

Ref: RGUKT-Basar/Proc/HKS/T02/2015, dt.01.05.2015

## **BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Providing of Housekeeping Services  
at Basar campus of  
Rajiv Gandhi University of Knowledge  
Technologies**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES  
BASARA CAMPUS,  
MUDHOLE MANDAL, ADILABAD DISTRICT  
TELANGANA- 504107  
Phone: 040-23001830**

**Proprietary & Confidential**

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**News paper advertisement**

**Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES  
BASAR CAMPUS,  
MUDHOLE MANDAL, ADILABAD DISTRICT,  
TELANGANA-504107  
Phone: 040-23001830**

Sealed Tenders are invited from reputed registered agencies/contractors for Providing the following services at Basar campus of RGUKT located in Adilabad District of Telangana State :-

1. Security Services
2. Housekeeping Services

**The last date for submission of Tender document along with EMD as specified in the bid document is on 25.05.2015 at 04:00 PM.**

Interested parties can collect the Tender documents from the office of the "Registrar, RGUKT, Vindhya-C4, IIIT campus, Gachibowli, Hyderabad-32" from 02.05.2015 to 23.05.2015 against payment of Rs. 5,000/- for each service separately towards the cost of Tender document fee (non-refundable) through D.D. from any nationalized bank, payable to REGISTRAR, RGUKT at Hyderabad. For further details visit our website [www.rgukt.in](http://www.rgukt.in)

**Date:01.05.2015**

**Sd/-  
Director**

Time schedule of various tender related events  
(House Keeping Services)

Bid calling date	01.05.2015
sale of Tender document	02.05.2015 to 23.05.2015 during office hours
Pre Bid Meeting Date/Time	12.05.2015 at 04.00PM
Bid closing date/time	25.05.2015 at 04:00PM
Technical Bid Opening date/time	25.05.2015 at 05:00PM
Price Bid opening date/time	27.05.2015 at 04:30PM
Bid Document fee	Rs.5,000/- (by way of DD form any Nationalized Bank)
Contact person	Registrar, RGUKT
Reference No	RGUKT-Basar/Proc/HKS/T02/2015

Director,  
RGUKT

**TENDER FORM**  
**Not transferable**

Reference: No. RGUKT-Basar/Proc/HKS/T02/2015, dated.01.05.2015

**Subject:** Tender for providing of House Keeping Services at Basar campus of RGUKT located in Adilabad District.

Last date for submission of the TENDER AT HYDERABAD is on 25.05.2015 up to 04.00 PM.

Dear Sir/Madam,

- A. RGUKT invites sealed tenders comprising technical bid and price bid separately from reputed registered firms and experienced Premises & Facility Management Service (PFMS) contractors to provide total facility management services for housekeeping, sanitation and maintenance of Basar campus of RGUKT located in Adilabad District.
- B. The Tender form consists of 33 pages of which pages from 1 to 22 are instructions and page No.23 is financial bids. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages and the Price Bid should be kept in separate sealed covers for separate College wise and these sealed covers may be submitted in a sealed master envelope superscripted with "Tender for providing of Housekeeping Services at Basar campus of RGUKT". The last date for submission of TENDER is on 25.05.2015 before 04:00 pm.
- C. The Sealed Tenders shall be deposited in the Tender box kept in the Head office of Registrar, RGUKT, Hyderabad up to 04:00 PM on 25.05.2015.

**Address for submission of Bid documents: RGUKT, Ground Floor, Vindhya-C4 Building, IIIT Campus, Gachibowli, Hyderabad-500032.**

RGUKT reserves the right to award the contract to one or more than one tenderer.

For any clarification and further details on the above tender please contact Telephone No: 040- 23001830 or Contact Person during office hours.

