

E- Tender



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

[Estd. by Government of Maharashtra]

Dnyangangotri, Near Gangapur Dam, Govardhan, Nashik 422 222

Tel. : (0253) – 2230024, 2230111, Fax : 0253 – 2230470

[Visit us on Internet at www.ycmou.ac.in & <http://ycmou.digitaluniversity.ac>]

Email – purchase@ycmou.ac.in

TENDER DOCUMENT

for

**Providing House Keeping and Cleaning (By Using Machines) Services To
YCMOU Campus Buildings & 8 Regional Centers.**

E-Tender No.: PUR/2023-24/112 (Re-tender)

Dated: 01.11.2023

Issuing Authority

Registrar

Yashwantrao Chavan Maharashtra Open University, Nashik

Index

Sr. No.	Description	Pages	
		From	To
I	E-Tender Time-table	3	3
II	अटी व शर्ती	4	4
III	Disclaimer	5	5
IV	Details of Work	6	6
V	Tender Notice	7	7
01	Tender Procedure	7	9
02	Terms & conditions of Tender	9	10
03	General Terms & Conditions	10	12
04	Eligibility Criteria	12	14
05	Earnest Money Deposit (EMD)	14	14
06	Security Deposit / Issue of Forms / Correction / Tenders Acceptance / Conditional Tender / Power of attorney / Validity Period / Subcontracting is not allowed	14	15
07	Obligation Of the Tenderer	16	16
08	Jurisdiction Of Court	16	16
09	Evaluation Of Technical and Financial Bid	16	17
10	Manpower	17	18
11	Scope of Work	18	24
12	List Of Equipment's, Tools & Tackles for Housekeeping	24	24
13	Estimated Housekeeping Cleaning Material to Be Use	24	27
14	Documents To Be Uploaded	27	27
15	Bid Evaluation process	27	33
<i>Annexure I</i>	Brief Information about the Tenderer	34	34
<i>Annexure II</i>	Rate Analysis for one month	35	36
<i>Annexure III</i>	TECHNICAL BID FORM - (Sample) - To be filled online only)	37	37
<i>Annexure IV</i>	Details Financial Statement during last three years. (2020-21, 2021-22, 2022-23)	38	38
<i>Annexure V</i>	Details of House Keeping Work Order as Per Eligibility Criteria in Following Proforma	39	39
<i>Annexure VI</i>	Declaration	40	40



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotri, Goverdhan, Near Gangapur Dam, Nashik - 422 222 (India).

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[Visit us on Internet at <http://www.YCMOU.digitaluniversity.ac> and www.YCMOU.ac.in]

Email – purchase@ycmou.ac.in

TENDER NO. : PUR/2023-24/112 (Re-tender)

Online E-Tenders for the following work is invited by Registrar, Y.C.M.O.U Nashik from the tenderers.

<i>E-Tender No</i>	<i>Name of work</i>	<i>Estimated Cost of the tender (Annual)</i>	<i>Earnest EMD Amount</i>	<i>Cost of Tender Form</i>	<i>Time Limit of completion work</i>
PUR/2023-24/112 (Re-tender)	Providing House Keeping and Cleaning (By Using Machines) Services To YCMOU, Campus Buildings & 8 Regional Centers.	200 lakhs	Rs.2,00,000/-	29,500/- (with GST)	As per schedule given

E –Tender Time Table

Sr. No	Stage	Start Date & Time	Expiry Date & Time
1	Publishing Date & Time	01/11/2023, 04.00pm	21/11/2023, 12.00pm
2	Tender Document Sale Start& End Date, Time.	01/11/2023, 4.00pm	21/11/2023, 12.00pm
3	Pre-Bid Meeting Date & Time	06/11/2023, 03:00 pm	Tenderer has to attend the Pre-Bid meeting Online Meeting ID – 874 7334 7907 Passcode – ycmou
4	Bid Submission Start & End Date, Time.	01/11/2023, 04.00pm	21/11/2023, 12.00pm
5	Bid Opening Date & Time.	22/11/2023 (If possible)	---

**Registrar,
YCMOU**

अटी व शर्ती

१. ई-निविदा, अटी व शर्तीसह महाराष्ट्र शासनाच्या <http://mahatenders.gov.in> या ई-निविदा पोर्टलवर पाहण्यासाठी व डाऊनलोड करण्यासाठी उपलब्ध आहे. (सदर निविदा सूचनेमध्ये काही बदल होत असल्यास वरील संकेतस्थळावर कळविण्यात येईल.)
२. ई-निविदा भरण्यापूर्वी निविदा संचाची किंमत व इसारा/बयाणा रक्कम (EMD), Online द्वारे भरणा करणे अत्यावश्यक आहे.
३. निविदाकारांना वर नमूद केलेल्या संकेतस्थळावर ई-निविदा ऑनलाईन सादर करणे संदर्भात व डिजीटल प्रमाणपत्र वितरीत करण्यासंदर्भात काही शंका/अडचणी असल्यास त्यांनी खालील दूरध्वनी क्रमांकावर संपर्क साधावा. २४ x ७ Helpdesk Toll free No. १८००३०७०२२३२, Phone No. (०१२०)४२००४६२, (०१२०)४००१००२, (०१२०)४००१००५, (०१२०)६२७७७८७.
४. सादर कामांची ई-निविदा कोणतेही कारण न देता रद्द करण्याचे अधिकार विद्यापीठाने राखून ठेवलेले आहेत.
५. निविदाकारांनी निविदा संदर्भात मागविलेले सर्व दस्तऐवज ऑनलाईन सादर करणे अनिवार्य राहिल. त्याशिवाय वित्तीय निविदा उघडण्यात येणार नाही.
६. ई-निविदेमध्ये नमूद केलेल्या पात्रतेच्या निकषांनुसार सर्व कागदपत्रे ई-निविदेच्या तांत्रिक व वित्तीय निविदेमध्ये अपलोड करणे अनिवार्य आहे. त्याशिवाय वित्तीय ई-निविदा उघडण्यात येणार नाही.
७. इतर अटी व शर्ती ई-निविदे मध्ये पहाव्यात.

