

MAHARSHI DAYANAND UNIVERSITY ROHTAK

TENDER NOTICE

Sealed tenders are invited from the Service Providers of national repute for providing the following services at part of the University Campus.

1. House Keeping (cleaning, dusting, sweeping) of buildings, roads etc.
2. Electrical maintenance and Public Health maintenance services,

Interested parties may contact the office of the Registrar for visiting the University Campus for spot study of the buildings and works on any working day between 11:00 A.M. to 4:00 P.M.

The tender documents costing Rs. 10,000/- can be purchased in person or by post from the office of Registrar, M. D. University, Rohtak – 124001 or may be downloaded from University Website. Payment of the document can be made in cash or by Bank Draft drawn in favour of Finance Officer, M. D. University, Rohtak. Tender must reach the undersigned by 02.12.2010 up to 3.00 P.M. The tender will be opened on the same date at 4:00 p.m. in the office of the Registrar in presence of tenderers or their authorized representative who may like to be present at that time. Incomplete tender or tender received after due date and time, will be rejected straightway. Other details, terms and conditions may be seen on the University website (<http://mdurohtak.com>).

REGISTRAR

Endst. no. EE/2010/ 5196-5235

Dated: 03.11 .2010

A copy of the above is forwarded to the following for information and necessary action:

1. Superintending Engineer, PWD B&R Circle, Rohtak
2. Executive Engineer, PWD B&R (Medical College), Rohtak
3. Executive Engineer, KUK / HAU, Hisar / GJU, Hisar/ CDLU, Sirsa
4. Secretary to Vice-Chancellor (for kind information of Vice-Chancellor), MDUR
5. P.A. to Registrar (for kind information of Registrar),MDU, Rohtak
6. SDE(C-I, II, III) / SDE (E-I, II) / SDE (PH) / SDE (Horti.-I, II), MDU, Rohtak
7. Divisional Accountant / H.D.M., Engineering Cell, MDU, Rohtak
8. Notice Board
9. Contractor/Agency/Society: _____

Executive Engineer

TENDER NOTICE

Sealed tenders are invited from the Service Providers of National repute for providing housekeeping (cleaning, dusting , sweeping , complete), electrical maintenance and public health maintenance services complete at part of MDU Campus, Rohtak (Haryana).

(A) SCOPE OF WORK :

1. The outsourcing will be done for housekeeping (cleaning, dusting, sweeping), electrical maintenance and public health maintenance complete of the buildings and roads situated on Eastern side of Hardwari Lal Road including Hardwari Lal Road except Humanity Block and Everest Boys Hostel (held with IIM Rohtak), Central Co-op Bank, Private Canteen near Library ,small private booth along the road and buildings with TFS along with their compounds and the buildings under construction with their surroundings. The buildings with TFS are Tagore Auditorium, Vivekananda Library, Students Activity Centre and Gymnasium Hall. However, the buildings of War Memorial and Freedom Fighter Complex, Street Light, over head & under ground HT/LT electric line, main water line, main sewer lines, open areas which are part of compound of the above said buildings. Horticulture and carriage of garbage outside the University premises are not part of this contract.
2. The responsibility of service provider starts from the electric meter (excluding the maintenance of meter), water connection of the building from the main water line and sewer connection upto main sewer lines (including the water and sewer connections).
3. The service contract includes the cleaning of roads which have been black topped / CC roads, footpaths, hard-standings, parking areas and also includes the roads, hard-standings areas near and around of the buildings. Certain roads, footpaths and Hard-standings are under construction. These shall be included in the service contract as and when they are completed on mutually agreed terms& conditions.
4. To clean the open and covered storm water drains including under the culverts in this area especially before and during the rains.
5. To clean the litters like polythene bags and other foreign materials from the area including open areas on Eastern side of Hardwari Lal Road including Hardwari Lal Road except areas where construction work is going on and especially excluded vide Para-I above .

