



**ANNA UNIVERSITY**  
**Sardar Patel Road, Chennai – 600 025**

**E- Tender**

*for*

**Providing Housekeeping & Sanitation Services on  
Outsourcing to Anna University, Chennai**

**Ref. No. 004 / AU / 2023 – 24**

**Date: 16.03.2024**

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## SECTION 1 – INVITATION FOR BIDS

### 1. About the University

Anna University (AU), one of the premier Technical Universities in the Country, is offering various Programmes in the fields of Engineering, Technology, Architecture, Management & Applied Sciences. Anna University serves the community for the societal development through excellence in Teaching, Research & Consultancy works in various domains of Engineering and producing professionals with technical expertise, professional skills and ethical values. A complete list of Departments & Centres in Anna University is available at “[www.annauniv.edu](http://www.annauniv.edu)”. Anna University requires services of a reputed, well established Company / Firm / Agency for materials

Manpower Services for Housekeeping Services in the Buildings of Main, Tharamani and MIT Campuses, Anna University, Chennai-25.

### 2. Notice Inviting Tender

The University invites bids from eligible, experienced and financially sound Companies / Firms / Agencies for **‘E- Tender for Providing Housekeeping & Sanitation Services on outsourcing basis in the Buildings of Main, Tharamani and MIT Campuses, Anna University, Chennai-25’** for a period of one year. This tender will be governed by the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tenders Rules, 2000 and subsequent amendments thereof are applicable to this Tender.

Prospective bidders shall visit the University and acquaint themselves with the scope & schedule of work before participating in the pre-bid meeting, if required. In order to familiarise the bidders on scope of the work and obligations in the proposed contract, a pre-bid meeting will be conducted with bidders.

For any queries related to the Bid submission, bidders shall contact by email [registrar@annauniv.edu](mailto:registrar@annauniv.edu) or telephone number 044 – 2235 7004 (from 10:00 AM to 05:00 PM in all working days).

The tenders are in Two bid System (a) Technical Bid and (b) Financial Bid. All the bidders are requested to go through the instructions, terms & conditions and specifications laid down in the Tender document. Failure to furnish all required information in every aspect will be at their risk and may result in the rejection of their bids. All tender documents including Technical and Financial bids should be submitted in **Tamil Nadu Government Tender Portal ([www.tntenders.gov.in](http://www.tntenders.gov.in))**

The Companies / Firms / Agencies not fulfilling the "Eligibility Criteria" as per Section 3 will not be considered and will be summarily rejected.

Tender Document No.	<b>004 / AU / 2024 – 25</b>
Date of Tender Document	16.03.2024
Description	<b>Providing Housekeeping &amp; Sanitation Services on Outsourcing to Anna University, Chennai</b>
Estimated Tender Value	Rs. 5,69,00,000/- (Rupees Five Crore and Sixty-Nine Lakhs only)
EMD Value	Rs. 5,69,000/- (Rupees Five Lakh and Sixty-Nine Thousand only)
Last Date & Time of submission of Online Bid	16.04.2024 (up to 03:00 PM)
Submission of Bids	<ul style="list-style-type: none"> <li>• <b>Two Bid System</b> will be followed for this tender <b>(Technical Bid and Financial Bid)</b>.</li> <li>• The proposals shall be submitted in two parts, viz., Technical Bid and Financial Bid and should be as per the formats given in Forms.</li> <li>• Bid documents will be available on website – '<a href="https://tntenders.gov.in">https://tntenders.gov.in</a>' from <u>16.03.2024</u> to <u>16.04.2024</u> up to 03:00 PM for submission of bids. The bidders must possess a Digital Signature Certificate and submission of bids is through online on '<a href="https://tntenders.gov.in">https://tntenders.gov.in</a>' and any other mode is not accepted.</li> </ul>

Place of Opening of Bids	Academic Council Hall, Anna University, Chennai – 600 025.
Date and Time of Opening of Bids	<b>17.04.2024 at 03:00 PM</b>
Place of Pre-Bid Meeting	Academic Council Hall, Anna University, Chennai – 600 025.
Date & Time of Pre-Bid Meeting	<b>21.03.2024 at 11:00 AM</b>