कुलसचिव
य.च.म.मुक्त विद्यापीठ

DISCLAIMER

1. Detailed Time Table for the various activities to be performed in e-tendering process by the Tenderer for quoting their offer is given in this Tender Document under “Tender Schedule”. Contractor should carefully note down the cut-off dates for the carrying out each e-tendering process / activity.
2. Every effort is being made to keep the Website up to date and running smoothly 24 x 7 by the Y.C.M.O.U. and the Service Provider. However, Y.C.M.O.U. takes no responsibility, and will not be liable for, the website being temporarily unavailable due to any technical issue at any point of time.
3. In that event Y.C.M.O.U. will not be liable or responsible for any damages or expenses arising from any difficulty, error, imperfection or inaccuracy with this Website. It includes all associated services, or due to such unavailability of the Website or any part thereof or any contents or any associated services.
4. Tenderers must follow the time table of e-tendering process and get their activities of e-tendering processes done **well in advance** so as to avoid any inconvenience due to unforeseen technical problem if any.
5. Y.C.M.O.U. will not be responsible for any incomplete activity of e-tendering process of the tenderer due to technical error/ failure of website and it cannot be challenged by way of appeal, arbitration and in the Court of Law. **Contractors must get done all the e-tendering activities well in advance.**

DETAILS OF WORK

Name of Work	Providing House Keeping and Cleaning (By Using Machines) Services To YCMOU Campus Buildings & 8 Regional Centers.
Estimated Cost of the Tender	Rs. 200 Lakhs (For one Year)
Earnest Money Deposit (EMD)	Rs. 2,00,000/- The EMD applicable amount shall be paid via Online mode only. No EMD Exemption applicable.
Cost of Tender Form	Rs. 29,500/- (with GST)
Period for Downloading Tender Forms	Refer Online schedule on portal http://mahatenders.gov.in
Last date and time for online bid preparation and hash submission (technical and financial)	Refer Online schedule on portal http://mahatenders.gov.in
Date and time for online bid data decryption and encryption (technical and commercial)	Refer Online schedule on portal http://mahatenders.gov.in
Receipt of online EMD, Document fees, to be paid online mode only.	Tender Fee and EMD to be paid via online mode only.

TO BE FILLED IN BY THE TENDERER

I/We have quoted my/our offer in Commercial Bid in figures.

*Name and signature of Tenderer
with complete address*

TENDER NOTICE

The YCMOU, Dnyangangotri, Goverdhan, Nashik - 422222 invites tenders for Providing House Keeping and Cleaning (By Using Machines) Services to YCMOU, Campus Buildings & 8 Regional Centers & outside the campus (if necessary)

1. E_Tender shall be available online on <http://mahatenders.gov.in> The bidders have to submit the tender online as per process described.
2. The bidder must have at least 5 years working experience in Govt / Semi Govt / Local Self bodies / Ltd. Co. etc. The same must be certified by a Chartered Accountant and the certification shall be enclosed/uploaded with the tender document.
3. The tenderer must be registered with labour commissioner office having license to hire labours of at least 100 labours or more.
4. The university reserves all right to accept any of the tender or reject any or all tenders, without assigning any reasons thereof, the decision in this matter of The Registrar shall be final & binding on all participants

1. TENDERING PROCEDURE

1.1. Blank Tender Forms.

- 1.1.1 Tender Forms can be downloaded from the e-Tendering portal Government of Maharashtra i.e. <http://mahatenders.gov.in> after entering the details of payment towards Tender Fees as per the Tender Schedule.
- 1.1.2 The tender submitted by the tenderer shall be based on the clarification, additional facility offered (if any) by the Department, and this tender shall be unconditional. Conditional tenders will not be accepted.
- 1.1.3 All tenderers are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as non-responsive. The contractor should clearly mention in forwarding letter that his offer (in envelope No.1 & 2) does not contain any condition, deviations from terms and conditions stipulated in the tender.
- 1.1.4 Tenderers should have valid Class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to <http://mahatenders.gov.in> and follow the procedure mentioned in the document; Procedure for application of Digital Certificate.

- 1.1.5 For any assistance on the use of Electronic Tendering System, the Users may call the **Toll-free No. 180030702232, Phone No. (0120) 4200462, (0120) 4001002, (0120) 4001005, (0120) 6277787.** E-Mail : eproc.support@maharashtra.gov.in

1.2 Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this tender site: <http://mahatenders.gov.in>

- 1.2.1 Tenderer must register themselves on <https://mahatenders.gov.in> portal by clicking “Online Tender Enrollment” and then map Digital Signature certificate.
- 1.2.2 Tenderer then login to the site giving user id / password chosen during registration.
- 1.2.3 The e-token that is registered should be used by the tender and should not be misused by others.
- 1.2.4 The tenderer can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission.
- 1.2.5 After downloading / getting the tender schedules, the Tender should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- 1.2.6 If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Tender should take into account of the corrigendum published before submitting the tender online.
- 1.2.7 Tenderer, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/xls/rar/dwf formats. If there is more than one document, they can be clubbed together.
- 1.2.8 Tenderer should get ready the EMD as specified in the tender.
- 1.2.9 The Tenderer reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 1.2.10 The Tenderer has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
- 1.2.11 After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.
- 1.2.12 The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Tender.
- 1.2.13 The Tenderer may submit the bid documents either by online mode through the site (<http://mahatenders.gov.in>) as indicated in the tender.
- 1.2.14 The tendering system will give a successful bid updating message after uploading all the bid documents submitted & then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 1.2.15 The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of

- bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 1.2.16 Tenderer should log into the site well in advance for bid submission so that he submits the bid in time i.e., on or before the bid submission end time. If there is any delay, due to other issues, Tenderer only is responsible.
 - 1.2.17 The Tenderer should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
 - 1.2.18 The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
 - 1.2.19 All the data being entered by the Tenderer would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
 - 1.2.20 The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
 - 1.2.21 The Tenderer are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time (**as per Server System Clock**).
 - 1.2.22 The Tenderer should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) option in the browser.
 - 1.2.23 The Tenderer should upload the technical document in .rar format single file to upload in technical cover and then BOQ in .xls format single file to upload in Finance cover.
 - 1.2.24 For any other queries, the Tenderer are asked to contact through Mail : purchase@ycmou.ac.in

2. TERMS AND CONDITIONS OF TENDER

- 2.1 The University shall have Right to Accept / Reject / Cancel any or all Tenderers application without assigning any reason.
- 2.2 Estimated Tender Value: - Rs. 200 Lakhs (In words Two Hundred lakhs) (approx.) for one year.
- 2.3 Period of Contract: -The Contract shall initially be for a period of One year and maybe extended further for a period up to next two years subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the first year of contract except change in minimum wages as per the notification of government and corresponding changes in ESI, PF contribution and bonus. YCMOU, however, reserves the right to terminate the

contract by serving one months' notice, in writing. The Contract may be terminated with mutual consent by giving two months' notice.