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6. Maintenance of trees, grass, plants, lawns, horticulture work etc. is not the responsibility of service provider. However, keeping these clear of polythene bags, waste papers and such like other materials so as to give a clean look to the whole area will be the responsibility of the service provider.
7. Certain buildings are under construction/ near completion in the area of proposed operation of service provider. The same shall be added to the service contract as and when completed on mutually agreed terms and conditions. These buildings are:-
 - I) UIET (except Administrative Block and Mechanical Block which is already completed and will be part of service contract)
 - II) Kailash Boys Hostel
 - III) Himagiri Boys Hostel
 - IV) Vindhya Boys Hostel
 - V) Sawraj Sadan
 - VI) Extension of Udaigiri Boys Hostel (Main Udaigiri Boys Hosel is part of this service contract)
 - VII) Kavari Girls Hostel and its extension
 - VIII) Sabarmati Girls Hostel and its extension
 - IX) Yamuna Girls Hostel
 - X) Krishana Girls Hostel
 - XI) Meghna Girls Hostel
 - XII) Bio-Sciences building and so on.
8. Any other building in the geographical area of scope of this contract may be added to service contract on mutually agreed basis.
9. Certain buildings have been completed within last one year. These buildings are under the maintenance of contract for defective material and defective workmanship. Routine maintenance of E.I., P.H. services and house keeping and cleaning of these buildings will be the responsibility of the service provider. However, the defective workmanship or defective material found during the normal maintenance will be reported to the Officer –in- Charge of the Complex with copy to Executive Engineer, MDU, Rohtak. Following buildings are under the maintenance period of the contractor for the period shown against each:
 - i) Hotel & Tourism Management upto 31.12.2010
 - ii) Centre for Bio-Technology upto 27.02.2011
 - iii) Yagshalla upto 29.06.2011
 - iv) Narmada Girls Hostel (maintenance period for 12months by the contractor will start from future date)

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- v) Mini Health centre & Cyber Café upto 14.04.2011
- vi) Udaigiri Boys Hostel (maintenance period for 12 months by the contractor will start from future date)
- vii) Administrative & Mechanical Block of UIET (maintenance period for 12 months by the contractor will start from future date)
- viii) Students Activity Centre (maintenance period for 12 months by the contractor will start from future date)

10. The whole area will be divided into following zones:-

a) BOYS HOSTEL ZONE:

Boys Hostel Complex including all the Boys Hostels and connected complexes such as roads footpaths, Lawns, open areas etc. Officer-in-Charge (OIC) will be provost (Boys) who will be responsible for administration of the service contract of this area and one dedicated Supervisor will be provided by the service provider for working under him.

b) GIRLS HOSTEL ZONE:

Girls Hostel Complex including all the Girls Hostels and connected complexes such as roads, footpaths, lawns, open areas etc. Office-in-Charge will be provost (Girls) who will be responsible for administration of the service contract of this area and one dedicated supervisor will be provided by the service provider for working under him .

c) UIET COMPLEX ZONE:

The buildings on Northern side of road connecting Hardwari Lal Road to Maharshi Dayanand Chowk upto the end of Auditorium and beyond will be administered by the Director UIET. The director, UIET will be Officer-in-Charge responsible for administration of the service contract of this area and one dedicated Supervisor will be provided by the service provider for working under him .

d) HOTEL & TOURISM COMPLEX ZONE:

The buildings on southern side of the road connecting to Harwari Lal Road to Mahrashi Dayanannd Chowk upto the end of Auditorium and beyond including this road will be administered by director Hotel & Tourism Management The director will be officer-in-charge and responsible for administration of the service contract of this area and one dedicated Supervisor will be provided by the service provider to work under him.

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e) **CENTRAL MAINTENANCE ZONE :**

Central workshop facility for repairing of ceiling fans, exhaust fans, A.C.s, water coolers, desert coolers, geysers, aquaguard etc. will be governed by Executive Engineer. The Executive Engineer will be responsible for administration of the service contract of this zone which will include workshop and one dedicated Supervisor will be provided by the service provider for working under him. The spare parts will be issued by the University Engineering Store. The old/defective material will be returned by the service provider to store. The space for workshop & main office shall be provided by the University, but electricity charges shall be borne by the service provider. All other tools and tackles regarding the repairing shall also be borne by the service provider. In case of non availability of material in Engineering Store, the service provider will purchase this material from the market at cash purchase rate and shall be paid 10% extra after production of the proper bill. A helpline number is also to be provided by the service provider at workshop. Out of the Supervisors, one Supervisor should be well experienced with the electrical maintenance work and license holder from the appropriate authority and one shall be well experienced with the water supply, sewage and plumbing works. Provision of security services of the buildings and area shall be contracted with separately and shall not be part of this service contract.

In addition to above five Supervisors, one overall in-charge who will be a technically qualified and experienced person will be deputed by the service provider.