## SECTION 2 – SCOPE OF WORK

- (A). Providing housekeeping services in all buildings as listed in Table 1 with area with minimum manpower stipulated in Table 1a through method outlined in section 2.1 with cleaning schedule stipulated in Table 2 using cleaning equipment listed in Table 3 and materials / consumables as listed in Table 4. Any additional requirements / variations of manpower including machines and materials is the sole discretion of AU and the same shall be communicated to the Company / Firm / Agency, which will be final and binding, as and when the need arises during the period of contract.
- (B). Initially, the contract will be awarded for one year. The period shall be further extended to another one year, depending on the satisfactory performance and as recommended by the Anna University Empowered Expert Committee. The estimated cost of the work is **Rs. 5,69,00,000/- (Rupees Five Crore and Sixty-Nine Lakhs only)**
- (C). Pre-qualification of the Company / Firm / Agency shall not imply final acceptance of the Financial Bid. The Company / Firm / Agency may be rejected at any point during Technical or Financial evaluation. The decision in regard to acceptance and / or rejection of any offer in part or full shall be the sole discretion of Anna University and decision in this regard shall be binding on the Company / Firm / Agency.
- (D). The Company / Firm / Agency shall intimate the name(s) of near relatives posted anywhere in Anna University.
- (E). The Company / Firm / Agency will designate person(s) who will be responsible for handling depute affairs, as respective contract managers.
- (F). List of Buildings, Periodicity of cleaning and equipment to be used are given in Table 1, 2 & 3 respectively.

**Table 1. List of Buildings and Carpet area**

S. No.	Name of the Building	Carpet Area (m <sup>2</sup> )
	<b>A.MAIN CAMPUS</b>	
1	V.C. QUARTERS	<b>453.31</b>
2	EXAMINATION CENTRE	<b>1983.01</b>
3	BRIEFING HALL	<b>771.97</b>
4	CRYSTAL GROWTH CENTRE	<b>1738.05</b>
5	DEPARTMENT OF APPLIED SCIENCE &	<b>6671.92</b>

	TECHNOLOGY – NEW	
6	DEPARTMENT OF APPLIED SCIENCE & TECHNOLOGY – OLD	<b>202.30</b>
7	A.C TECH TEXTILE TECHNOLOGY	<b>6399.83</b>
8	AC TECH WORKSHOP & BASIC ENG'G LAB	<b>1126.42</b>
9	ELECTRICAL ENGINEERING LABORATORY	<b>151.69</b>
10	ALAGAPPA COLLEGE OF TECHNOLOGY (MAIN BUILDING)	<b>12516.36</b>
11	SCHOOL OF ARCHITECTURE & PLANNING (SAP) BUILDING	<b>1004.80</b>
12	DEPARTMENT OF ARCHITECTURE (DIAMOND JUBILEE BLOCK)	<b>1252.34</b>
13	SAP LIBRARY	<b>332.77</b>
14	PITHAVADIYAN HALL	<b>77.20</b>
15	A.C.TECH CANTEEN AND CANARA BANK	<b>3023.54</b>
16	CENTRE FOR BIO-TECHNOLOGY - TEACHING COMPLEX/LECTURE HALL	<b>1240.98</b>
17	BIO-TECHNOLOGY ANNEXE / MULTIPURPOSE HALL	<b>406.50</b>
18	IRS BUILDINGS	<b>3407.64</b>
19	CENTRE OF FACULTY DEVELOPMENT	<b>418.40</b>
20	DEPARTMENT OF MEDIA SCIENCE	<b>1759.74</b>
21	EMMRC BUILDING	<b>588.57</b>
22	COMMON TOILET ( BIO-TECH)	<b>139.74</b>
23	RAMANUJAM COMPUTER CENTRE	<b>2153.59</b>
24	AUFRG/CAD/CAM CENTRE	
25	CENTRAL LIBRARY	<b>3811.50</b>
26	ANNA UNIVERSITY SPORTS BOARD + OPEN AIR THEATRE +ATM BUILDING + SPORTS GALLERY	<b>642.91</b>
27	SAP BUILDING NORTH BLOCK	<b>1122.25</b>
28	ARCHITECTURE ANNEXE	<b>428.14</b>
29	SCHOOL OF ARCHITECTURE AND PLANNING - COFFEE CLUB	<b>1237.88</b>
30	OPEN AIR THEATRE	<b>253.82</b>
31	ATM BUILDING	<b>109.95</b>
32	SPORTS GALLERY	<b>74.42</b>
33	CEG MAIN BUILDING	<b>8243.82</b>
34	DEPARTMENT OF MATHEMATICS	<b>1827.90</b>

