



**Annexure-I****NOTICE INVITING TENDER**

Date: \_\_\_\_\_

Sealed tenders are invited under two-bid system are invited for “Providing Housekeeping and cleaning services at City Campus, Krishna Kanta Handiqui State Open University, Khanapara” from firms/parties/private limited agencies with experience in providing similar services to educational institutions under Government/Non-Government organizations/Public Sector Undertaking and Private Sectors of repute.

Interested parties who fulfill the eligibility criteria may submit their quotation in the prescribed format. The general terms and conditions and other details for bidders are at Annexure- I to VI.

**Details of tender are as follows:**

Tender Reference No.	KKHSOU/Housekeeping/20/2020/4
Last Date and Time for receipt of Tender	18.07.2020 till 5 PM at Head Office, Rani
Time and Date for Opening of Bid	07.07.2020 at 3PM at Head Office, Rani <b>Those who have already submitted tender against Tender Ref No. KKHSOU/Housekeeping /20/2020/2 need not apply</b>
Tender Fee (non refundable)	Rs. 1,000/-
EMD (refundable but non-interest bearing)	Rs. 20,000/-
Contact Telephone Numbers	8811016582
For technical Details Contact through E-mail	info@kkhsou.in

The Tender document and details of terms and conditions can be downloaded from our website [www.kkhsou.in](http://www.kkhsou.in)

The bid proposals are to be sent in **three separate** sealed envelopes **(i) Technical Bid (ii) Financial/Price Bid (iii) Tender Fee and EMD kept in one sealed envelope duly superscribed with Tender Reference No. and Tender Notice detail as appended hereunder:**

<p>Tender for Providing Housekeeping and cleaning services at City Campus, Krishna Kanta Handiqui State Open University, Khanapara</p> <p><b>TENDER REF. NO</b> _____ <b>DATE:</b> _____</p> <p><b>LAST DATE FOR SUBMISSION:</b> _____</p> <p><b>To,</b> The Registrar Krishna Kanta Handique State Open University Patgaon, Rani Guwahati - 781014</p> <p>From: M/s ----- Contact No: ----- E-mail ID: -----</p>
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**Annexure-II****General Terms & Conditions:**

1. Name of the Work: Providing housekeeping and cleaning services at City Campus of Krishna Kanta Handiqui State Open university at Khanapara to maintain gloss clean of office premises, toilets and campus.
2. Cleaning materials will be provided by the University.
3. But, uniform and health hazard protection equipment of cleaners like cap, handgloves, shoes, masks, sanitizer etc. shall be provided by the party.

**4. Eligibility criteria :**

- i. Must be a registered firm.
- ii. Must have a trade license.
- iii. Must have PAN
- iv. In case of Private Limited or Limited company, one must have company registration.
- v. In case of partnership, firm must have registered deed of partnership.
- vi. Annual Turn Over should not be less than Rs. 10,00,000/- per year during last 3 years.
- vii. Must have experience in providing similar services to reputed organizations not less than 5 years, out of which at least 3 years should be in educational institutions.

5. The bids submitted without Tender Fees of Rs. 1,000/- (Rupees one thousand only) and EMD of Rs. 20,000/- and not fulfill up the eligibility criteria will be summarily rejected and no further communications in this regard will be entertained. The university reserves the right to cancel/reject any or all bids without assigning any reason thereof.

**SUBMISSION OF OFFER:**

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.

2. Before the deadline for submission of the bid, The University reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.

3. Conditional Tenders will be summarily rejected.

4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.

5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.

6. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

- a) Non submission of complete offers.
  - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
  - c) Receipt of offers in open conditions.
7. In case any BIDDER is silent on any clauses mentioned in this tender document, The University shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
  8. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
  9. In case of two bid system the date and time of opening of Price Bid shall be intimated to technically qualifying bidders only.
  10. Price bid must be submitted in enclosed price bid format only at ANNEXURE V.
  11. Quoting of Price (s): **Price quoted should be in Indian Currency**
  12. **Quantity/Area:** The quantity/area shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
  13. **Other Govt. Taxes:** GST/Other Govt. Taxes: GST, other taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number are to be necessarily indicated in the offer.
  14. **Optional items, if any, should be quoted in separate sheet otherwise your quote will be rejected.**

**SUPPLEMENTARY /MODIFIED OFFER:** Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

**CANCELLATION OF TENDER:** Notwithstanding anything specified in this tender document, the University in its sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tender terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

**Duration of Contract Period:** At initial stage, the contract shall be rewarded for a period of 1 years from the date of commencement of contract. KKHSOU will have discretion for extending it for one more years up to a maximum of 5 years subject to satisfactory service and on mutually acceptable terms and conditions and rates at the sole discretion of KKHSOU. However, it will be

obligatory on the part of the contractor to continue to work at the rates prevailing on the last date of the contract even beyond the contract period for at least 3(three) months or till the new contract is finalized, whichever is earlier.

### **TERMS OF WORK**

1. Cleaning in every working day shall be done 3 times in a day
2. Morning cleaning should be completed before 9.45 AM, mid-day between 12-2 PM and afternoon cleaning 3.30-4.30 PM.
3. The cleaning work has to be supervised by a supervisor and daily cleaning report has to be submitted to the University official responsible to supervise the work.