3. GENERAL TERMS AND CONDITIONS.

3.1 Award of Contract :-

- 3.3.1. The Y.C.M. OPEN UNIVERSITY NASHIK, will award the contract to the successful evaluated tender whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
 - 3.3.2. The successful Tenderer will be required to execute an agreement in the form specified within a period of 30 days from the date of issue of Letter of Offer.
 - 3.3.3. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.
- 3.2 The tenderer would be wholly responsible for the job to be performed.
- 3.3 The persons deployed by the tenderer should be properly trained, have requisite experience and skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/equipment's.
- 3.4 To ensure the health and safety measures of the employees.
- 3.5 The tenderer will be responsible for supply / installation / refilling / maintenance of all such items / equipment's used in wash rooms and other areas for housekeeping purposes.
- 3.6 Employment of child labor will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
- 3.7 The Contractor at all times should indemnify against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum
- 3.8 Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961 or any modification thereof or any other law relating thereto and rules made hereunder

- from time to time. YCMOU will not own any responsibility in this regard.
- 3.9 In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by YCMOU besides annulment of the contract.
- 3.10 The staff shall be in proper uniform as approved by YCMOU and with their identity card properly displayed.
- 3.11 YCMOU will provide space for a store room to the Contractor in the premises.
- 3.12 Standard working days and hours as per Minimum Wages Act and Government GR.
- 3.13 The Contractor shall:
- Ensure that their managers / supervisors are equipped with mobile phones.
 - Arrange a place for waste/garbage disposal in a professional manner.
- 3.14 Variations : The YCMOU, Nashik may order variations in the scope or quantum of workthrough a written order. The payment for the variation shall be worked out on the basis of contract rates for manpower and for equipment's, material etc.
- 3.15 Payment Procedure: - The contractor shall submit original bill in Duplicate by the 5th day of each month for the executed up to end of previous month in a prescribed format as approved by YCMOU. Bill must be raised based on the rate quoted in tender. However, the payment to workers will not be linked to the release of payment to contractor from YCMOU.
- 3.16 **The bill must be supported with the following documents: -**
- 3.16.1 Daily Attendance sheets, attendance accompanied along with last month bank statement, salary statement, wages sheets of all the workers and staffs deployed, certified copy of ESI, PF challan along with details of deduction of each employee and GST challan.
- 3.16.2 Certified bills of materials purchased for items not covered under tender. After submission of monthly bill complete in all respect by the contractor. YCMOU shall check the bill with the help of contractor & certify for payment. All the bills shall be paid on monthly basis. All the statutory responsibilities lie with the contractor and YCMOU is not responsible for any statutory noncompliance as per labour law.
- 3.17 Liquidated damages: Whenever and wherever it is found that the cleanliness is not

up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by YCMOU and if no action is taken within reasonable time, liquidated damages @ Rs.500/- per complaint can be imposed.

04 **MINIMUM ELIGIBILITY CRITERIA (MEC) and SCORING.**

The tenderer should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. Claims without documentary evidence will not be considered. Joint Venture (JV)/ Consortium are not allowed. A tenderer should secure mandatorily a minimum of overall 60 marks in Technical Evaluation in order to be a qualified tenderer for being Technically eligible and subsequently for opening of financial bids.

Sr. No	Parameters	Minimum Eligibility Criteria	Supporting documents	Scoring
1	Constitution of the Firm	<ul style="list-style-type: none"> Public Limited Company Private Limited Company Any other legal registrations 	Certificate of Incorporation / registration	Max. 20 marks Minimum 5 years in existence : 4 Marks Every additional 1 year will score 1 mark.
2	Minimum Average Annual Turn Over for last three Financial Years starting from 1 st April 2019.	INR 3 Crore.	CA certificates with UDIN	Max. 10 marks Minimum INR 3 Crore: 3 marks. Every additional 3 crores will score 1 mark.
3	Positive Net worth as on 31 st March 2022.	INR 3 Crore.	CA certificates with UDIN	Max. 10 marks Minimum INR 3 Crore: 3 marks. Every additional 3 crores will score 1 mark.

4	Similar work Experience - I	Should have similar experience* of minimum 2 works in providing housekeeping services, in any Government Departments or undertakings / Public Sector Units, during last five years starting 1st April 2018. Each such completed/ on-going work should have completed minimum 12 months and each should have completed value of minimum 3 crores. *Similar Experience: Works compulsorily including Mechanized Housekeeping services irrespective of other services in a single work order.	Work Orders / LOI and / or work completion certificates.	Max. 20 marks Minimum 2 works: 8 marks. Every additional 1 work will score 1.5 marks.
5	Similar work Experience - II	Should have similar experience* of minimum 2 works in providing housekeeping services, in any reputed Universities / Deemed Universities / International Universities / IITs / IIMs during last seven years starting 1st April 2016. Each such completed/ on-going work should have completed minimum 12 months. *Similar Experience: Works compulsorily including Mechanized Housekeeping services irrespective of other services in a single work order.	Work Orders / LOI and / or work completion certificates.	Max. 20 marks Minimum 2 works: 8 marks. Every additional 1 work will score 3 marks.
6	Presentation	Bidder will have to present the company /Firm credentials including their nationwide presence, financial strength,	Physical / video presentation: will be intimated by the authority.	Max. 20 marks

		manpower strength, expertise in similar service, quality control checks etc.		
7	Registration / Other Documents	<ul style="list-style-type: none"> • ESIC • EPF • Labour License • PAN • GST • PT and clearance for FY 2021-22 • ITR for last three FYs 	Certified copies of supporting documents to be attached.	N.A.
8	Self-Declaration (On Rs. 500/- Stamp Paper)	Should submit a declaration regarding not been found guilty of malpractice, misconduct, corrupt or fraudulent practices or should not be blacklisted/debarred either by any local authority or other State Government/Central Government organizations as on date of the publication of the tender. The same should be uploaded with technical bid documents, online.	Self-Declaration (On Rs. 500/- Stamp Paper)	N.A.

Note: YCMOU reserves the right to seek further clarifications regarding the documents submitted in the bid.

5. EARNEST MONEY DEPOSIT

5.1 Earnest money of Rs.2,00,000/- shall be paid via online mode only. After tender opening, the EMD of the unsuccessful bidder will be returned to account provided by the bidder during the bid preparation as given in challan under Beneficiary Account Number.

5.2 Earnest Money in the form of cheques or any other form except above will not be accepted.

5.3 The amount will be refunded to the unsuccessful tenderers on deciding about the acceptance or otherwise of the tender

5.4 Earnest money shall be paid via online using payment gateway mode.

6. SECURITY DEPOSIT

After acceptance of tenderer the successful tenderer shall submit the Security Deposit. The total Security Deposit of Rs. 6,00,000/-. Successful tenderer's EMD amount of Rs.2,00,000/-will be converted into Security Deposit and tenderer shall pay the **balance amount of Rs. 4,00,000/- by online mode only**. University will provide the link for payment of Security Deposit. Tenderer should pay the balance amount on the same link. The amount deducted as a Security Deposit will be retained by the university till the expiry of the Agreement period and shall be refunded on termination / completion of contract period after deduction for breakages, losses, damages and any liabilities remained unfulfilled by the tenderer. No interest shall be payable on this deposit.