The technical workers such as electricians, plumbers etc. will be well qualified and experienced, having minimum qualification of ITI diploma and minimum 2 years experience.

f) The agency shall quote separate rates for each Zone and then add the rates of all zones to arrive at the total rate of the whole area.

(B) TERMS AND CONDITIONS :-

1. The contractor shall be responsible for discharging the following obligations ;

- i) The contractor shall provide housekeeping services such as daily cleaning and dusting of all furniture (chairs, tables, sofas, almirahs, etc) all equipments (computers, printers, UPSs, telephone sets, Generator set, A.C. Plants, ACs, etc.) tube lights, ceiling fans, all doors and window panes from inside and outside the Rooms and circulation areas, all class rooms ,halls, corridors portraits and photographs, Offices, Reception counters, Committee Rooms etc, on all the floors of all the buildings specified under S. No. "A" above on all the working days, and on holidays whenever required during the year.
- ii) The contractor shall provide consumables and non-consumables (daily use material only) and equipments of daily use for cleaning and dusting such as dusters, vacuum cleaners, scrubbers, brooms, ladder (simple, hydraulic any other type) etc. at their own cost .

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- iii. The agency shall be responsible for sweeping of all floors, all stairs, all offices, Committee Rooms, Lounges, Lobbies, class rooms, and entire premises of all the buildings specified under Sr. No. (A) above and their surroundings including drains, removal of spider webs (from ceilings, walls, window panes etc.) from inside and outside the buildings, toilets, removal of blockages in toilets, maintenance of taps, maintenance of cisterns in all the toilets, maintenance of water pipes inside the buildings, maintenance of urine pots, maintenance of wash basins, maintenance of mirrors and cleaning of all drains, etc.
- iv. **Machines Equipments Specialists:**
The machines equipments etc like blowers, escalators, scurbbers, vaccum cleaners etc. and trained human resources/specialist like Spiderman etc. needed for complete maintenance of premises upto the highest points shall be provided by agency to the satisfaction of the controlling officer(OIC).
- v. **Fire Fighting Equipments and Fire Hydrants/Static Water Tanks etc.:**
They will be kept in serviceable /working conditions at all times.
- vi. **Miscellaneous Maintenance / Equipments/Fittings/Fixtures:**
Any other miscellaneous lines/equipments/fittings/fixtures etc. not specifically covered above will be maintained in proper condition.
- vii. The agency shall be responsible for sweeping of all the roads, parks, car /cycle parking lots, collection of litter from inside and surroundings of all the buildings, roads and open areas specified under Sr. No. A above. He will keep the roads, footpaths, hard standings round about on cross section of roads clear of grass and vegetation. Sweeping, dusting, cleaning and keeping in presentable condition the road side kerbs and round about on the cross section of the roads will be responsibility of agency.
- viii. Breakages during repairs, cleaning etc. or otherwise by the agency and making good as per the original surface will be the responsibility of the agency.
- ix. The cleaning of the tiles, grills, fountains etc. of the mini fountain in the ponds between dividers of the roads etc will be the responsibility of the agency, who will also be responsible for running the fountains as ordered by the Officer-in-charge. The electric motor and connected infrastructure for the fountain will be maintained in serviceable and presentable condition at all times.
- x. The agency shall be responsible for keeping the roofs of the buildings free from dust, leaves and waste material of any other type, grass and weeds, and water during rainy season. Water outlets shall be kept clear throughout the year.