35	CENTER FOR PROFESSIONAL DEVELOPMENT EDUCATION	<b>2558.81</b>
36	VIVEKANANDA AUDITORIUM	<b>1355.61</b>
37	SCIENCE AND HUMANITIES	<b>7870.28</b>
38	DEPARTMENT OF ELECTRONICS AND COMMUNICATIONS	<b>4934.50</b>
39	DEPARTMENT OF ELECTRONICS AND COMMUNICATION & ANNEXE	
40	COMPUTER SCIENCE & ENGINEERING	<b>2530.51</b>
41	DEPARTMENT OF INFORMATION SCIENCE & TECHNOLOGY	<b>3654.94</b>
42	MBA DEPARTMENT	<b>2153.53</b>
43	POWER SYSTEM ENGINEERING	<b>1827.50</b>
44	PRINTING TECHNOLOGY	<b>1476.26</b>
45	KNOWLEDGE PARK	<b>6536.53</b>
46	SIR C.V RAMAN SCIENCE BLOCK	<b>6065.24</b>
47	CENTRE OF ENVIRONMENTAL STUDIES	<b>2505.80</b>
48	TRANSPORTATION ENGINEERING DIVISION	<b>813.29</b>
49	DEPT. OF ELECTRICAL AND ELECTRONICS	<b>2041.62</b>
50	MANUFACTURING ENG'G LAB / PRODUCTION ENG'G DEPT.	<b>832.97</b>
51	MANUFACTURING ENGINEERING	<b>1357.81</b>
52	STRUCTURAL ENGINEERING DIVISION	<b>2483.88</b>
53	CENTRE OF WATER RESOURCES	<b>3429.67</b>
54	WATER RESOURCE ANNEXE / CLIMATE CHANGE ADOPTION	<b>509.55</b>
55	KALANJAM BUILDING - CDMM/CTT	<b>1853.80</b>
56	KOODAL BUILDING-IOM	<b>919.86</b>
57	MINING ENGINEERING / NIOT LAB	<b>1209.47</b>
58	DANA BERGH HALL	<b>317.36</b>
59	DANA BERGH HALL AND ADJACENT BUILDING	<b>254.12</b>
60	BUILDING TECHNOLOGY CENTRE	<b>421.80</b>
61	CENTRAL WORKSHOP	<b>6494.08</b>
62	CEG TAG AUDITORIUM	
63	CENTRE FOR EXCELLENCE BUILDING	<b>6837.29</b>
64	RECORD ROOM	<b>227.11</b>
65	INDUSTRIAL ENGINEERING DEPARTMENT	<b>1359.24</b>