The amount deducted as a Security Deposit shall be forfeited in case successful tenderer refuses to accept the work after allotment or successful tenderer fails to start & complete work in scheduled time which is fixed by concerned authority.

6.1 Issue of Forms : Information regarding contract as well as blank tender forms can be downloaded from the e-Tendering website upon providing the details of the payment of cost.

6.2 Correction : No corrections shall be made in the tender documents. Any corrections that are to be made shall be made by crossing the incorrect portion and writing the correct portions above with the initials of tenderer.

6.3 Tender's Acceptance : Acceptance of tender will rest with the YCMOU, Nashik who reserves the right to reject any or all tenders without assigning any reason therefore.

6.4 Conditional Tender : The tenders who do not fulfill the conditions, the general rules and directions for the guidance of tenderer in the tender form or are incomplete in any respect are likely to be rejected without assigning any reason therefore. Conditional Tenders will not be accepted or considered.

6.5 Power of Attorney : If the tenderers are a partnership firm or company, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the power of Attorney, authorizing him to conduct all transactions on behalf of the body, along with concern documents.

6.6 Validity Period : The offer shall remain open for acceptance for minimum period of 120 days from the Date of opening of tender document.

6.7 Subcontracting is not allowed : The tenderer will be responsible for all types of services mentioned in the tender document, and no subcontracting of any or all of services to sub-contractor is permitted, if found, the contract shall be liable to be terminated with immediate effect.

7. OBLIGATION OF THE TENDERER :

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the tenderer/contractor in respect thereof, which may arise.

7.1 Dispute Resolution

7.1.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Y.C M Open University, Nashik.

7.1.2 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

7.1.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Nashik only.

8. JURISDICTION OF COURT

The courts at Nashik District shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

9. EVALUATION OF TECHNICAL AND FINANCIAL BID

- 9.1** The Tenderers are required to upload two separate Bids i.e. - Technical and Financial, as per Performa available online.
- 9.2** Each attached document should be signed and stamped by bidder or its authorized representative of Tenderer.
- 9.3** The competent authority of YCMOU reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
- 9.4** The financial bid of the bidders, whose technical bid is found to be responsive as per the eligibility and other tender conditions, will be opened in the presence of the bidders, who choose to attend the opening of financial bid.
- 9.5** Financial bid will be evaluated based on the rate quoted by the bidder i.e. Total Estimated Cost (per month) as provided in the tender by YCMOU + Quoted service charge (to be quoted by the bidders).
- 9.6** The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. It shall be refunded to the successful Tenderer on receipt of performance security deposit. No interest is payable on the EMD.
- 9.7** The bid shall be valid for 90 days from the date of opening of Financial Bid
- 9.8** Tender incomplete or Conditional in any form will be rejected outright.
- 9.9** In case the successful tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
- 9.10** A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as Contractor.

10. MANPOWER :

The contractor shall provide the following on contractual basis for YCMOU for a period of two years as per specification given below:

1	Name of Work	Providing House Keeping and Cleaning (By Using Machines) Services To YCMOU, Campus Buildings & 8 Regional Centers.
2	Area	YCMOU, Campus Buildings & 8 Regional Centers.
3	Estimated Cost	Rs. 200 lakhs (In Word – Two Hundred Lakhs (aprox.) Per Year
4	Period of Work	One Year.
5	a) Safai Karamcharies b) Supervisor c) Gardener	Providing Mechanized House Keeping Services with 50 (26 Days in a month and 8 hours working per day) Man Power and Material as per E-TENDER documents.

- 10.1** The tenderer/Contractor shall pay Minimum Wages, EPF contribution, ESI contribution, statutory bonus, uniform allowance to the contract employees engaged at YCMOU premises. Contractor shall employ adult and skilled / trained labor only.
- 10.2** Tenderer/Contractor shall ensure timely payment of all statutory dues like ESI, EPF and service tax etc. and ensure compensation as per payment of Wages Act, Minimum Wages Act etc. Payment of wages to the workers shall be made only through bank transactions
- 10.3** The tenderer/Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Hindi.
- 10.4** The tenderer/Contractor shall provide photo-identity cards and uniforms to the workers and it should be ensured that all the workers bear proper uniform and displays identity card throughout the working hours. The uniform shall be as approved by YCMOU. The uniform will necessarily include body overalls or shirt & trousers, standard design of shoes and socks.
- 10.5** The YCMOU reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any complaint of misconduct / misbehavior on the part of the manpower deployed by the Contractor. Such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to YCMOU.
- 10.6** The Contractor should ensure to maintain required no. of manpower and also arrange a pool of reserve housekeeping staff / supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of housekeeping staff.
- 10.7** Used manpower will be eligible for monthly payment.

Note: - The number of manpower required is likely to increase or decrease depending upon the actual requirement.

11. SCOPE OF WORK

Location of Establishment :

Address : Yashwantrao Chavan Maharashtra Open University Dnyangangotri, Near Gangapur Dam, Goverdhan Nashik – 422 222. And 8 regional centers (Amravati,

Sambhajinagar, Mumbai, Nagpur, Nashik, Pune, Kolhapur, Nanded)

Description : Cleaning of Buildings, Roads, Furniture, Water tanks and Premises of University by Machinery & Housekeeping work, as per the schedule given below.

11.1 Name of Buildings (at University main Campus)

- (1) Administrative Building
- (2) Academic Building
- (3) Examination Building
- (4) KVK Building
- (5) Godavari Guest House
- (6) University Guest House (Abhyagat Niwas)
- (7) VC Bungalow
- (8) Transit Houses
- (9) Pre IAS-Training Centre
- (10) Multipurpose Sheds
- (11) Ware House
- (12) Studio Building (Yashbharti)
- (13) Yash-Inn-International & Convention Centre
- (14) Library and Multimedia Centre
- (15) AVC/PPC Building
- (16) Toilets Block Urinals, Wash Basins, Mirrors, etc. for all buildings.
- (17) Water tanks cleaning : mounted and other places
- (18) Common Area Maintenance, Yashwantrao Chavan Statue, Canteen, Personnel Department, Conference Hall, all roads cleaning, Water tanks, Surrounding Area, Removal of Cobweb, etc.
- (19) Biotech Building (KVK)
- (20) Yashwantrao Chavan Art Gallery
- (21) Student Welfare Centre
- (22) KVK Farm Manager Building (office)
- (23) Regional centers : Amravati, Sambhajinagar, Mumbai, Nagpur, Nashik, Pune, Kolhapur, Nanded and District Centers.

