



Walchand College of Engineering, Sangli

COLLEGE BUIDLING- HOUSE KEEPING

Invitation for Tender

Name of the Work:- Cleaning of College buildings, sanitary annexe, bathrooms & College campus

Detailed list enclosed herewith.

Name of the Bidder :-----

Address :-----

Phone No.:-

Mobile:

Email:

Pre-Bid Meeting : 30th July 2018 @ 3.30 p.m.

Submission of Bid : 31st July 2018 @ 2.00 p.m.

Opening of Bid: 31st July 2018 @ 4.00 p.m.

In Conference Hall, Main Building

Rs. 1,000/-

Date:-

Bidder

Director



Walchand College of Engineering, Sangli

TENDER FOR COLLEGE BUILDING - HOUSE KEEPING

Ref. No.: - WCE/COLLEGE BUILD./1660

Date:- 24/07/2018

To,

Sub: Invitation for Tenders for Cleaning all College buildings & campus.

Dear Sir,

You are invited to submit your most competitive Tender for the following works:

Brief Description of the Works	Time Duration
Cleaning of College buildings, sanitary annexe, bathrooms, & all campus. Extra work as instructed by the Director. Detailed list enclosed herewith.	11 Months (Day to-day basis)

To assist you in the preparation of your Tender, you are requested to please read the following instructions carefully.

Instructions

1. Tender forms will be available at College Office, Walchand College of Engineering, Sangli, between 10:30 am to 5:00 pm on working days for Rs. 1,000/- per Tender, which is non-refundable.
2. Alternatively the Tenders may be downloaded from college website www.walchandsangli.ac.in. Such Tenders will be accepted only after attaching a D.D. of Rs.1,000/- in favour of Director, Walchand College of Engineering, Sangli, payable at Sangli towards the cost of Tender form.
3. The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the Tender.
4. Please see the works description attached herewith.

Date: -

Bidder

Director



Walchand College of Engineering, Sangli

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5. Bids are to be submitted in two envelopes as under:

Envelope No.1 - 'Qualification Bid' with earnest money deposit of Rs. 10,000/-

Please see the criteria for qualification bid and submit the details in Envelope No.1. This envelope will be opened before the bidder and if he fulfills the required qualification then he qualifies for the Commercial Bid. The bid without a demand draft of Rs.10,000/- towards earnest money deposit will be rejected even if the contractor fulfills the qualification criteria.

The Qualification Bid is to be submitted in the Envelope No.1 duly written on the envelope "**Qualification Bid for College Building Housekeeping**"

Envelope No.2 - Commercial Bid

The commercial bid is to be submitted in the Envelope No.2, duly written on the envelope "**Commercial Bid for College Building Housekeeping**"

6. Tenders will be opened (in the presence of Bidders or their authorized representatives who choose to attend) in the office of the Director, Walchand College of Engineering, Sangli.

We look forward to receiving your competitive tenders.

Director
Walchand College of
Engineering, Sangli



Walchand College of Engineering, Sangli

TENDER FOR COLLEGE BUILDING - HOUSE KEEPING

Terms & Conditions

1. Scope of Works

Brief Description of the Works

Period of Contract

- | | |
|---|---------------------------------|
| a) Cleaning of College buildings, sanitary annex, bathrooms, & all campus of College.
Extra work as instructed by the Director / Maintenance Incharge. | 11 Months
(Day to-day basis) |
| b) Sanitary Cleaning Material will be provided by College Office. | |
| c) Safe Disposal of waste material - plastic bottles, plastics bags
Waste paper, plastic cups, glass bottles etc. | |

The successful bidder will be expected to carry out the works in the contract period specified as above.

2. Qualification of the bidder: The bidder shall produce qualification information, which shall include: -

- (a) Total monetary value of the works performed for each year of the last 1 year.
- (b) Income tax clearance certificate from the concerned IT circle;
- (c) Report on his financial standing;
- (d) **The contractor must have his own provident fund No., ESI, PT, GST etc.**
- (e) Details of any litigation, current or during the last 1 year in which the bidder is involved, the parties concerned and disputed amount in each case.

3. To qualify for award of the contract the bidder: -

- (a) Should have satisfactorily completed as a prime Bidder at least one similar work ; (especially in educational institutions) of value not less than Rs. 5 lakh per annum in the last three years;(Xerox copy of the certificate from the concerned about satisfactory completion of work to be attached.)

4. Bid

- 4.1 The contract shall be for the whole works as described in the attached sheet. All duties, taxes and other levies payable by the Bidder under the contract shall be included in the total price .Validity of prices on per month basis and valid for one year.

Date: -

Bidder

Director



Walchand College of Engineering, Sangli

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- 4.2 The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- 4.3 The rates should be quoted in Indian Rupees only.
- 4.4 Each bidder shall submit only one Tender. Submission of more than one Tender by the same bidder shall automatically lead to disqualification for the bid.
- 4.5 The bidder shall seal the Tender in two envelopes addressed to the Director Walchand College of Engineering, Sangli. The envelopes will bear the following identification: -

Write on the Tender Envelope as under -

Envelope No.1 - College Building House Keeping Qualification Bid

Envelope No. 2 - College Building House Keeping Commercial Bid

- 4.6 The sealed Tenders must be submitted to the office of the Director, Walchand College of Engineering, Sangli not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, Tenders shall be received upto the appointed time on the next working day.
- 4.7 Any Tender received by the Director, Walchand College of Engineering, Sangli after the deadline for submission of Tenders will be rejected and returned to the bidder.

