



**TELANGANA UNIVERSITY**  
**DICHPALLY, NIZAMABAD-503 322 (TS)**

**TENDER NOTICE**

Tender No. 001/REG/TU/NZB/2019

Date: 13-02-2019

Telangana University, Nizamabad, is inviting the Tenders in the prescribed formats from the interested Agencies / Service Providers for the Monthly Sanitation Maintenance (including required sanitation material and manpower).

The interested Agencies holding license with updated registration can submit their tenders along with the demand draft for Rs. 10,000/- (Rupees Ten Thousand Only) which is non-refundable for the above said work. The sealed tenders must reach to the O/o the Registrar, Telangana University, Dichpally, Nizamabad-503 322 (TS) on or before 21-02-2019. The application form and further details can be had from the University website ([www.telanganauniversity.ac.in](http://www.telanganauniversity.ac.in)).

**Sd/-**  
**REGISTRAR**

The selected agency shall execute an agreement with the Registrar, Telangana University and also follow the Terms & Conditions under Contract Labour Act.

**ESSENTIAL REQUIREMENTS:**

1. The service provider should be registered with the concerned Government Authorities (Like PAN/TAN/GST/ESI/EPF and others) under the Minimum Wages Act, P.F Act, ESI Act, Maternity Benefit Act., Companies Act, Central Excise Act and a copy of the same may be submitted along with the tender. The service provider should provide an undertaking that they shall comply with all relevant statutory norms. The service provider shall be registered either with the Deputy/Asst. Commissioner of Labour office, Nizamabad or Assistant Commissioner of Labour Nizamabad. However, the selected service provider shall invariably obtain their Registration with the Asst. Labour Commissioner of Nizamabad within a period of one month
2. The service provider should have a minimum of Five (05) years experience in supplying manpower, preferably to Central / State Governments
3. The service provider should have to submit all its copies of registrations like PF, ESI, Labour Registration, TAN, PAN and GST Number along with tender documents.
4. An Earnest Money Deposit (EMD) for Rs. 50,000/- (Rupees Fifty Thousand Only) each categories by a demand draft drawn in favour of the "Registrar, Telangana University" hereinafter shall be referred as University may be submitted, failing which their bids will not be considered as valid.
5. The successful bidder should furnish a security deposit / performance guarantee deposit of Rs. 2,00,000/- (Rupees Two Lakhs Only) which will be forfeited in case not complying with the agreed terms & conditions.

**TERMS AND CONDITIONS:**

1. The University shall not be liable for any loss, damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personal deployed by the service provider.
2. The service provider shall not assign, transfer, pledge or sub-contract the performance of service without the prior written consent from the University.
3. The service provider's personnel shall not claim any benefit/compensation/absorption/regularization of services with the University under the provisions of Industrial Disputes Act., 1974 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect will be required to be submitted by the service provider to the University.
4. The person deployed shall not claim any master & servant relationship against this University.
5. The service provider shall ensure proper conduct of persons deployed in University Campus and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering etc.
6. The service provider shall be contactable with the University at all times and the service provider shall be acknowledged immediately on receipt of the Message/Phone call etc., on the same day. A person shall be deputed by the service provider at the office of the Registrar, TU every day.
7. The rates quoted in tender must show GST, Service Charge and Other Charges which may be liable, besides the minimum wages rates.
8. The service provider shall be responsible for any queries related to GST etc.
9. The service provider shall fulfill all the conditions stated in the agreement. If there is any violation of contract conditions, the work will be cancelled without further notice. The approved service provider have to enter into an agreement with the University immediately on Non-Judicial paper worth Rs. 100/- (Rupees One Hundred Only) for each category.
10. In case the service provider does not want to continue the agreement due to any reason then they can terminate the contract by giving one month notice to the Registrar, Telangana University, Nizamabad.
11. The service provider cannot sub-contract the work further outsource the work. In case this is established, the contract with the service provider shall be terminated and security deposit/ performance guarantee deposit be forfeited besides the firm being blacklisted.
12. The contract shall be governed by Telangana University, Government of Telangana, general rules and regulations prevailing and as amended from time to time.
13. Penalty shall be imposed proportionately both absentees and contractor's for any incomplete / unsatisfactory work as per agreement.
14. The service provider shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and rules framed thereunder before the commencement of the work and continue to hold it till the completion of work. A copy of the valid license should necessarily be enclosed to the tender form.
15. The service provider shall maintain the following as per the Contract Labour (R&A) Act, 1970