11.2 **SCHEDULE:-**

<u>Job Description</u>	<u>Frequency</u>
• Vacuuming /Mopping.....	Daily
• Toilet Cleaning.....	Daily
• Furniture Cleaning.....	Daily
• Floor Scrubbing.....	Passages Daily/Rooms Monthly
• Glass Cleaning.....	Monthly
• Cobweb Removal.....	Monthly
• Road Cleaning.....	Daily
• Water tank Cleaning.....	Monthly
• Water Cooler Cleaning.	Fortnightly

11.3 **Details of Cleaning**

11.3.1 Cleaning Services : The aim and objective is to provide a high level of a clean, hygienic and presentable look to the entire area including outside walls and glasses of the Office, Buildings and premises. Pre - designated managers/supervisors of the Contractor will supervise the awarded work. The Contractor has to ensure that the staff deployed is dressed in neat and clean uniform approved by the YCMOU.

11.3.2 Daily Services : Housekeeping/ cleaning services should be done daily at regular intervals, so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 8.30 A.M. Contractor will arrange manpower for special VIP visits at no extra cost. The services include

11.4 Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.).

11.5 Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.

- 11.6** Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected waste at designated site on daily basis.
- 11.7** Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipment's, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
- 11.8** Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
- 11.9** Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
- 11.10** Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
- 11.11** Placing garbage bags in all garbage bins to avoid stains and stinks and clear them on daily basis.
- 11.12** Check and remove hairs, dust, dirt or any such object from anywhere in area under the contract.
- 11.13** Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs, outpatient department (OPD), Pathology Lab, indoor wards and casualty etc.
- 11.14** Cleaning of all open areas between the building and boundary including sweeping of roads, lawns, paths, cleaning open drains, maintenance of lawns and indoor / outdoor plants etc. as directed by the YCMOU.
- 11.15** Waste Disposal Management : The contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The contractor will also ensure segregation of bio degradable and non-bio degradable garbage.

- 11.16** The Contractor shall keep bin of suitable size and specification at the collection area. The contractor will employ his staff for the collection / disposal work. The contractor will also arrange for the garbage bags, prepare a flowchart indicating the method of collection / Disposal etc.
- 11.17** Weekly Services: The deep cleaning of the entire area will be done by the Contractor once a week as under : - Dusting of entire area including windows / windowpanes / doors / ledges, etc.
- 11.18** Thorough cleaning/sweeping/washing/mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches etc.
- 11.19** Cleaning of sanitary fittings, toilet drain pipes etc. in the toilets with cleaning material.
- 11.20** Cleaning of all windows glasses and grills with detergent / cleaning agents.
- 11.21** Washing of outside area with High Pressure Jet machine.
- 11.22** Clean all chrome fittings, glass frames, soap holders etc. to a shiny finish.
- 11.23** The Tenderer will make a cleaning programme and submit to YCMOU for weekly cleaning so that YCMOU 's concerned official / In charge for the particular area can be deputed on the day of cleaning to make the area available and supervise the cleaning work.
- 11.24** The Contractor will work in the specified area mentioned in the scope of work.
- 11.25** The Contractor will provide the duty register to YCMOU as required.
- 11.26** Provide Hospital Waste Management Services wherever applicable including all equipment's, disposables, containers, trolleys etc. complete in all respects.
- 11.27** Cleaning of the roof to be done in such a way that there is no water logging / breeding ground for mosquitoes. Housekeeping Monitoring and Control: For better management and smooth services, the following monitoring mechanism will be adopted by the Contractor.

11.28 Toilets Checklist: This is to be attached on the back of the toilet door. It is to be filled up by the Contractor supervising staff on duty daily.

11.29 Management / Housekeeping Service Requirements/ Complaints Report : This is to be filled up by the management and administrative staff of the Contractor who receive/observe the complaints/requirements for any of the services. All suggestions, complaints related to services or staff deployed by the Contractor will be registered at site on the computer provided to the Contractor and reported to Caretaker, YCMOU. The Contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked.

11.30 Housekeeping Services Complaint Register : This register is to be completed on the basis of information received by the Housekeeping Manager from YCMOU through the inspection of the site, material on site, attendance sheet of the staff, weekly report, client letter/fax/e-mail, verbal complaints from YCMOU , etc. and necessary action is to be taken.

11.31 Cleaning of Officer's Rooms

- Every evening before closing hours / early morning 8.00 am to 9:30 am.
- The offices shall be dry dusted and swept after the closing hours / Morning hours.
- Vacuum cleaning shall be done on carpets and upholstery.
- The worktables shall be cleaned with soap solution in the morning.
- The office shall be mopped with soap solution in the morning.
- Office staff rest rooms/toilets shall be cleaned using soap solution and etc.

11.32 Glass Windows and Doors

- The Contractor shall have his staff to clean glass with appropriate soap solution on weekly basis.
- Internal glasses shall be wiped with dry cloth to remove fingerprints at regular intervals.

11.33 Resources Requirement

The Contractor has to provide high standard housekeeping services with latest cleaning equipment's / machines such as, SCRUBBING MACHINE, WET / DRY VACCUM CLEANER, HIGH - PRESSURE JET, etc.

The tenderer has to employ / place a sufficient number of manpower & machines / equipment's so as to ensure high quality service. Computerized record of number of manpower deputed, machines, equipments & materials used may be maintained and submitted to YCMOU every month.

Contractor will maintain records of the attendance of all workers to biometric attendance of the records to verify the attendance.

12 LIST OF EQUIPMENTS, TOOLS & TACKLES FOR HOUSEKEEPINGS – Table No. 1

Sr.	Particulars	Quantity
1	Single Disc Scrubber	2
2	Auto Scrubber	1
3	Wet and Dry Vacuum	1
4	High Pressure Jet Spray	4
5	Wringer Trolley	2
6	Glass Cleaning Kit	2
7	Caddy Bucket	4
8	Water Pipe	2
9	Wet Floor Sign Board	10
10	Extension Board with cable	5
11	Ladder (8 Ft)	1
12	Telescopic Rod	4

Note:

- Above machines shall be of Taski / Roots or Equivalent Make.
- Toolkit sets shall be of standard make used in India or of foreign make.
- Chemicals and consumables for cleaning required per month per person shall be calculated by the bidder as per his operational survey.

