.2018, Burla for the above said work and will be opened on 21.03.2018 at 4.00 P.M. 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 after necessary formalities.

- 1) An earnest money of Rs 30,000/- (Rupees Thirty 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 in any circumstances. The EMD will be refunded to the unsuccessful bidders after issuing the work order to the successful bidder.
- 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 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.

  
Registrar 27/2/18

**Contractor**



- 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 @ Rs. 70,000/- (Rupees Seventy thousand only) for the contract is 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. The EMD & ISD deposited by the successful bidder will be refunded after one year or after Audit verification whichever is earlier.
- 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 from 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. ( xerox copy of work order may be attached)
  - c) Last (3) Three 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/Agency/Contractor for last (3) three years of the service contract by the Chartered Accountant/Authorized personnel.
  - e) Xerox copy of EPF & ESI registration certificate issued by local govt. etc.
  - f) 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.


  
Registrar 27/4/18

**Contractor**

- g) Xerox copy/ proof of Valid VAT Clearance Certificate and GST No. & Pan Card must be submitted along with the Tender Document.
- h) Xerox copy of Service tax registration certificate issued by Govt. etc. may be deposited along with the tender documents.

#### **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 in the office of Maintenance Engineer for, 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 complicity 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 7<sup>th</sup> class pass for smooth operation of cleaning work. The Contractor must deploy adult labour only. Employment of child labour may


  
Registrar 27/2/16

**Contractor**



- 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 in quarterly, failing which the bill will not forwarded after three months. .
  - 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.

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Registrar 27/2/18

# Estimate for Cleaning & Up keeping work of Administrative & Academic Area of VSSUT, Burla.

S.N	Description of Items	Quantity Man days	Rate per Man days	Amount
1.	Deploying Mazdoors for Up keeping and cleaning of the floor, ceiling, inside & outside wall, roof top of the following building including making all the furniture dust free, after cleaning & mopping everyday, including all etc. complete or as directed by the University Authority or Authorized person (N.B- In emergency the mazdoors will be diverted/engaged like shrub cleaning for celebration of University functions & convocation etc. to execute similar nature of works.			
A	Ground, First & Second Floor of Academic Block-A – 2Nos.			
B	Ground, First & Second Floor of Academic Block-B – 2Nos.			
C	Ground, First & Second Floor of Academic Block-C – 2Nos.			
D	Ground, First & Second Floor of Academic Block-D – 2Nos.			
E	Ground & First Floor of CSE Block & adjacent area – 1 No.			
F	Central workshop&Hydraulics Machine lab – 1No.			
G	Central library, Sanjeebani Garden & Hydraulics Flow Laboratory & Connecting road – 1 No.			
H	Internal Road, Goldenjubilee gate, Sir Visweswaraya Auditorium & Canteen – 2 Nos.			
I	NCC, Gym & e-learning centre Road – 2 Nos.			
J	Dispensary, Guest House, Technology club, Adjacent road etc. (Morning & evening shift) – 2 Nos.			
K	Office cum Residence of Vice Chancellor – 1 No.			
	<b>Total No. of Mazdoors = 18 Nos.</b>			
	<b>Total man days for one year = 18Nos. x 365days =</b>	6570		
2.	Deploying Mazdoors for Cleaning & mopping of lavatories including all Urinal pan, WC pan (European & Orissa), wash hand basin, water tank etc. – 3nos. (male-2nos.&female-1no). (N.B. – 2Nos. of male person will be diverted / engaged for cleaning Septic tank & soak pit of University & staff quarters whenever required) <b>Total No. of Mazdoors for one year = 3Nos. x 365days =</b>	1095		
3.	Deploying skilled supervisor for supervising all the above mentioned works and mazdoors mentioned in 1 & 2 including taking attendance properly and submitting the same to office of the Maintenance Engineer (I/C) and reporting whenever required- 1 No. x 365 Days =	365		
4.	Supplying Cleaning and mopping instruments (Mopes, Ful Jhadu, Broom stick, Phauda, Rubberized floor cleaner, Plastic pipe, Bucket, Cleancer, Scraper) as per requirement for the areas & Man power mentioned in the item no.1&2 including all etc complete or as directed by the Engineer-in-Charge.	365 days		
5.	Supplying Cleaning materials ( Black phenyl, Neem based scented phenyl, Bleaching powder, Naphthalene ball, Mosquito oil, Floor cleaning Acid, Air purifier Odonil, Room freshener, Colin, Harpic, Floor cleaning powder etc. as required, for the area in mentioned for item no. 1&2 including all etc. complete or as directed by the Engineer-in-charge.	365 days		
	<b>Grand Total =</b>			

Contractor

Registrar

27/2/18