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- xi. The agency shall be responsible for rodent control, insect control, termite control, pest control, mosquito control, fungus control etc. (excluding the treatment involved for prevention of these) in the buildings/ Campus) and shall maintain hygienic conditions in drains, toilets and other parts of all the buildings specified under Sr. No. A above by using such insecticides/ pesticides. fungicides as phenyl (Lyzol /equivalent), naphthalene balls, Harpic, Dettol hand wash, Odonil /other room fresher's, hit/bygone etc.
- xii. The agency shall be responsible for moving the chairs, tables another furniture from one part of the building specified under Sr. No. A above to another and from one building to another whenever needed.
- xiii. The agency shall be responsible for fixing of broken glass panes of windows of the buildings. However glass panes & glass putty (if required) will be provided by the university. Cutting of glass pans in size shall be done by the agency. Minor wooden bidding or nails shall be provided by the service provider.
- xiv. The contractor shall be responsible for the operation of Generator sets, maintenance of log books, minor repair of Generator sets, bringing the diesel/petrol from the Petrol Pump, and putting the diesel in the Generator Sets, while MDU shall pay the cost of diesel petrol and carriage on the production of bills. The log book of generators shall be maintained by service provider but should be signed by Officer –in- charge or his representative.
- xv. The contractor shall be responsible for the maintenance of all the electrical motors, fittings (cleaning of tubes, replacement of fused tubes, repair of light switches, replacement of light switches, replacement of MCBs of different capacities, maintenance of ceiling fans (repair of fans including re-winding of motors & fan motors, greasing of fans and motors including supply of grease, cleaning of fans replacement of fan switches, repair of fans switches, maintenance of internal wiring , etc, in all the buildings specified under Sr ,No. A above. A workshop is to be developed for repairing / servicing of the electrical articles like ceiling fans, exhaust fans, ACs, water coolers , desert coolers, electric motors, geysers etc. Space for the same is to be provided by MDU, Rohtak. Articles replaced shall be issued against damaged ones from the university stores. Damaged articles shall be deposited with the engineering store. In case of non availability of material in engineering store, the same shall be purchased by the service provider from market on cash purchase rate and shall be paid 10% extra on production of bill.
- xvi. A helpline number shall be provided at workshop by the firm. The location of overall in-charge and main office will be at workshop.
- xvii. The contractor shall be responsible for operation and minor repair of the AC plants, water coolers and operation and minor repair of other ACs and water coolers installed in the buildings specified under Sr. No. A above.

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- xviii. The agency shall provide the electrical and public health maintenance staff as per provision laid down by the Govt.
- xix. The contractor shall be responsible for canning of chairs
- xx. Wearing of uniforms by the contractor's staff during duty hours shall be compulsory. The contractor shall provide uniform having firm's icon to its staff and issue identity cards to its staff for purpose of identification. The ID cards shall also bear the signature of the designated officer of the University.
- xxi. The contractor shall ensure the regularity of the staff. Daily replacement of staff with new staff will not be allowed.
- xxii. The agency shall responsible of any type of mishapping with their workers during execution of work.
- xxiii. Any other services felt essential will be added to this contract on mutually agreed terms and conditions.

2. **The following conditions shall be applicable w.r.t. supply of material /facilities:**

- i. The University shall provide a covered space for workshop, store and office to the contractor on the campus where the overall incharge of the service provider along with helpline number will be available for overall coordination and trouble shooting but the contractor shall arrange racks, tables , chairs etc at their own cost .
- ii. The University shall not provide any accommodation to the employees of the contractor.
- iii. The University shall pay the cost of diesel for the generators and carriage charges from petrol pump to the location of generator sets on the production of bill.
- iv. The University shall supply electric tubes, switches, chokes, starters, MCBs electric wires and other spare parts of water coolers/ desert coolers/ACs/ generator sets etc wire for re-winding of motors and fan motors etc.
- v. The University shall supply taps cisterns wash basins, water pipes, urine pots, mirrors etc and their spare parts .
- vi. The University shall provide cane for re-caning of chairs
3. The sealed quotations/tenders, complete in all respects, must reach the Registrar, Maharshi Dayanand University, Rohtak-124001(Haryana) latest by 2.12.2010 upto 3.00 p.m. The same shall be opened on 02.12.2010 at 3.30 p.m. in the office of the registrar M.D University, Rohtak. The quotees or their authorized representatives shall be allowed to attend the meeting of the Tender Opening Committee at their own (quotees) costs.
4. The tender received after due date and time or incomplete shall be rejected out rightly.

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5. The quotees shall submit technical and financial bids separately. Both the bids shall be sealed in separate envelopes. Both the sealed envelopes containing technical and financial bids shall then be sealed in the third envelope. Following must be superscripted on the sealed envelopes;

Envelope containing technical bid only;

“ TECHNICAL BID FOR HOUSEKEEPING SERVICES ETC”

Envelope containing financial bid only;

“FINANCIAL BID FOR HOUSEKEEPING SERVICES ETC”

Envelope containing both technical and financial bids;

“TECHNICAL AND FINANCIAL BIDS FOR HOUSEKEEPING SERVICES ETC”

The quotation/tender without superscription on envelopes may not be entertained.

