



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No. 252/18/2022/Estt.II

Date: 31-10-2022.

NOTICE INVITING TENDER

Sealed tenders are invited for the sanitation work in the University Campus Hostels & Messes, OU for a period of One year. The detailed tender document can be downloaded from the University website at www.osmania.ac.in from **31.10.2022 to 11.11.2022**

Sd/-
REGISTRAR
OSMANIA UNIVERSITY



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HYDERABAD – 500007, INDIA

Ten. Not. No. 252/18/2022/Estt.II

Date: 31-10-2022.

NOTICE INVITING TENDER

Sealed tenders are invited for the sanitation work on per unit basis (App. 1200 Units) in the University Campus Hostels & Messes, O.U., for a period of One year .

Tender form can be downloaded from the Osmania University website www.osmania.ac.in from **31-10-2022 to 11-11-2022** up to **1:00 P.M.** and a demand draft (DD) of **₹. 2,000/- (Rupees Two thousand only)** drawn in favour of the **Registrar, Osmania University, Hyderabad** towards the cost of tender form which is to be attached along with the **EMD of ₹.1,00,000/- (Rupees One Lakh only)**. The tender document shall consist of two parts i.e., (i) Technical bid and (ii) Commercial bid.

The completed sealed tender document shall be submitted in the office of the Director (Infrastructure), Prof. J. Ananthaswamy Administrative Building, Osmania University, Hyderabad – 500 007 on or before **1:00P.M. of the 11-11-2022**

Sealed tenders received after the due date and time will be rejected.

The tenders will be opened on **11-11-2022 at 3:00 P.M.** in the Committee Room Prof. J. Ananthaswamy Administrative Building, Osmania University, Hyderabad – 500 007

Bids not accompanied with the tender document "Fee" and "EMD" will be summarily rejected.

For further details, please visit the University website at www.osmania.ac.in

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Date: 31-10-2022.

TENDER NOTIFICATION FOR SANITATION WORK IN CAMPUS HOSTELS & MESSES

**Sub: - Osmania University – Campus Hostels & Messes – Tender Notification
- Reg.**

Osmania University on behalf of Registrar, Osmania University intends to call for the Sanitation work in the Campus Hostels & Messes. Interested firms are requested to submit their Per Unit Rate for App. 1200 units.

Part – I

TENDER SCHEDULE

- | | | |
|---|---|--|
| 1. Name of the Work | : | Sanitation work in the Campus Hostels & Messes. |
| 2. Cost of Tender form | : | ₹. 2,000/- (Rupees Two thousand only) |
| 3. Sale of Tender Schedule | : | 31-10-2022 to 11-11-2022 at 1:00 P.M. at the office of the Director, (Infrastructure), Administrative Building, Osmania University, Hyderabad – 500 007.
<u>The cost of tender document is ₹. 2,000/- (Rupees Two thousand only)</u> |
| 4. Closing date and time
(for receiving filled in tender bids) | : | 11-11-2022 by 1.00 P.M. |
| 5. Date, Venue & Time of opening the tender | : | 11-11-2022 at 3:00 P.M. in the Committee Room, Administrative Building, Osmania University, Hyderabad – 500 007 in the presence of bidders or their authorized representatives. |
| 6. Earnest Money Deposit (EMD) | : | EMD of ₹. 1,00,000/- (Rupees One Lakh only) Payable through DD drawn from any nationalized bank drawn in favour of the Registrar, Osmania University, Hyderabad. The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected. |
| 7. Payment Terms | : | Service charges will be paid on the monthly bills as approved by the notified authorities of the University. |

PART – II

(TERMS & CONDITIONS)

The Firms should submit their tenders duly enclosing a Demand Draft of **₹. 1,00,000/- (Rupees One Lakh only)**, towards EMD after going through the following conditions:-