Thanking you

Yours faithfully,

Director

**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>Item</b>	<b>Description</b>
Name of work	<b>Facility Management Service for House Keeping, Sanitation and Maintenance at Basar campus of RGUKT located in Adilabad District.</b>
EMD	<b>Rs.2,00,000 /-</b> (by way of Demand Draft from any Nationalised Bank or by way of Irrevocable Bank Guarantee from any Nationalised Bank. DD/BG from other than Nationalised Banks will not be accepted)
Bid Validity Period	90 days from the date of opening of bid
EMD Validity Period	90 days from the date of opening of bid
Contract Agreement	Two Years from the date of giving work contract.
Period for furnishing performance Security Deposit	Within 15 days from date of receipt of award
Performance security deposit value	Rs. 10,00,000/-
Performance House Keeping validity period	25 months from date of commencement of services.
Period for signing the order of acceptance	Within 15 days from date of receipt of notification of award
<b>Payment Terms : After Commencement of work</b>	Monthly payment after receiving the attendance particulars certified by the Officials concerned.
Penalty detection based on the performance scale 1-10	<p>The vendor should ensure (a) Timeliness of service, (b) Hygienic and cleaning of the surroundings, (c) Wearing of Uniform by Housekeeping Contractor Employees while on Duty, and (d) Behavior and Courtesy of Housekeeping contractor employees towards Students and University Authorities.</p> <p>i. The performance of the Vendor in the above Housekeeping services will be assessed every month by a Committee constituted for the purpose with the University Staff, and payment of bills by</p>

Web Tender Document \_ Housekeeping Services

	<p>RGUKT will be in accordance with the performance index on a 10-point scale.</p> <p>ii. The Vendor will abide by the ratings given by the 'Committee' and the schedule of payment for different ratings are as under:</p> <ul style="list-style-type: none"><li>≥ 9 - 100 %</li><li>≥ 8 and &lt;9 - 97 %</li><li>≥ 7 and &lt;8 - 94 %</li><li>&lt;7 - 91%</li><li>&lt; 6 - After issuing three notices, the contract is liable to be terminated.</li></ul>
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**ELIGIBILITY CRITERIA:**

1. Should have minimum of 3 years experience in providing House Keeping services and must have ISO certification.
2. The Bidder should have requisite experience in handling not less than 5,00,000 Sq.ft (Five Lac Square feet) and area maintenance involving buildings relating to Commercial space/IT Parks/Large Guest House blocks/ Educational Institutions/ Government Complexes.
3. Should have registered Head office in the state of Telangana.
4. Should have possessed valid registration with the Labour Department.
5. Should have possessed PAN Card.
6. Should have possessed valid registration for Service Tax on the head of cleaning services valid EPF, ESI and Professional tax Registration.
7. All the bidders shall include the following information and documents with their tenders.
8. Should have minimum employees of 600 members in House Keeping services and evidence should be enclosed and valid contract labour licenses should be produced.
9. Should have 600 employees under its role in 2014-15. Evidence of PF & ESI returns should be enclosed and employees contribution computerized slips copies should be produced.
10. Copies of original documents defining the constitution or legal status, place of registration and principal place of business ; written power of attorney of the signatory of the Bid to commit the Bidder.
11. Latest Income Tax Saral form/ Returns filed (for 2012-13 and 2013-14)
12. List of Present Clients with contract address & telephone numbers.
13. The bidder should have adequate experience in providing of such services as required in the tender. The bidder should furnish proof of having provided such services as required in the tender for the last three financial years i.e. 2011-12, 2012-13 and 2013-14 to the amount of at least Rs.7.00 Crore per each financial year. A Certificate of the Bidders turnover for the year 2013-14 in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.

Note: Any false information with regards to the submission of the document will lead forfeit of the EMD.

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

**REQUIREMENT**

**Providing of Housekeeping services to the following areas at Basar campus.**

<b>S.No</b>	<b>Description</b>	<b>Unit</b>	<b>Total Area</b>
1	<b>Providing of Housekeeping services in the following areas:</b> Administrative Block, Lecture Halls, Boys Hostels Girls Hostels, Corridars, Open Area, Toilets and Wash Rooms, Labs, and Other Areas	Sft.	12,00,000 sft. (approx.)

**Note:**

- a. The agency shall be responsible for cleaning of the entire area as above.
- b. Variation in the area :  $\pm 30$
- c. It is the responsibility of the agency to estimate the accurate requirement of the staff on a day to day and month to month basis and provide supplementation as needed so as to comply with the service levels for the upkeep of the sanitation.

**NOTE**

A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person (“Registrar, RGUKT, Vindhya-C4 Building, IIIT Campus, Gachibowli, Hyderabad-32”) upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft drawn in favor of “Registrar , Rajiv Gandhi University of Knowledge Technologies “ and payable at Hyderabad (India).