6. The tender document can be purchased from the office of the Registrar, Maharshi Dayanand University, Rohtak-124001 (Haryana) either in person by cash payment of Rs. 10,000/- or may be downloaded from the University website (<http://www.mdurohtak.com>). The downloaded tender must be accompanied by Bank Draft of Rs. 10,000/- in the favour of finance officer, MDU, Rohtak.
7. The quotee must supply the following documents with the tender;
- i. The quotee must have an experience of at least three years in the field of housekeeping electrical and public health services and must therefore, attach a certificate of experience.
 - ii. Copy of Registration Certificate of the firm under companies act.
 - iii. Copy of PAN NO
 - iv. Copy of service Tax Number
 - v. List of clients (central/state Govt. Dept. / University / PSU / Private Organizations etc) along with complete addresses and telephone numbers and satisfactory service certificate.
 - vi. Latest income tax return filed .
8. The agency appointed for providing above services shall enter into a binding agreement with the university for the execution of services wherein all the obligations of both the parties shall be spelt out.

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9. The payment terms shall be as under;
 - i. The agency shall raise the bills to the officer (s) in-charge of respective zone and on monthly basis.
 - ii. Payment of the bills shall be made to the agency as early as possible preferably within 10 days of submission of bills and subject to satisfactory report of the work from the officer in charge .
 - iii. TDS towards income tax and any other statutory taxes/cesses/levies as per rules prevalent at the time shall be deducted at source and deposited with the quarter concerned
 - iv. Charges not mentioned in the quotation/tender shall not be paid.
10. The tender/quotation must be valid for a period of at least three months from the date of its opening.
11. The security/earnest money of Rs. 5.00 lac of all services in the shape of Demand draft drawn in the favour of the Executive Engineer. MD University, Rohtak shall accompany the tender/quotation failing which the quotation/tender will not be considered. The security/earnest money in other shapes, shall not be accepted. Earnest Money shall be forfeited if the quote backs out after opening of quotations / tenders. Earnest money of the unsuccessful bidders shall be returned.
12. The acceptance of the quotation/tender shall rest with the committee constituted for the purpose and the committee does not bind itself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore . The Committee also reserves the right to accept quotation/ tender in part or whole i.e any item or any quantity or any zone and to reject it for the rest or accept the tender in toto.
13. Initially the contract shall be awarded for a period of two years and shall be extended/ renewed on year-to-year basis upto next three years subject to mutual consent of both the parties, provided the services of the agency are found satisfactory.
14. If the performance of the agency is not found to be satisfactory at any time during the contract period, the University shall be at liberty to terminate the contract without any liability on its part by giving three months notice.
15. The agency shall indemnify/compensate MDU and its properties for all losses caused or likely to be caused by any omission/neglect / action, demand, proceedings, prosecutions, attachments, non –payment of taxes, non-clearance of liabilities, non –observance of statutory laws /rules of the local bodies / State/ Central Governments and the like arising due to agency's or workmen's fault and /or deficiency.

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16. The university shall not be responsible for payment of any claim whatsoever made by the employees engaged by the agency. The service provider will ensure all the safety precautions required for a job and ensure that his workmen are insured to cater for any mishappening inspite of all the precautions.
17. The university shall not be liable for discharging any financial, judicial and/or administrative commitments made by the agency to any entity whatsoever.
18. The agency shall be solely responsible for fulfilling obligations towards its staff under various laws such as minimum wages Act, 1970 (Act 37 of 1970), Probation of Offenders Act 1958 (Act 20 of 1958), employee State Insurance act 1948(act 34 of 1948) Bonus act 1965(act 21 of 1965) as applicable and amended from time to time . The contractor shall be responsible for payment of wages to its staff at the rates fixed by deputy Commissioner Rohtak from time to time . The tender rates will be based on DC rates of Rohtak prevailing as on 31.10.2010. There after tender rates will be adjusted to the extent of 70% of the percentage increase for non skilled workers
19. The agency and Zonal officers incharges (OIC) will jointly make detailed service provisions programme which will be submitted to OICs. If there is a deficiency in provision of service following will be deducted from the bills after giving the written notices on each occurrence by OICs with copy to registrar and finance officer, MDU.
 - a) **Adequate trained Manpower or /and Machinest/ Equipments/Stores etc. not employed**

Controlling Officer will assess the deficiency in service and cost saved by contractor plus 20% on each occurrence
 - b) **Service not provided properly**

