

**ANUGRAH NARAYAN COLLEGE, PATNA  
PATLIPUTRA UNIVERSTIY, PATNA**

**Sub: Tender for award of contract for providing Housekeeping Services at A.N. COLLEGE, PATNA.**

Sealed Tenders are invited from reputed Housekeeping Service / provider for provision of housekeeping service in A N. College through two bid system. The campus area consists of class rooms, labs, library, office blocks, canteen, open areas, gardens, and toilets at different locations and building. Interested service providers should visit the campus for ascertaining the requirement before submitting their proposal.

**GENERAL TERMS AND CONDITIONS**

1. The contract shall be in force for Three years from the date of award of contract subject to further extension each year on certificate of satisfactory performance of the firm by the competent authority.
2. The Agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
3. The Agency shall be fully responsible and answerable to the college for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.
4. Escalation of wages shall not be accepted on valid ground during the period the contract.
5. Minimum qualification of the persons engaged should be:-
  - (a) Housekeeping supervisor- Skilled category.

6. The agency shall ensure that the persons engaged have authentic certificate of police clearance/verification.
7. The agency shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff/ students/visitors and guests.
8. The selected agency shall be solely responsible for complying with all statutory requirements and obligations. The payment shall be on monthly basis on submission of bills.
9. The number of Housekeeping staff to be engaged will be decided by the college.
10. Any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor/Agency.
11. The service provider's person shall not claim any benefit/ compensation/absorption/regularization of services with this college. An undertaking from the person to this effect will be required to be submitted by the service provider to the college.
12. The successful Tenderers will have to enter into an agreement with the College.

#### **Submission of BIDS**

1. The '**technical bid**' and the '**financial bid**' should be sealed on the Tenderer in separate covers duly superscripted as 'Technical Bid' and 'Financial Bid' and both the sealed envelopes are to be put in a bigger cover/ envelop which should also be duly sealed and superscribed as QUOTATION FOR PROVIDING HOUSEKEEPING SERVICES. The TENDER should be addressed to the Principal, A.N. College, Patna and should reach the college latest by 3rd June, 2022 at 1:00 PM, and may be opened on the same day in presence of the tenderers or their

authorized agents or date should be notify for opening of tender later.

On award of contract, if the agency fails to deploy required number of manpower, as per agreement, within 7 days from the date of order /award of contract, the award of contract' will be deemed as cancelled. The financial bids will be considered only in respect of the tenderers whose technical bids are found fit after the evaluation.

2. Technical parts in which technical documents/experience and all other necessary required details should be submitted, required Bank Draft of EMD amount should be submitted in this cover.
3. In the Financial Bid rates for works only should be submitted.
4. Rates of House keeping work as per square feet with materials of persons engaged with materials.
5. All tenders must be accompanied with Bank draft of Rs. 1,00,000/- (One lakh) only as Security money (Earnest money) drawn on any Nationalized Bank in favour of Principal, A N College, Patna payable at Patna. This will be return with same deposited demand draft within a week those tenders whose tender is rejected.
6. The service provider/agency must fulfil the following pints whose copy/proof must be submitted along with the Technical Bid failing which Technical Bid Shall be disqualified.
  - (a) The agency must have valid licenses under the contract labour (Regulation & Abolition-1970)
  - (b) The agency must be registered with Employees provident Fund Organizations and should have been paying provident fund contribution for its employees.

- (c) The agency must have provided insurance cover to its employees and must be registered with Employees state Insurance Body.
- (d) The service provider must attach return of Income Tax, Service Tax GST, for the last 3 years.
- (e) The agency must have registered under Govt. of India and Govt. of Bihar from GST REG – 25.
- (f) Labour License of company.

**Description of Job:** Housekeeping work should be neat and clean as per the direction of the college authority.

- (a) The agencies must comply with the provision of minimum wages act and other statutory Act. Law of the country/state of Bihar.
- (b) The rates quoted by the tenders must be including of all applicable taxes etc.
- (c) The Jurisdiction of Litigation, if any will be at Patna.
- (d) All documents should be self-attested.

The undersigned reserve the right to reject any or all the tenders without assigning any reason.

05/05/22  
Principal  
A.N. COLLEGE  
PATNA-13

**Principal**