- 1) The offer must be in English.
- 2) The bidders are requested to quote their **Per Unit Rate** inclusive of Supervision charges / material charges and other incidental charges if any and the Contract will be awarded to the L1 vendor.
- 3) The following information has to be furnished by the bidder (Documentary proof to be enclosed).
 - a. Name of the Firm with Complete postal Address.
 - b. Name of the Proprietor.
 - c. Registration Certificate with labour Dept.
 - d. TSGST/CST Registration No.
 - e. PAN card of the firm.
 - f. TAN number of the firm.
 - g. GST Certificate.
 - h. Detailed profile of the firm.
 - i. Previous work performance Certificate for the last 3 years.
 - j. Income & Expenditure statements and IT returns for the last 3 years.
- 4) The sanitation personnel should be Healthy and physically fit to work in three (3) shifts in the Hostels & Messes and should be in the ages between 25 and 55 years. They should be well mannered and behaved as they have to work in a cordial atmosphere without giving scope for complaints from the boarders in the Hostels & Messes. The per unit rate of the firm shall be constant throughout the entire period of the Contract.
- 5) The firm has to take-up the sanitation work in 3 shifts daily in every hostel and mess and the firm has to see that chemicals used for cleaning purposes are not harmful to the workers and proper safety measures like providing of gadgets, masks, gloves etc. have to be taken.
- 6) The Contractor has to enter into an agreement with University immediately on Non-Judicial paper worth ₹. 100/- (Rupees One Hundred only). The Contractor cannot sub contract the work. The Osmania University shall pay the amount of monthly bill after due check of all documents by way of crossed Cheque / Electronic transfer in favour of the Contractor. A Certificate in this regard should be invariably furnished by the firm every month along with the Acquaintance of the workers.
- 7) The term of the Contract will be valid for a period of 1 year, and initially the contract will be awarded for a period of 3 months and will be renewed every quarter based on the performance. On expiry of the term of the Contract, the same may be renewed on the existing terms & conditions.
- 8) The University is not liable to pay any compensation for any injury caused during the course of and arising out of employment to any workers of the Contractor that may take place during the working hours. Any compensation or expenditure towards treatment etc. shall be borne by the Contractor. The Contractor shall obtain Employees Compensation Policy from General Insurance Company for the workers not covered by the ESI Act.
- 9) Offers received after the bid closing date / time shall not be considered under any circumstances.
- 10) Tenders submitted by way of electronic method will not be accepted and the University takes no responsibility for delay / loss or non-receipt of tenders by post / couriers.
- 11) Any tender containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained

- 12) Osmania University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof
- 13) All disputes or differences whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be at Hyderabad, and the appointment of the arbitrator on behalf of the University will be made by the Vice-Chancellor, Osmania University, Hyderabad.
- 14) The quotation / Tenders of those agencies / contractors only be accepted duly filled in prescribed format under the notification along with Non-refundable Demand Draft of ₹. 2,000/- (Rupees Two thousand only) towards cost of application, drawn in favour of Registrar, Osmania University, Hyderabad.
- 15) The E.M.D of the unsuccessful bidders will be returned on the day of finalization of tender.

Sd/-
REGISTRAR,
OSMANIA UNIVERSITY

Annexure – I

TECHNICAL BID

(To be submitted in a separate sealed envelope)

**For deployment of workers on Contract basis to work in the
Campus Hostels & Messes, OU, Hyderabad – 500007**

1.	Name of the supplier with following details													
	a) Complete Postal Address													
	b) Telephone No.													
	c) Mobile No.													
	d) E-Mail Address													
2.	Details of Registration certificate issued by the Telangana State Labour Department. (Please enclose copy of certificate of registration)													
3.	Details of trade license issued by GHMC / local authorities (Please enclose copy of certificate)													
4.	Details of ESI registration													
5.	Details of EPF registration													
6.	Name of Proprietor / Director.													
7.	Furnish the following particulars if the registered office is different from above at Para (1). a. Complete Postal Address b) Telephone No. c) Mobile No.													
8.	Are you a supplier? If yes, please attach copies of previous work experience certificates.													
9.	PAN No. (Attach Attested Copy)													
10.	TIN No. (Attach Attested Copy)													
11.	Details of GST Registration (attach copy)													
12.	Annual turnover for the last three financial years. (Please attach copies of audited balance sheets and IT returns)													
	<table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"><thead><tr><th style="width: 30%;">Financial Year</th><th style="width: 30%;">Amount</th><th style="width: 40%;">Remarks (if any)</th></tr></thead><tbody><tr><td style="text-align: center;">2019-20</td><td style="text-align: center;">₹.</td><td></td></tr><tr><td style="text-align: center;">2020-21</td><td style="text-align: center;">₹.</td><td></td></tr><tr><td style="text-align: center;">2021-22</td><td style="text-align: center;">₹.</td><td></td></tr></tbody></table>	Financial Year	Amount	Remarks (if any)	2019-20	₹.		2020-21	₹.		2021-22	₹.		
Financial Year	Amount	Remarks (if any)												
2019-20	₹.													
2020-21	₹.													
2021-22	₹.													
	(Attach separate sheet if space provided is insufficient)													