Say toilets not cleaned properly, rude behavior by workmen dusting /cleaning not done properly etc; in such eventuality controlling officer (OIC) may impose penalty on agency ranging from Rs 100/- to Rs 500/- for each occurrence and intimate agency in writing on each occurrence. Copy of all such letters shall be endorsed to the Registrar and the Finance Officer.
 - c) Cost incurred by MDU in getting the service completed satisfactorily, if any.
20. Register will be maintained for deployment of manpower and registering of deficiencies and complaints and prompt action taken. Controller of zone will have access to these registers whenever needed.
21. The quotee shall append a certificate with the quotation/tender that the firm has not been debarred / blacklisted for any reason/ period by any Central /State Govt. Dept./ University/ PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the tender/ contract, but may also warrant legal action.

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22. Quotee must attach a list of equipments which the firm possesses for providing services referred to under S no A.
23. In case any family member of the quotee is serving in the university then the quotee must record a certificate to that effect on the offer failing which the quotation/ tender shall be rejected out-rightly.
24. The dispute if any shall be subject to the jurisdiction of courts at Rohtak. Any other jurisdiction mentioned in the quotation/ tender or invoices or any other document shall have no legal sanctity.
25. Terms and conditions printed on Quotation/.invoice of the firm if any shall not be binding on the university except those mentioned specifically on the work order and acceptance of the work order shall be construed as the firms complete agreement to all the terms and conditions contained in the work order.
26. Any dispute arising with regard to any aspect of the contract shall be settled through mutual consultations and agreement between the contractor and the University. In case settlement is not arrived at, the dispute (s) will come under the purview of Indian Arbitration Act 1996 and the area of jurisdiction shall be Rohtak.
27. Each page of the quotation/tender including annexure if any must be numbered and signed.
28. The quotee shall submit a copy of the registered partnership deed if any with the quotation/tender and the copy must be signed by all the partners.
29. Bidders with annual turn over less than Rs 150 lac for last two years from similar business will not be entertained. Proof of business shall be attached with the bid.
30. The firm shall be ISO-9000 certified from last two years.
31. MDU reserves the right to negotiate with any or all the tenderers.

32. Amendment to the MOU

The obligations of agency and MDU have been spelt out of this MOU. However, during the operation of the agreement, circumstances may arise which may call for amendment or modification of the terms and conditions of this agreement. In such a situation, the amendments / modifications as may be mutually agreed upon shall be incorporated in this agreement.

33. Doubts/Ambiguities

If any doubt or ambiguity arises as to the meaning and effect of any provision (s) of this agreement, the same shall be referred to the Vice-Chancellor, MDU Rohtak for clarification. The clarification so provided by the Vice-Chancellor shall be binding on both parties.

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34. Copies of all correspondence between the controlling officers and the agency, will be endorsed to the Registrar. All instructions/directions of the controlling officers and compliance report etc. by the agency shall be in writing. There shall be no verbal communication in these matters.
35. Whenever there is a duplication of clause either in the terms and conditions or in the agreement the clause which is beneficial to the MDU Rohtak will be considered
36. The quotee shall append the following declaration with the quotation.

DECLARATION

I/We (Name)_____do hereby solemnly affirm and declare that the facts stated in the Technical Bid No._____ dated_____ and Financial Bid No_____ dated _____ are correct and true to the best of my/our knowledge and belief and nothing as been concealed therein. In case of any concealment or misrepresentation detected at any stage,. I/We will be liable to legal action under Section 182 andsection415 read with section 417 and 420 of Indian Penal Code as the case may be.

(Signature of the quotee)

Name_____

Place;_____

Date:_____

37. The technical bid will be evaluated as per Annexure-I.
38. In case any other information/clarification is required, the undersigned may be contacted at Telephone No. 9416401254 on any working day(Monday to Friday) during office hours (9 a.m. to 5.00 p.m.).