a.	Register of workmen	Form XVI of Rule 75
b.	Employment Cards	Form XIV of Rule 76
c.	Muster roll register	Form XVI of Rule 48
d.	Register of wages	Form XVII of Rule 78
e.	Any other registers required time to time	

16. The service provider shall comply with the provisions of the payment of Wages Act, Compensation Act, 1923, Industrial Disputes Act, 1970 of the modification / amendments therefore and other laws relating thereto and the roles made thereunder from time to time.

17. The service provider on receiving any complaint from the University shall attend to it and complete the job immediately to the satisfaction of the Authorities of the University. In case of non-compliance, a penalty of Rs, 2,500/- to Rs. 5,000/- shall be imposed on each occasion. Also if the work is not found satisfactory in a particular area and not up to the expected standards, an amount, which the concerned authority determines shall be deducted from the service provider's bill. The amount so deducted shall be final.
18. The service provider has to make agreements for carrying out the emergency jobs any time even on Sundays and Holidays, for such works, no extra payment should be claimed by the service provider.
19. The service provider shall remain valid for a period one year i.e., 12 months. On expiry of the term of the contract and the same may be renewed for one more year by mutual agreement with the terms & conditions stipulated.
20. The agreement shall be liable for termination on giving one month notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
21. All the personnel bags and baggage connected with the contract shall be liable to physical check both at the time of entry into the campus and during the exit at Security Gate. The service provider's personnel shall not stay beyond the specified working hours unless they are required to do so. They strictly comply with all security regulations of the University.
22. Any breakages / Damages caused by the service provider's personnel to any kind of University property shall be borne by the service provider at replacement cost.
23. The service provider will not allow or permit employees to participate in any trade union activities or agitation in the premises of the University.
24. The University is not liable to pay any compensation arising out of or increase of employment under Workmen Compensation Act etc., The University shall not be responsible for any injury or loss to any workers of the contractor that may take place during the working hours. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the service provider.
25. Any question, disputes of difference arising under the contract shall be referred to the arbitrator appointed by the Telangana University, Nizamabad. The award of the Arbitrator shall be final and binding on both the parties prescribed under arbitration of law.
26. It is the responsibility of the service provider to bring to the notice of the employees that they have no right whatsoever its claim employment in Telangana University by virtue of their work under this contract.
27. Income Tax and GST will be recoverable from the service provider's monthly bills as per rules;
28. The campus of the University has been defined as public premises under section 2 (iii) of the Public premises (Eviction of unauthorized occupants) Act, 1971 and the Registrar, Telangana University has been declared as Estate Officer and he shall have the power to decide on matter relating to fulfilment of the terms & condition of the agreement which includes overstaying, causing damages to the University properties, breach of peace etc., and the decision of the Registrar is final and binding.
29. The service provider will observe the provisions of the employment of children act, 1938, Minimum wages Act (Central), Bonus payment Act, Employees Provident Fund Act.etc., all the times. The service provider should agree to identify the University from and against all claims and penalties which may be suffered by the University or any reason employed by him by reason of any default on the provisions of the employment of children act or any re-enactment of modification of the same from time to time.
30. Cleaning of Toilets (including fixtures such as WC's, Urinals & Washbasins etc.) shall be done daily.
31. The execution of cleaning will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required material (Brooms, Brushes, Naphthalene Balls, Phenyl, Toilet Acid and Others etc.) and wet mopping.

