

PONDICHERRY UNIVERSITY

GUEST HOUSE

**Notice inviting tenders for carrying out House keeping works in the
University Guest House.**

Tenders are invited for carrying out House Keeping & general cleaning(including material) works and providing manpower(Kitchen helpers /Room boys & Office boy) on rate contract basis for the University guest house, in sealed covers from reputed agencies.

Further details can be seen from www.pondiuni.edu.in

Last date for submission: 11.07.2011 - 3.00 P.M.

Opening of tenders : 11.07.2011 - 3.30 P.M.

Registrar

PONDICHERRY UNIVERSITY

GUEST HOUSE

Notice inviting tenders for carrying out House Keeping works in the University Guest House.

Tenders are invited for carrying out House Keeping, general cleaning(including material) works and providing manpower(Kitchen helpers/Room boys & Office boy)for the University guest house on yearly rate contract basis, in sealed cover from reputed agencies.

Interested agencies are requested to submit the details of their experience in the field and other particulars in **format- I** along with a **Demand Draft for Rs. 5000/-** in favour of the Finance Officer towards EMD (in a separate cover) and the **rates in format- II** for manpower and material (**in a separate sealed cover,**) to the Deputy Registrar(Guest House) Pondicherry University, on or before **11/7/2011 (3.00P.M)**,which will be opened on the **same day at 3.30 p.m.**

Tenders without submission of prescribed format I and EMD will be rejected.

The financial bids (Format- II) of only those agencies who are prequalified based on the details furnished in Format I will be opened and taken into account.

You are advised to inspect the Convention Centre Cum Guest House Complex of the University, before quoting the rates. Clarifications if any may be obtained from the Officer in- charge of the Guest House on telephone No. 0413-2654254.

The Format- I, Format-II, and EMD Draft should all be put in **three separate sealed covers.**

Date:-

Pondicherry:

DEPUTY REGISTRAR(G.H.)

PONDICHERY UNIVERSITY

GUEST HOUSE

FORMAT- I

(To be submitted duly filled –in by the Agencies/ firm about their performance and experience. To be supported by documentary evidence wherever possible.)

1. Name of the Agency / firm :-
2. Address :-
3. Annual turn over of the Agency/ firm during the last three years (give year wise details) :-
4. Details of:-
(a) Total number of permanent employees of the agency/ firm :-
(b) Temporary employees :-
5. Whether registered with the labour department :-
6. If yes , give full particulars :-
(copy of the registration should be enclosed) :-
7. Experience in the field: :-
(a) Govt organizations:
Indicate full details like name of the organization, period of engagement, number of employees deployed, nature of services provided etc

(b) Private organizations: :-
(with full details as above)
8. Experience in the field of other house keeping services like repairs and maintenance of rooms/ office, catering services etc :-
(Details should be furnished in a separate sheet)
9. Certificates of past performance in the field
(Copies to be attached) :-
10. Other relevant details if any :-
EMD (Rs 5000 /-) D.D. No:-
Date :-

SIGNATURE OF THE AGENCY

N.B Envelope to be superscribed “ Details of performance and experience “
(Format-I)

PONDICHERRY UNIVERSITY

GUEST HOUSE

FORMAT-II

(IN A SEALED COVER)

Sl. No.	DESCRIPTION	Rate per person per shift	LUMP SUM PER MONTH	Remarks
1	Rates for carrying out House Keeping and general cleaning of the Convention complex cum Guest House (including all cleaning materials, equipment/ machinery and tools required to keep the premises neat and tidy) as directed by the in charge (minimum requirement 4 sweepers + 1 supervisor per day).			
2	Rates for providing additional man power – kitchen helpers / room boys 3 per day (1 for each shift- eight hours) (I shift, II shift& III shift). Requirement : Work experience of at least 1 year in kitchen/ guest house/ hotel			
3	For providing additional manpower- Office boy 1 per day (Between 9.30 A.M and 5.30 P.M) general shift of eight hours as and when required. Requirement : Should have studied upto 10 th standard with basic computer knowledge and work experience of at least 1 year in any office.			

SIGNATURE

NAME & ADDRESS

OF THE AGENCY/ FIRM