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39. The detailed instructions specific to a zone keeping within the parameters of the service contract will be issued by respective zonal-in-charges after conclusion of the contract.
40. The zonal-in –charge will ensure that the minimum wage at D.C rates are being paid to the labourers, Electrician, Plumber etc . The service provider shall intimate the date of payment to the zonal-in-charge whose authorized rep. will have full authority to check the payments and the documents pertaining to the payments.
41. The tenderers is expected to visit the site (buildings ,roads, Complex etc) before submission of tender.
42. The bidder shall have bank solvency certificate not less than Rs. 50.00 lac (issue date shall not be more than 12months prior to the date of NIT).
43. The price bid will be opened only of those tenderers who qualify the pre- qualification requirements as laid down by the University.
44. In case of failure of the agency after the conclusion of the contract the University reserves the right to call the other two lowest tenderers for award of the contract at the negotiated rates at the risk and cost of the engaged agency or otherwise to carry out the work at the risk and cost of the engaged agency or otherwise to carryout the work at the risk and cost by other mean as deemed fit by University.
45. Tender shall remain valid for a period of 90 days.
46. Other” General Rules and directions for the guidance if contractors” issued by MDU. Rohtak containing 17 pages will form part of the contact and can be had from the office of Executive Engineer.
47. The service provider shall raise the bills to the officer in-charge of zone (OIC) on monthly basis who will process the bills and make payments after fully satisfying himself.
48. MDU shall make payment of the bills within 10 days after submission of correct and complete bills alongwith satisfactory report of the work from officers referred to.
49. Security deposit of Rs. 10 lac including the earnest money of 5.00 lac will be retained from the payment of 1st monthly bill and retained till the satisfactory completion of the service contact.
50. MDU may secure additional man power for security and housekeeping etc. from agency on prevailing D.C. rates + 10% contractor profit for a specific purpose and specific period.

Registrar

ANNEXURE-I

MAHARSHI DAYANAND UNIVERSITY ROHTAK – 124001 (HARYANA)**PROFORMA FOR EVALUATION OF TECHNICAL BIDS**

| | | |
|-----|--|------------------|
| 1. | Name and complete address of the quotee | |
| 2. | Whether copy of Company profile has been attached? | Yes/No |
| 3. | Whether a copy of resolution passed by the competent authority authorizing the specific officer for signing the documents for this tender has been attached? | Yes/No |
| 4. | Whether Technical Bid and Financial Bid have been filed separately as desired in Condition No. 5 of the Tender Document? | Yes/No |
| 5. | If tender downloaded from the MDU site, then has the bank draft of Rs. 10,000/- in favour of Finance Officer, MDU, Rohtak has attached | Yes/No/N.A. |
| 6. | Whether certificate of experience has been attached as desired in Condition No. 7(i) of the Tender Document? | Yes/No |
| 7. | Whether copy of Registration Certificate has been attached as desired in Condition No. 7 (ii) of the Tender Document? | Yes/No |
| 8. | Whether self-attested copy of PAN as desired in condition no. 7(iii) of the Tender Document has been attached? | Yes/No |
| 9. | Whether self attested copy of latest Income Tax return filed as desired in condition no. 7(vi) of the Tender Document? | Yes/No |
| 10. | Whether self-attested copies of Service Tax Number has been attached as desired in Condition No. 7 (iv) of the Tender Document? | Yes/No |
| 11. | Whether list of clients with complete addresses and telephone numbers and satisfactory service certificate has been attached as desired in Condition No. 7 (v) of the Tender Document? | Yes/No |
| 12. | Whether audited Annual Turn Over statement for last two years has been attached as desired in Condition No. 29 of the Tender Document? | Yes/No |
| 13. | Whether the Earnest Money/Security has been provided as desired in Condition No. 11 of the Tender Document ? | Yes/No |
| 14. | Whether a non-debarment/non-blacklisting certificate has been attached as desired in Condition No. 21 of the Tender Document? | Yes/No |
| 15. | Whether the list of equipments has been attached as desired in Condition No. 22 of the Tender Document? | Yes/No |
| 16. | Whether the page numbering and signature on each page have been recorded as desired in Condition No. 27 of the Tender Document? | Yes/No |
| 17. | Whether a copy of the registered partnership deed duly signed by all the partners has been attached as desired in Condition No. 28 of the Tender Document ? | Yes/No |
| 18. | Whether a copy of Declaration has been attached as desired in Condition No. 36 of the Tender Document? | Yes/No |
| 19. | (a) Is any family member of the quotee serving with the University (b) If servicing with (if Yes to 19(a) above) has certificate to that effect been recorded in the offer /covering letter | Yes/No Yes/No |
| 20. | Has the ISO-9000 certificate of the company for last two years has been attached as desired in condition no. 30. | Yes/No |
| 21. | Has the bank solvency certificate not less than Rs. 50.00 lac (issued not more than 12 months prior to date of NIT) been attached as desired in condition no.42 | Yes/No |