13 Estimated Housekeeping Material to be used Table No. 2

Sr. No.	Materials Name
1.	Hard Broom Rod (Big)
2.	Parking Broom
3.	Naphthalene Ball
4.	Air Freshener
5.	Air Neutilizer
6.	Brasso

7.	Duster Floor Big
8.	Duster (check)
9.	Duster (Check)
10.	Duster (Yellow)
11.	Duster (Yellow)
12.	Soft Broom
13.	Hard Broom
14.	Liq. Soap
15.	Acid
16.	Garbage Bag
17.	Garbage Bag
18.	Detergent Bar
19.	Liquid Soap
20.	Hand Soap Cake
21.	Polish
22.	Hand Gloves
23.	Dust Pan
24.	Mosquito Spray
25.	Detergent Soap
26.	Scrubber Big
27.	Dust control set
28.	Washing Powder –
29.	M-Fold Towel
30.	Toilet Roll (75)
31.	Urinal Cube
32.	Wiper Heavy
33.	White Phenyl
34.	R-2
35.	R-3

36.	R-4
37.	D-7
38.	R-5
39.	R-6
40.	Old Dhoti
41.	Vacuum Pump
42.	Glass Cleaner
43.	Dust Bin (Big size)
44.	Caddy Basket
45.	Wet Mops
46.	Wet Mops (round) for Bath Room
47.	Teepol
48.	Black phenyl
49.	T-20 Concentrate
50.	Harpic
51.	R-9 Taski
52.	Room freshener
53.	Plastic Juna
54.	Bleach Powder
55.	Finit (05 Ltr. Can)
56.	Iron Patti
57.	Bucket
58.	Plastic Mug
59.	Spray Bottle (Empty)
60.	Colin Dispenser (Empty)
61.	Toilet Brush (Hokey)
62.	Toilet Brush (Round)
63.	Toilet Pump (Bouch)
64.	Platform Brush (Big Size)

65.	Garbage Bag (Big- Blue)
66.	Garbage Small (Big- Blue)
67.	Garbage Bag (Big- Yellow)
68.	Garbage Bag (Small- Yellow)
69.	Garbage Bag (Big - Red)
70.	Garbage Bag (Small - Red)
71.	Manure
72.	Urea

14 DOCUMENTS TO BE UPLOADED:

Bidder firms which fulfill the above eligibility conditions may upload the technical bid & pricebid along with the scanned copy of following documents failing which their bids will be rejected.

- Copy of Audited Accounts Statement of annual turnover for three financial years (2020-21, 2021-22, 2022-23)
- Registration / Incorporation Certificate/ Partnership Deed of the Firm/Company.
- Original Receipt of EMD.
- Proof of registration with Statutory Authorities (Contract Labour, GST, YCMOU, EPFO etc.)
- Copies of work order and successful work completion certificate as per eligibility.
- Copy of PAN No.
- Declaration certificate.

Note : Only Agencies except for Govt. companies / PSUs, etc. having Valid Registration under ESI, EPF & other statutory law required for providing House Keeping Services shall apply. The Govt. Companies / PSUs must ensure that all the workers engaged by them must get benefits under ESI/EPF scheme & fulfill all other statutory requirements for this job.

15 BID EVALUATION PROCESS

15.1 Proposal Evaluation Process

15.1.1 Proposals will be evaluated by a Committee of Experts (the “Committee”) appointed by the university. Evaluations of bids will be only on the basis of information provided by the tenderers in the proposals.

15.1.2 The bids submitted with required EMD only will be considered

15.1.3 Evaluation of the bids will be done in the following sequence and at the end of every stage, short listed tenderers will be informed of the results of evaluation

- a. Scrutiny of Bid Security and adherence to general guidelines
- b. Evaluation of prequalification proposal
- c. Evaluation of Technical proposal
- d. Opening of commercial proposal
- e. Final evaluation of the Techno commercial bid and finalization of the bid

Only those bids that have been technically qualified and scored mandatory marks will be considered for opening the commercial bid. The bids of the tenderers who are not technically qualified / not scored mandatory marks shall be returned to the tenderers without opening their commercial bid.

15.2 Technical Proposal Evaluation

15.2.1 The Technical bid will be scrutinized for complying with the following requirements before going ahead with further evaluation of the bid.

- i. Proposal Covering letter as response to the RFP
- ii. Undertaking for non-infringement of patent/copyrights

15.2.2 Evaluation of the solution –

- 1 Bid will be evaluated by Bid evaluation committee constituted by University.
- 2 The decision of the Bid evaluation committee appointed by the university on the technical evaluation of the proposals shall be final and binding on all the tenderers.
- 3 No correspondence will be entertained outside the process of the negotiation / discussion with the committee.
- 4 The Bid evaluation committee may conduct clarification meetings with each or any tenderer to discuss any matters technical or otherwise.
- 5 The technical solution proposed by the tenderer may be evaluated against the response to the RFP and The final decision of the technical evaluation of the proposals submitted by the tenderers shall vest with the university and the software solution sought by the university being sensitive and critical for the stake holders including students and faculties and involves the brand reputation of the university, it is hereby informed that strict compliance to the technical Specifications of the solution proposed by the tenderers and also as per the scope of the tender document in addition to the subsequent updates on the solution mutually agreed by University and SP .

15.3 Scoring of Technical Bids and Technical Qualification

Sr. No	Parameters	Minimum Eligibility Criteria	Supporting documents	Scoring
1	Constitution of the Firm	<ul style="list-style-type: none"> Public Limited Company Private Limited Company Any other legal registrations 	Certificate of Incorporation / registration	Max. 20 marks Minimum 5 years in existence : 4 Marks Every additional 1 year will score 1 mark.
2	Minimum Average Annual Turn Over for last three Financial Years starting from 1 st April 2019.	INR 3 Crore.	CA certificates with UDIN	Max. 10 marks Minimum INR 3 Crore: 3 marks. Every additional 3 crores will score 1 mark.
3	Positive Net worth as on 31 st March 2022.	INR 3 Crore.	CA certificates with UDIN	Max. 10 marks Minimum INR 3 Crore: 3 marks. Every additional 3 crores will score 1 mark.
4	Similar work Experience - I	Should have similar experience* of minimum 2 works in providing Housekeeping services, in any Government Departments or undertakings / Public Sector Units, during last five years starting 1st April 2018. Each such completed/ on-going work should have completed minimum 12 months and each should have completed value of minimum 3 crores. *Similar Experience: Works compulsorily including Mechanized Housekeeping services irrespective of other services in a single work order.	Work Orders / LOI and / or work completion certificates.	Max. 20 marks Minimum 2 works: 8 marks. Every additional 1 work will score 1.5 marks.
5	Similar work Experience - II	Should have similar experience* of minimum	Work Orders / LOI and / or work	Max. 20 marks Minimum 2

