



PONDICHERRY UNIVERSITY

(A Central University)

SANITARY WING

HOUSEKEEPING SERVICES - NOTICE INVITING TENDERS

Sealed tenders are invited for the **Housekeeping services** to the new buildings in the **University Silver Jubilee Campus** from the registered and reputed **Housekeeping Agencies / contractors** for the following works, under two bid system.

S.No.	Name of work	EMD in Rs.	Period of contract	Last date for receipt of tenders	Date of Opening
01	Sanitation and General cleaning services for the buildings in the University Silver Jubilee campus (Man power and materials) (Scope of work is extendable to other buildings based on performance & requirements).	2 % of the total quoted value	One year (Extendable upto two years)	20.07.11 upto 3.00 p.m.	20.07.11 at 3.30 p.m.

The tender schedule in the prescribed tender form with terms & conditions can be download from the web site www.pondiuni.edu.in and submit along with **Rs. 520** /- in the form of **demand draft** from any one of the nationalized banks payable at Puducherry, drawn in favour of the **Finance officer**, Pondicherry University.

Date :01.07.2011

REGISTRAR

Submission of Tender

The tender will be submitted in three separate sealed envelopes all put together in another sealed envelope.

1. The first envelope will contain the full credentials of the firm, list of clients, experience in the field, annual turn over, modern machines & equipments available with the firm and which are proposed to be used in our buildings, regular or contract man power available etc, and the other details as required in Form-I
2. The second envelope will contain the DD for Rs.520 /- and another DD for the 2 % EMD amount.
3. The third envelope will contain the price bid.
4. All the three will be sealed separately and put together in another sealed envelope and submitted to the university.
5. The price bids of only such firms who are prequalified based on their credentials, by a duly appointed committee of the university.
6. The EMD should be in the form of demand draft from any one of the nationalized banks payable at Puducherry, drawn in favour of the Finance Officer, Pondicherry University.
7. The Pondicherry University reserves the right to accept or reject any or all tenders without assigning any reason there off.
8. The tender duly filled-in has to be placed in the **tender box** kept in the reception counter at Administrative Block, Pondicherry University, or may be sent by Registered / Speed post, so as to reach the university before the stipulated time. The university will however, not accept any tender received late due to postal delay.
9. The copy of the evidence regarding registration and experience to be enclosed
10. The envelope shall be super scribed "Tender for housekeeping services for the buildings in the Silver Jubilee campus".
11. Tenders without submission of details, prescribed in the Form – I and EMD will be rejected.
12. The financial bids (Form – II) of only those agencies, who are pre-qualified based on the details furnished in Form – I will be opened and taken into account.
13. You are advised to **inspect** the respective buildings mentioned in the Schedule of work (Form – II) before quoting the rates.
14. For any clarifications you may be contact the **Assistant Engineer-I** cell. no. 94422 23246 of Sanitary Wing.

REGISTRAR

PONDICHERRY UNIVERSITY
SANITARY WING

FORM - I

(To be submitted duly filled-in by the Contractor / firm about their performance and experience. To be supported with 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 :-

(c) ESI details if available :-

5. Labour department register no :-
(Copy of the current registration should be enclosed)

6. Previous experience in this field :-

(a) Govt. organizations :-

Indicate full details, like name of the organization, Period of engagement, number of employees deployed, nature of services provided etc, and enclosed copy of order/ certificate.

(b) Private organizations: (with full details as above and enclosed)

**7. Certificates of past performance in the field
(Copies to be attached) :-**

**8. Furnish the name of cleaning Tools &
Equipments to be used :-**

S.NO	Name of Tools & Equipments
1	
2	
3	
4	
5	
6	
7	
8	
9	

9. Cleaning materials details :- Enclose Separate sheet – for each building

10. Other relevant details if any :- Enclose Separate sheet

11. EMD details
1. D.D. No :-
2. Date :-
3. Amount :-

12. Cost of Schedule details
1. D.D. No :-
2. Date :-
3. Amount :-

**13. I here by undertake to obey the labour act / establishment act under the
Government of Puducherry for labour wages payment and Insurance etc.**

**SIGNATURE
OF THE FIRM / CONTRACTOR**

*** Note. Envelope to be Superscribed “Details of performance and experience”
(Form -1)**

FORM - II

PONDICHERY UNIVERSITY SANITARY WING

Name of the Work : Sanitation and General Cleaning services for the buildings in the University Silver Jubilee campus.