13.	<p>Give details of the major clients – Government Departments, PSUs, Research Organizations, Multinational Companies to whom service have been provided by the bidder during the last three years in the following format. Copies of the contract awarded Orders should be attached for proof.</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id</th> <th>Nature of work and number of workers supplied</th> <th>Name & Year of work executed</th> <th>Ref. Order No. & Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(If the space provided is insufficient, a separate sheet may be attached)</p>					Sl. No	Name & address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Nature of work and number of workers supplied	Name & Year of work executed	Ref. Order No. & Date	Amount	1						2						3						4						5					
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1																																									
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3																																									
4																																									
5																																									
14	Income, Expenditure & Balance sheet statements for last (3) Financial years i.e. from 2019-20 to 2021-22.																																								
15	Details of Earnest Money Deposit D.D. / P.O. No. & Date & Name of the Bank																																								
16	Please specify the minimum time required to commence the work from the date of award of contract.																																								
17	Additional information, if any (Attach separate sheet, if required)																																								

Signature of the contractor

ANNEXURE – II

COMMERCIAL BID

(To be submitted in a separate sealed envelope)

Sl. No	Description	Rate per Unit / month
1.	Sanitation maintenance work for App.1200 Units in the Campus Hostels & Messes, OU (as per Annexure-III)	

Date:

Signature with Seal

ANNEXURE – III

**DESCRIPTION OF TOILETS, BATHROOMS, WASH BASINS & URINALS
IN THE UNIV. HOSTELS & MESSES, OU.**

Sl. No.	Name of the Hostel/ Mess	Toilet W.C.	Bath Room	Wash Basin	L. Wash Basin	Urinals	TOTAL UNITS
		1/1	2/1	4/1	3/1	3/1	
1.	B Hostel	36	24	36	-	24	65.00
2.	C Hostel	16	16	16	4	12	33.00
3.	New PG Hostel	12	12	16	-	6	24.00
4.	Old PG Hostel	12	12	18	4	12	28.00
5.	NRS Hostel	18	18	18	-	21	39.00
6.	Manjeera Hostel	14	15	-	5	20	30.00
7.	E-I Hostel	17	16	8	4	12	32.00
8.	E-II (Old)Hostel	24	18	2	5	19	42.00
9.	Nizam College (Sarayu) Hostel	10	10	4	4	6	19.00
10.	New Godavari Hostel	51	48	4	12	42	94.00
11.	B.Ed. Hostel	12	12	2	4	8	23.00
12.	Maneru Hostel	44	44	11		32	79.00
13.	CHW-I Hostel	46	46	39	4	-	80.00
14.	CHW-II Hostel	24	24	40	-	-	46.00
15.	CHW-III Hostel	24	40	-	24	-	52.00
16.	Ladies Hostel Block III	19	20	-	8	-	32.00
17.	Ladies Hostel Block IV (Nizam College)	28	28	26	-	-	49.00
18.	Ladies Hostel Ph.D. Block	12	12	4			19.00
19.	All Messes	18	5	34	18	-	35.00
20.	New Hostel (Opp. toIPE)	90	90	90	-	27	167.00
21.	Chief Warden Office	2	-	2	-		3.00
						Total	991

Assumption of 1 Unit:

1 Toilet, 2 Bathrooms, 4 Wash Basins, 3 Long Wash Basins, 3 Urinals.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the University. I / We will have no conflict of interest in any of our works / contracts at the University.

Date:

Signature with Seal