		<p>2 works in providing Housekeeping services, in any reputed Universities / Deemed Universities / International Universities / IITs / IIMs during last seven years starting 1st April 2016. Each such completed/ on-going work should have completed minimum 12 months.</p> <p>*Similar Experience: Works compulsorily including Mechanized Housekeeping services irrespective of other services in a single work order.</p>	completion certificates.	works: 8 marks. Every additional 1 work will score 3 marks.
6	Presentation	Bidder will have to present the company /Firm credentials including their nationwide presence, financial strength, manpower strength, expertise in similar service, quality control checks etc.	Physical / video presentation: will be intimated by the authority.	Max. 20 marks
7	Registration / Other Documents	<ul style="list-style-type: none"> • ESIC • EPF • Labour License • PAN • GST • PT and clearance for FY 2021-22 • ITR for last three FYs 	Certified copies of supporting documents to be attached.	N.A.
8	Self-Declaration (On Rs. 500/- Stamp Paper)	Should submit a declaration regarding not been found guilty of malpractice, misconduct, corrupt or fraudulent practices or should not be blacklisted/debarred either by any local authority or other State Government/Central Government	Self-Declaration (On Rs. 500/- Stamp Paper)	N.A.

		organizations as on date of the publication of the tender. The same should be uploaded with technical bid documents, online.		
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15.3.1 A tenderer should secure mandatorily a minimum of overall 60 in Technical Evaluation in order to be a qualified tenderer for being Technically eligible and subsequently for opening of financial bids.

15.3.2 The Bidder shall be required to produce attested copies of the relevant documents in support for being considered during technical evaluation.

iii. A substantially **responsive bid** shall be one that meets the requirements of the bidding document. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will be returned unopened.

- (i) The responsiveness of the bid, i.e; receipts of duly filled, signed and accepted biddocuments in complete form, including Authorisation letter.
- (ii) Receipt of valid EMD with requisite amount in acceptable format.
- (iii) Documents in proof of meeting the minimum eligibility criteria.
- (iv) Any other documents as required to support the responsiveness of the bidder, as per tender.

b. The tenderer who qualified in the technical evaluation stage shall only be called for opening of financial bids. Client will intimate the bidders, the time/ venue for the

16 TECHNICAL BID EVALUATION

Bidder should secure mandatorily a minimum of 60% marks (i.e. 60 marks out of total 100 marks) in Technical Evaluation in order to be a qualified bidder for being eligible for opening of financial bids.

17 FINANCIAL BID OPENING PROCEDURE

1. The Financial bids of all the technically qualified bidders who has secured minimum 60% marks shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.
2. At the sole discretion of the Client, the erroneous Financial Bids may be summarily rejected.
3. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process.

18 FINANCIAL BID EVALUATION AND DETERMINATION OF THE SUCCESSFUL BIDDER.

1. The Financial Bids of all the bidders having secured minimum 60 marks in Technical Evaluation shall be opened for financial evaluation.
2. The Financial bids of only technically qualified bidders will be opened and considered for Combined Technical & Financial Score (CTFS) evaluation where the technical

evaluation of the bidders shall have a weightage of the 70% and the financial evaluation shall have 30% weightage respectively.

3. Method for calculating Technical Score, Financial Score and Combined Technical & Financial Score (CTFS) is mentioned below:

- i. The bidder securing the highest Combined Technical & Financial Score (CTFS) score shall be considered as the selected successful bidder/agency for the said project.
- ii. In case of same (CTFS) scored by more than one bidder, then that case successful bidder/ agency will be the bidder having more similar experience in providing housekeeping services to University.

4. Technical Score, Financial Score and Combined Score will be calculated as mentioned below:

- A. Technical Score:** A Tender Evaluation Committee shall be formed by the department to evaluate the submitted Bids. Technical proposals of only those bidders, who are found eligible as per the eligibility criteria defined in the tender document shall be considered for Combined Technical & Financial Score (CTFS) evaluation. The criteria of computation of technical score of each bidder are mentioned below, as example only.

Name of the Bidder	Technical Marks Obtained (T)	Technical Score (TS= $T/T(\text{High}) \times 100$)
A	90	$(90/90) \times 100 = 100.00$
B	80	$(80/90) \times 100 = 88.89$
C	75	$(75/90) \times 100 = 83.33$
D	50	$(50/90) \times 100 = 55.55$

T = Technical marks obtained by the bidder

T (High) = Highest Technical marks amongst the bidders

Technical Score (TS) = $T/T(\text{High}) \times 100$

- B. Financial Score:** Financial bids of only technically qualified bidders shall be opened and considered for Combined Technical & Financial Score (CTFS) evaluation. Let us consider total contract value quoted by Bidders A, B and C as

Name of the Bidder	Financial Bid Quoted (F)	Financial Score (FS= $LFB/F \times 100$)
A	100	$(90/100) \times 100 = 90$
B	120	$(90/120) \times 100 = 75$
C	90	$(90/140) \times 100 = 64.28$
D	Not Opened as technical marks are less than 60	Not Applicable

LFB = Lowest Financial Bid amongst the bidders

F = Financial bid quoted by the bidder i.e. Total Contract Value (C) as per the Financial Bid of the bidder.

Financial Score (FS) = $LFB/F \times 100$

- B. Combined Technical & Financial Score (CTFS) for final selection:** Final selection of the agency shall be as per Quality and Cost Based Selection (QCBS) method. The contract shall be awarded to the bidder who will score highest Combined Technical & Financial Score (CTFS) with 70:30 weightages of technical and financial score.

Name of the Bidder	Applying weightage for Technical and Financial Score (TS x 0.70) + (FS x 0.30)	Combined Technical & Financial Score (CTFS)	Rank of Bidders
A	$(100.00 \times 0.70) + (90 \times 0.30)$	97	1
B	$(88.89 \times 0.70) + (75 \times 0.30)$	84.72	2
C	$(83.33 \times 0.70) + (64.28 \times 0.30)$	77.61	3
D	$(55.55 \times 0.70) + (100 \times 0.30)$	68.88	4

Bidder 'A', securing the highest Combined Technical & Financial Score (CTFS) score of shall be declared as the successful selected bidder.

20 Notification of Award and signing of contract

1. The university will award the Contract to the tenderer whose proposal has been determined to be the successful tenderer based on the above evaluation method.
2. The university reserves the right to negotiate further with the tenderer whose proposal has been accepted as successful tenderer.
3. Prior to the expiration of the validity period, The University will notify through a "Letter of Intent", to the successful tenderer in writing that their proposal has been accepted and invite them for signing a formal contract.