32. The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
33. No worker of the service provider will be allowed inside the Telangana University campus without valid gate pass/identity card. The service provider shall not allow the person deployed to carry any material/property/equipment outside the campus without valid gate passes. The service provider should ensure that the employees wear the identity cards while on duty.
34. If, any loss to the property/equipment/tools of this University is caused by the negligence of the persons of the service provider, the same has to be replaced/rectified/repared by the service provider. Failing to do so, the cost will be recovered from his monthly bill.
35. Income Tax will be recovered from the service provider's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the tax.
36. The cleanliness will be periodically checked by the University Authorities or any person authorized by the University based on certain objective criteria which are decided to measure level of cleanliness and the service provider has to abide by those criteria. These are as follows: (i) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc., (ii) Dust or cobwebs etc. on roof, window grills etc., (iii) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors and (iv) Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
37. If cleanliness is not observed up to the satisfaction of the University Authorities, a penalty of a minor fine of Rs.1,000/- per day or a major fine of Rs.5,000/- per day will be imposed on the service provider depending on the objective criteria as above.



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**Tender No. 001/REG/TU/NZB/2019, Date: 13-02-2019**

## APPLICATION FORM FOR .....

- .....
1. Name & Address of the firm : .....
- .....
- .....
2. Year of the Establishment : .....
- a) Registration No : .....
- b) Labour License No. : .....
- c) PF Registration No. : .....
- d) ESI Registration No. : .....
- e) GST No : .....
- f) TAN No. : .....
- g) PAN No. : .....
- h) Mobile Phone No : .....
- i) Telephone No : .....
- j) Fax No. : .....
- k) E-mail : .....
- l) Any other information which the agency  
may like to provide : .....
3. Administrative & financial powers : .....
- Name, and Designation of authority having  
including authorization to negotiate
- a) Contact No. : .....

4. Experience of the firm (Minimum of 5 years):

Sl. No.	Name of the Client	Contact Person & Mobile No.	From	To	Duration	Type of Labour Deployed	No. of Labours Deployed
1							
2							
3							
4							
5							

\* If Necessary a separate detailed chart/sheet may be enclosed.

5. Tender Quoted Price per Month:

I.	<p>Monthly Sanitation Maintenance (in 13 Buildings)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Urinals</td> <td>:</td> <td>105</td> </tr> <tr> <td>Toilets</td> <td>:</td> <td>296</td> </tr> <tr> <td>Bathrooms</td> <td>:</td> <td>423</td> </tr> <tr> <td>Wash Basins</td> <td>:</td> <td>425</td> </tr> </table> <p>(Rate is inclusive of all Chemicals, Cleaning Material and Labour Charges etc.,)</p>	Urinals	:	105	Toilets	:	296	Bathrooms	:	423	Wash Basins	:	425	<p>Signature with Seal</p>
Urinals	:	105												
Toilets	:	296												
Bathrooms	:	423												
Wash Basins	:	425												

## **CHECK LIST**

- 1 Name and Address of the Agency : .....
- 2 Year of the Establishment  
(Enclose copy) : .....
- 3 Registration for manpower supply : .....
- 4 Establishment registration (SSI No)  
(Enclose copy) : .....
- 5 GST No.  
(Enclose copy ) : .....
- 6 TAN  
(Enclose copy ) : .....
- 7 PAN  
(Enclose copy ) : .....
- 8 PF Registration No.  
(Enclose copy ) : .....
- 9 ESI Registration No.  
(Enclose copy ) : .....
- 10 Income Tax Clearance Certificate  
(Enclose copy ) : .....
- 11 Certificate copy of the Financial Status  
(Bank Statement) : .....
- 12 Certified and Audit copy of Last Balance  
sheet of the Agency (Enclose Copy) : .....
- Clientele: Govt./Semi Govt./Public Sector
- 13 Autonomous Bodies Must be  
indicated along with proof. : .....
- 14 Any Other Information : .....

### **DECLARATION**

I hereby certify that the information furnished in the above Tender is true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found False or Incorrect at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof.

Signature with Seal