### **TERMS OF PAYMENT:**

1. Bill in triplicate shall be submitted monthly.
2. Payment will be made within 10 days from the date of receipt of bill.
3. Payment shall be made by electronic fund transfer directly to the Bank account of the party.

**Security Deposit (SD):** The earnest money will be retained as Security Deposit for the successful bidders.

### **EVALUATION OF OFFER:**

1. The selection shall be through a two-bid process.

Selection will be on the basis of both qualification under the Technical (Part A) conditions and the Financial bid (Part B).

2. At the first stage, the qualification for General/Technical (Part A) conditions shall be considered by opening the responses/bids for the General/Technical criterion (which shall be in a separate and clearly marked envelope). The General/Technical conditions required to be met by every party responding to this NIT have been set out in Part A herein below. Parties not meeting the General/Technical (Part A) conditions shall not be considered and their Financial bid (Part B) will be returned unopened.

3. Financial bid (which shall be in a separate and clearly marked envelope) shall be opened and evaluated only for firms/agencies found eligible under Part A that submit the Tender Form within the stipulated date/time. Broadly, these Financial bids would be evaluated on the basis of their relevant experience and expertise of providing similar services;

4. The University will evaluate technical and commercial acceptable offers on landed net price basis.

### **5. REASONABILITY OF PRICES:**

- a) **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to the Institute to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.
- b) Copies of atleast three latest work orders received from other customers along with details of such services preferably in Govt. organization/educational organization for the same purpose must be submitted with the offer if they have any, giving reasons of price

difference of their order and those quoted to us, if any. Non-submission of such work order may lead to rejection of the bid.

- c) The party must give details of identical or similar work, if any, provided to any Educational institution during last three years along with the final price paid and Performance Certificate from them.
- d) A client list along with the satisfactory certificate of similar service provided to Educational Institution/Govt./ Semi govt./ reputed private Institute must be submitted, without which their offer may not be considered for evaluation and rejected.

**LEGAL MATTER:** All Domestic and International disputes are subject to Guwahati Jurisdiction Only.

**Dy.Registrar/Asst. Registrar  
KKHSOU**

**FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY****(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)**

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

## LETTER OF GUARANTEE

To,  
Registrar,  
KKHSOU  
Patgaon, Rani, Guwahati - 781017

IN ACCORDANCE WITH YOUR TENDER for supply of ....., M/S ..... (hereinafter called the "Bidder") having its Registered Office at ..... wish to participate in the said bid for the supply ..... as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. .... (Rupees .....) valid upto ..... (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition within the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

**During the validity of this Bank Guarantee:**

We, ..... (Bank name) having its Registered Office at ..... guarantee and undertake to pay immediately on first demand by ..... the amount of Rs ..... (Rupees .....) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to ..... (180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the is Guarantee is issued.

**Notwithstanding anything contained herein**

- i. Our liability under this Bank Guarantee shall not exceed Rs.....  
(Rupees.....) .
- ii. This Bank Guarantee shall be valid up to .....(date).
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before .....  
(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .....situated at .....  
(Address of local branch).

**Yours truly,**

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.

**TECHNICAL BID (All the information is to be supported by necessary documents as indicated in the previous pages)**

**General Information**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Registration with concerned Government bodies
5. Company Registration (in case of Private Limited or Limited company)
6. Registered deed of partnership (in case of partnership)
7. Trade License
8. GST Certificate
9. PAN Card
10. Annual Turn Over in last 3 years (should not be less than Rs.10,00,000/- per year)
11. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date, Drawn on (Bank).
12. Supporting documents for experience of minimum 5 years, out of which atleast 3 years should be in educational institution.

**Annexure V****Tender Format  
FINANCIAL BID**

Tender Reference No.:

Date:

**Rates to be offered (inclusive of all taxes) for the following services**

Sl. No.	Particulars	Rate to be offered (inclusive of all taxes)
1.	Providing Housekeeping and cleaning services at City Campus, Krishna Kanta Handiqui State Open University, Khanapara as detailed below  a) No. of toilets = 33 b) No. of floors = 8 c) Floor area = 45,000 sq.ft (approx..)	

- 1) Breakup of rates for number of cleaner(s), supervisor(s) etc. must be mentioned in details in a separate sheet.
- 2) Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- 3) Validity Date: Maximum 180 days from the date of opening of technical bid.
- 4) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to KKHSOU H.O. / Concerned Department
- 5) The party may visit the city office campus to obtain first-hand information about the campus before submitting the tender.
- 6) Minimum wages (inclusive of ESI, EPF etc.) to be paid to the cleaner(s) and supervisor(s) shall not be less than the prevailing University rate.

PAN No.:

GST Registration No.:

Signature:

Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:

**Annexure-VI****MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Registrar,  
 Krishna Kanta Handique State Open University  
 Patgaon, Rani,  
 Guwahati - 781017

Sub: Authorization for release of payment / dues from Krishna Kanta Handique State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_

Permanent Account Number(PAN) \_\_\_\_\_

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and cod number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

***N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable***