Signing the contract- The University shall execute a formal contract with the SP on mutually agreeable terms and conditions and as per the RFP and the bid submitted in response to the RFP by incorporating all necessary terms and conditions to protect the continuing interest of both the parties while implementing the said project. The contract shall clearly specify the deliverables under the scope of service, duration of the contract, payment terms, performance metrics and responsibility matrix of both the parties and protection of the interest of both the parties, penalty for non-performance of both the parties, force majeure etc. in accordance with the Indian contracts Act. Any amendment to the contract if required during the period of subsistence of the contract shall be carried out as addendum to the existing contract after both the parties agree to the terms thereof.

Annexure I

HOUSE KEEPING SERVICES for

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

Brief Information about the Tenderer Providing House Keeping and Cleaning (By Using Machines) Services To YCMOU, Campus Buildings & 8 Regional Centers. (Information to be submitted / uploaded with tender document envelope 1)

- Name of the firm:- _____

- Date of Establishment: - _____

- Nature of the Firm :- Proprietary / Partnership / Pvt Ltd / Ltd Co.

- Name & Address, Phone No: -
E-mail of proprietor, principle: -
Partner / Director of company: -

Name – _____

Address – _____

Mobile / E mail – _____

- Whether registered under relevant Yes/No labour, YCMOU, EPF & Other relevant laws
(Please upload attested scan copies of all licenses / permit etc)

- Experience in this type of work
- Number of years
- Number of Firms

(Where Service is provided, please Upload attested copies of work orders / Experience Certificates)

Name & Signature of Owner/Managing Partner/Director

Date: _____

Name: _____

Place: _____

Seal: _____

Annexure II

HOUSE KEEPING SERVICES for

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

FINANCIAL BID FORM (BOQ) - To be filled online only

A. Charges per month:-

<u>Sr. No.</u>	<u>Description</u>	<u>Manpower Count</u>	<u>Rate per month</u>
1	2	3	4
01	Housekeeping and Cleaning Unskilled 50 (Fifty) Approx. (Safaigar) किमान वेतन अधिनियमातील अनुक्रमांक 49 (सफाईगार) कामगार आयुक्त यांचे कार्यालय, मुंबई यांचे दि. 01.02.2023 च्या कायद्यामधील कलम 1 नुसार	Unskilled 01	
02	Supervisor Skilled 02 (Two) किमान वेतन अधिनियमातील अनुक्रमांक 49 (सफाईगार) कामगार आयुक्त यांचे कार्यालय, मुंबई यांचे दि. 01.02.2023 च्या कायद्यामधील कलम 1 नुसार	Skilled 01	
03	Service Charges quote per month in percentage (On Sr. 1 & 2 only)		
04	Rent for mechanized equipment per month (As per Table - 1)		
05	Cost of cleaning material per month (As per Table - 2)		
	GRAND TOTAL		

+Skilled and unskilled manpower wages fill in the BOQ as per Government of Maharashtra Minimum Wages Act.

Combine Rate will be accepted

Note:- GST Applicable as per Govt. Rule.

Name & Signature of Owner/Managing Partner/Director

Date: _____

Name: _____

Place: _____

Seal: _____

Note:

- No overwriting /cutting and correction are allowed and such offers will be totally rejected.
 - Housekeeping charges for per person per month in words and figures should be indicating. The relieving charge will be payable if arrangement of reliever is made during leave/weekly offdays.
1. Payment shall be made for the actual man days of employment. Attendance will be verified by Caretaker/authorized official by Dy. Registrar, Service Section, YCMOU Nashik.
 2. In case of absence of any of the above-mentioned workers without providing suitable replacement, an amount of Rs.500 per day shall be recovered as liquidated damages per person per day of absence. However, penalty can be waived off Registrar, YCMOU Nashik in case of natural calamities or situations beyond the control.
 3. All the above workers must be qualified & experienced in their relevant field & capable to perform their duties.
 4. Wages should not be less than the prescribed minimum wages by the State Govt.
 5. Uniform, Identity Cards, Name Plates have to be provided to each and every Staff. Bio-Data of each staff should be maintained and whenever asked for will have to be shown / provided immediately.
 6. Increase in minimum wages of workers will be paid extra accordingly as per Minimum wages Act & corresponding ESI/PF contribution.
 7. Used manpower will be eligible for monthly payment.

Annexure III

TECHNICAL BID FORM - To be filled online only

HOUSE KEEPING SERVICES for **YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK**

1	NAME OF TENDERING COMPANY /FIRM	
2	NAME OF OWNER / PARTNERS/ DIRECTORS	
3	ADDRESS OF OFFICE/OFFICESFULL PARTICULARS OF OFFICE	
4	ADDRESS WITH TELEPHONE NO & E- MAIL ADDRESS	
5	REGISTRATION DETAILS :	
	(A) GST NO	
	(B) EPF REGISTRATION NO.	
	(C) ESI REGISTRATION NO.	
	(D) PAN NUMBER	
6	BANK DETAILS	
	NAME & ADDRESS OF BANK	
	ACCOUNTS NO.	
	IFSC CODE	

Name & Signature of Owner/Managing Partner/Director

Date: _____

Name: _____

Place: _____

Seal: _____

Annexure IV

DETAILS FINANCIAL STATEMENT DURING LAST THREE YEARS.

HOUSE KEEPING SERVICES for

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

SR. No.	FINANCIAL YEAR			
1	2020-2021			
2	2021-2022			
3	2022-2023			

(Please attached certified audit report / Certification of Chartered Accountant)

Name & Signature of Owner/Managing Partner/Director

Date: _____

Name: _____

Place: _____

Seal: _____

Annexure V

DETAILS OF HOUSE KEEPING WORK ORDER AS PER ELIGIBILITY CRITERIA IN

FOLLOWING PROFORMA

HOUSE KEEPING SERVICES for

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

SR. NO.	NAME & ADDRESS OF THE ORGANIZATION	VALUE OF CONTRACT	DURATION OF CONTRACT	
			FROM	TO

Name & Signature of Owner/Managing Partner/Director

Date: _____

Name: _____

Place: _____

Seal: _____

- *Govt. Company's / PSUs will submit a declaration that all workers employed by them will have ESI/EPF No. & will fulfill all statutory requirement required for this job.*

Annexure VI

DECLARATION

HOUSE KEEPING SERVICES for

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY, NASHIK

Shri.....

Proprietor/Partner/Director/ Authorized Signatory of

am competent to sign this declaration and execute this tender document

- A.** I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- B.** The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- C.** I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
- D.** Company/firm is not blacklisted by any Govt. institution, CPSUs & PSUs, and No criminal pending under the court of law.

Name & Signature of Owner/Managing Partner / Director

Date: _____

Name: _____

Place: _____

Seal: _____

N.B.: Scanned copy of the above declaration, duly signed and sealed, should be uploaded with Technical Bid.