SCHEDULE

S.no	Buildings to be cleaned including common area, terrace and surroundings	Approximate plinth Area in Sqm	Minimum no. of labour to be engaged	Amount per month including labour and materials* Rs. p
1	School of Tamil	1600	5	
2	School of Humanities & Social Sciences	13000	25	
3	Departments of Electronic Media & Mass Communication	3700	5	
4	UMISARC building	2400	5	
			Total Rs.	

SIGNATURE
of the Authorized signatory of the firm.

Name & Address of the
Firm :

* The amount to be quoted for each building respectively.

* The amount quoted should be inclusive of all taxes.

PONDICHERRY UNIVERSITY

SANITARY WING

Nature of work in Departments, Schools & Office buildings:

1. Cleaning of all the floors, walls & ceiling of the buildings daily to be completed before 9.00 am.
2. All the toilets should be cleaned 3 times daily with cleaning materials, 1st cleaning before 9.00 am.
3. Cob webs to be removed daily.
4. Once in 15 days all the toilets to be cleaned by acid wash.
5. The surroundings of the buildings to be maintained neatly and unwanted plants & vegetations near by the buildings to be removed.
6. Labour should be present in the respective posting place during the working hours
7. Mopping of floors with cleaning materials, appropriate machines, tools, disinfectant solution in faculty / Officer's Chambers, computer labs, seminar halls, and common areas & corridors etc to be done daily once.
8. All the wooden doors, windows, wall panels, Aluminum partitions and glass doors & windows to be cleaned once in a week with specific materials
9. Waste generated from the buildings to be removed daily twice and placed in the dust bins or specifically identified locations.
10. In the academic buildings all the class rooms to be cleaned daily.
11. Cleaning of water coolers once in a month.
12. The personnel engaged by the firm should take responsibilities of switching off the lights and fan of the university premises like, class room, labs, seminar halls and Auditorium, etc when not in use during working hours.
13. Class room tables and chairs to be cleaned **daily before starting of classes**.
14. Cleaning of stairwells, walls, furniture & fixtures in corridors & lobbies wherever applicable.
15. Air vents, relief grills and other ventilation outlets are kept unblocked and clean.
16. Light switches and electrical fittings will be kept clean and free of dirt and dust.
17. Appropriate signage will be posted towards ensuring pedestrian safety on cleaned surfaces.

18. Timely replenishment of toiletries and consumables in the appropriate hygiene areas.
19. Sanitary disposal units are clean and functional
20. The cleaning of staircase, lobby area, parking area and other common area will be done once.
21. The number of labour indicated is the minimum and wherever & whenever required, the firm will engage additional manpower without extra cost to the university.
22. The agency / firm should engage supervisor to supervise the work and labour at no extra cost.

Terms and conditions

1. Men and Materials are to be supplied by the contractor.
2. All the labour should keep up the time **In** and **Out** and the firm should ensure strict punctuality.
3. All the labour should keep the **personal Diary** to get signature form the client's representative at the place of work daily.
4. The labour receiving cleaning materials from the contractor should enter in to their personal diary whenever they received.
5. The **personal Diary** will be verified by the Sanitary Inspector / Assistant Engineer of sanitary wing daily.
6. There should be **no sub-contracting** of the work.
7. Without getting approval from A.E / S.I of sanitary wing the contractor should not change the labour.
8. The daily attendance of the worker be maintained and verified by the Sanitary Inspector daily.
9. The contractor or his Supervisor should report daily to S.I / A.E. of sanitary wing.
10. Wherever required work pertaining to additional buildings as per the list enclosed may be allotted to the firm at proportional rates and the number of labour must be proportionately increased.
11. The stock of the cleaning materials used in each building must be shown to the S.I as and when demanded.
12. The contractor should give I.D card to his labours before starting the work.