5. Validity of Tender

Tender shall remain valid for a period not less than 60 days after the deadline date specified for submission.

6. Opening of Tenders

Tenders will be opened in the presence of bidders or their authorized representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

7. Evaluation of Tender

Information relating to evaluation of Tenders and recommendations for the award of contract, shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

Date: -

Bidder

Director



Walchand College of Engineering, Sangli

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8. Director will evaluate and compare the Tenders determined to be substantially responsive i.e. which
 - (a) meet the qualification criteria specified in clause 2 of Terms & Conditions above;
 - (b) Are properly signed; and
 - (c) Conform to the terms and conditions, specifications.
9. Award of contract

The Institute will award the contract to the bidder whose Tender meets the specified qualification criteria and who has offered the lowest / competitive rate.

 - 9.1 Notwithstanding the above, the Institute reserves the right to accept or reject any Tenders and to cancel the bidding process and reject all Tenders at any time prior to the award of contract without giving any reasons.
 - 9.2 Notwithstanding the above, the Director reserves the right to omit any item/work from any Tenders at any time without giving any reason.
 - 9.3 The bidder whose bid is accepted will be informed about the award of contract by the Director prior to expiry of the Tender validity period.
 - 9.4 If contractor fails to fulfil the terms and conditions accepted by him, the contract will be immediately terminated without any notice to contractor.
 - 9.5 The Director reserves the rights about period of contract for execution of works.
10. Legal Dispute

All legal disputes are subject to the Jurisdiction of Sangli Court only.



Walchand College of Engineering, Sangli

TENDER FOR COLLEGE BUILDING - HOUSE KEEPING

Envelope No. 1
Qualification Bid

QUALIFICATION BID

Information to be given by Individual Bidder

- 1 Principal place of business:
- 2 Power of attorney of signatory of Tender. (Attach attested xerox copy)
- 3 Total value of work performed in the last one year (Rs. in Lakhs)
4. Work performed as prime Bidder (in the same name) on works of a similar nature over the last one year.

Name of Employer	Description of work No	Contract	Value of Contract Rs. Lakh	Date of issue of work order	Actual date of completion

5. Information about Existing Commitments and ongoing works:

Description of work	Place & State	Contract No. & Date	Value of Contract	Stipulated period of completion	Value of works remaining to be completed	Anticipated date of completion

Date: -

Bidder

Director



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6. Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.
7. Name, address, telephone, fax numbers, Email ID of the Bidders' bankers who may provide references if contacted by the Employer.

Bankers' Name	Address	Telephone	Fax	Email

8. Information on litigation history in which the Bidder is involved.

Name of Other Party	Cause of Dispute	Amount Involved	Present status of Dispute

9. Testimonials (Please attach testimonials)

9.1

9.2

9.3



Walchand College of Engineering, Sangli

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Envelope No. 2
Commercial Bid

COMMERCIAL BID

(To be completed by the bidder)

Description of the Works: **Cleaning of College buildings, sanitary annex, bathrooms & college campus. Detailed list enclosed herewith.**

To:

The Director,
Walchand College of Engineering,
Vishrambag, Sangli 4 164 15

Subject: College Building House Keeping

Sir,

With reference to your advertisement we offer our tender for College Building House Keeping in accordance with the conditions of contract enclosed therewith at rates given below.

Rs. -----[in figures] for 1 month. (Rupees -----
-----[in words] .

This Tender and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any tender you receive.

We hereby confirm that this Bid is valid for 60 days as required in Clause 6 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature: _____ Date: _____

Name of Signatory : _____

Name of Bidder/Firm : _____

Address : _____



Walchand College of Engineering, Sangli

TENDER FOR COLLEGE BUILDING - HOUSE KEEPING

List of Works

Name of Work: - **Cleaning of College buildings, sanitary annex, bathrooms, & campus.**

Sr. No.	Brief Description of the Works	Nos.	Period of Completion
1.	Cleaning of Toilet Block/Sanitary Annex	83	Day to-day basis
2.	Cleaning of Urinals	33	-do-
3.	Cleaning of bathrooms at college buildings	32	-do-
4.	Cleaning of bathrooms at Hot bath section	32	-do-
5.	Cleaning of wash basins	71	-do-
6.	Cleaning of Verandas at college buildings	34 (33600 sq.ft.)	-do-
7.	Cleaning of Gymkhana	2	-do-
8.	Cleaning drain tanks of toilets	15	Twice in a week
9.	Cleaning of sanitary chambers/gutters	132	Once in a week
10.	Cleaning of water coolers	11	Once in a week
11.	Cleaning of surrounding area of college buildings	At actual	Day to-day basis
12.	Cleaning of college campus	At actual	Once in a week
13.	Cutting of unnecessary grass in college area	Around 10 hostels	Once in a month
14.	Cutting of unwanted growth of plants/branches of trees appearing in college buildings on roads (window/bath room/top of building etc.)	At actual	Once in a month
15.	Providing water to garden & other plants	At actual	Once in a week
16.	Collecting & transporting garbage available (if any) in college campus.	Using existing hot bath system	Day to-day basis
17.	Cleaning of office & toilet	At actual	Day to-day basis
18.	Submersing of main drainage well by pump available	Two	Day to-day basis
19.	Cleaning of water tanks kept on top of the college buildings		Once in a month
20.	Cleaning of the internal roads in college premises	At actual	Day to-day basis

Date :

Bidder

Director