13. The labour should come to the university strictly in the **Uniforms of the firm**.
14. In case of absentees, alternate labour should be arranged by the contractor himself or otherwise that day's salary besides penalty of Rs.500 per missing labour per day will be deducted by the University.
15. The daily work will be modified and assessed by the A.E / S.I of sanitary wing.
16. Working hours is 8.30 am to 5.30 pm for **6 days** in a week
17. All the weekdays will be working days except Sundays and other gazetted festival holidays.
18. In toilets **Perfumed urinal cakes** to be provided and in **wash basins Naphthalene balls** to be provided.
19. The toiletry items like Tissue Paper, Hand Wash Gel, Garbage Bags, Toilet Rolls and other regular cleaning consumables shall be supplied by the firm.
20. Regular maintenance of high traffic areas such as public areas, corridors and toilets at increased frequency based on usage patterns.
21. Electricity, water and the on-site storage space for the equipment & consumables shall be provided by the client (without any extra charge)
22. In case of any complaints regarding sanitary work, the labour should report immediately to S.I / A.E. of sanitary wing.
23. If Complaints were received from the users of the building regarding cleaning services, the university authorities will take necessary action by imposing penalty ranging from Rs.500 to Rs.3000 per day depending up the seriousness of the lapse.
24. The list of labours with names engaged for the above work is to be intimated to office in advance.
25. The activities of the labour should be strictly adhered within the contract system.
26. All labour laws and law of the land will also be applicable.
27. No loitering by the labours will be allowed with the campus.
28. The period of contract is for one year and it may be extended for one more year if their performance is satisfactory.
29. The firm if awarded the work will have to sign an Agreement with the University with suitable clauses.

30. The bills will be submitted by the firm on the issuance of satisfactory certificate from the concerned department officials as directed by the A.E / S.I of sanitary wing.
31. The firm will be responsible for discipline of the persons engaged by them and case of any misconduct of any nature by any persons noticed by the university authority the firm will takes immediate action on such personnel.
32. The cost of E.M.D amount is 2 % of the total quoted amount in the schedule of work.
33. The cost of tender form is Rs.500 /- + 4 % VAT (Total Rs.520) to be enclose with the **FORM - I** in the form of **D.D** drawn in favour of **The FINANCE OFFICER, Pondicherry University**
34. If there is any difference of opinion on the nature of work to be carried out by the firm, the university authorities' decision will be the final.
35. The dates stipulated in the tender notice are firm under no circumstance they will be changed unless officially extended.

Pondicherry University Sanitary Wing

List of Additional buildings for which housekeeping services may be allotted at proportional rates.

S.No	Name of the Buildings	Approximate plinth area(Sqm)
1	Administrative building	6,900.00
2	Students Service Centre	740.00
3	Horticulture wing & toilets (Bank building)	60.00
4	Department of Management Studies	1,790.00
5	School of Management	6,900.00
6	Drivers Rest Room	50.00
7	School of Performing Arts & Theater	800.00
8	Centre for Electronic Media	400.00
9	Department of Physical Education	900.00
10	Central Library	3,300.00
11	Rajiv Gandhi Cricket Stadium	1,400.00
12	Department of Physics	2,700.00
13	Department of Chemistry	3,400.00
14	Departments of Mathematics & Statistics	2,250.00
15	Lecture Hall Complex- I	2,100.00
16	Lecture Hall Complex- II	2,150.00
17	Department of Bio Technology	1,920.00
18	Directorate of Distance Education	1,950.00
19	Department of Women Studies	400.00
20	Health Centre	670.00
21	Ladies Gym	270.00
22	Thiruvalluvar Stadium	1,500.00
23	Gents Gym	270.00
24	Academic Complex Building	1,780.00
25	Centre for Pollution Control	630.00
26	V.C's official residence	450.00
27	Day Care Centre & Pre Primary School	270.00
28	Shopping Complex	290.00
29	Animal House Building	190.00
30	Science and Humanities Block-I	7,000.00
31	Science and Humanities Block-II	7,150.00
	<u>New Buildings</u>	
32	Examination Wing	5,460.00
33	Department of Library Information Science	4,250.00
34	Department of Earth Science	6,220.00

S.No	Name of the Buildings	Approximate plinth area(Sqm)
	<u>Gents Hostels</u>	
35	Pavendar Bharathidasan	1,330.00
36	Subramanya Bharathiyar	1,130.00
37	Kamban	2,330.00
38	Tagore	2,430.00
39	Kalidass	600.00
40	Valmigi	3,330.00
41	Kannadasan	3,330.00
42	Kabirdass	3,330.00
43	Ilango Adigal	3,440.00
44	Moulana Abul kalam	3,330.00
45	Dr. Sarvepalli Radhakrishnan	3,330.00
46	Research scholar hostel Gents – (New)	3,670.00
	<u>Ladies Hostel -</u>	
47	Cauvery	2,330.00
48	Sarashwathy	1,060.00
49	Ganga	3,540.00
50	Yamuna	600.00
51	Kalpana Chawla	3,300.00
52	Research scholar hostel Ladies –(New)	3,800.00
53	Foreign student's hostel	1,000.00
54	Transit Hostel	500.00