66	CENTRE OF ACADAMIC COURSES	271.40
67	UNIVERSITY GUEST HOUSE	833.65
68	HIGH VOLTAGE LABORATORY	970.97
69	CIVIL ENGINEERING HOD office+ LOGISTIC CENTRE	283.68
70	DIVISION OF SOIL MECHANICS & FOUNDATION	1273.52
71	ENGINEERING DESIGN DIVISION	1084.41
72	NOISE, VIBRATION & HARSHNESS LAB	896.84
73	INTERNAL COMBUSTION ENGINES LABORATORY	
74	HEAT POWER ENG'G & THERMAL SCIENCE BLOCK	2800.30
75	LOGISTICS CENTRE + D10	99.51
76	CENTRE FOR RESEARCH & DISTANCE EDUCATION	5029.33
77	CENTRE FOR UNIVERSITY - INDUSTRIAL COLABORATION	2765.83
78	HEALTH CENTRE	883.75
79	DAYCARE CENTER	75.79
80	NEW CENTEEN	6274.04
81	SUBSTATION, TRANSFORMER ROOM, STP, EO ANNEXE BUILDING	1896.38
	<b>Total area</b>	<b>165845.07</b>
	<b>B) THARAMANI CAMPUS</b>	
<b>S. No.</b>	<b>Name of the Building</b>	<b>Carpet Area (m<sup>2</sup>)</b>
1	SPIC BIO PROCESS LAB BUILDING	1850.91
2	FOOD TECHNOLOGY BUILDING	3791.59
	<b>Total area</b>	<b>5642.50</b>
	<b>C) MIT CAMPUS</b>	
<b>S. No.</b>	<b>Name of the Building</b>	<b>Carpet Area (m<sup>2</sup>)</b>
1	CENTRAL WORKSHOP AND P.T. ADDITIONAL BUILDING LAB	1538.50
2	INSTRUMENTATION ENGINEERING BLOCK- I AND ADDITIONAL LAB EXTENSIONAL WORKSHOP	1211.25
3	INSTRUMENTATION ENGINEERING BLOCK- II	911.20
4	LIBRARY OLD	1244.40

5	INST. ENGG WORKSHOP (COMPUTER LABS )	141.95
6	AEROSPACE ENGINEERING BUILDING	1293.70
7	AUTOMOBILE ENGINEERING BUILDING	1014.90
8	HANGER NO.II (Aero & Auto Labs )	3411.91
9	SCIENCE BLOCK & PRODUCTION TECHNOLOGY	1014.90
10	INFORMATION TECHNOLOGY	1723.80
11	ELECTRONICS AND COMMUNICATION ENGINEERING BLOCK	1106.70
12	RUBBER AND PLASTIC TECHNOLOGY BUILDING	1341.30
13	AU - KBC CENTER PHASE I & PHASE II	809.20
14	GOLDEN JUBILEE BLOCK	2329.00
15	LECTURE HALL COMPLEX PHASE I	3978.00
16	RAJAM LECTURE HALL COMPLEX	3699.20
17	COMPUTER TECHNOLOGY BUILDING	2611.20
18	ELECTRONICS ADDITIONAL BILDING	1360.00
19	CENTRE LIBRARY ( Old )	524.45
20	RAJAM HALL ( 300 Seats )	555.90
21	MUSEUM	117.30
22	CO- OPERATIVE SOCIETY ( Old garage renovated )	292.40
23	DCOE	117.30
24	PRODUCTION TECHNOLOGY	4493.10
25	ADDITIONAL BUILDING RUBBER AND PLASTIC ENGINEERING	1581.00
26	ADDITIONAL BUILDING INSTRUMENTATION ENGINEERING BUILDING	3757.00
27	AERO SPACE ENGINEERING	2338.35
28	INTERNET OF THINGS	1932.05
29	AUTOMOTIVE RESEARCH BUILDING	1970.73
30	LIBRARY NEW	1020.00
31	HEALTH CENTER	386.75
<b>Total area</b>		<b>51352.33</b>
<b>Net Carpet Area</b>		<b>2,22,839.90</b>

The tentative number of deputies needed under each category, along with educational qualification(s) are listed in Table 1a. The Job description, Competencies /

Skills, and duration of deputation required for each category are also listed below.

**Table 1a: Minimum Manpower Requirement**

Name of the Category		Qualification / Experience	Requirement of Personnel
a)	House Keeping Staff (Unskilled)	10 <sup>th</sup> Pass, Prior experience is desirable	160
b)	House Keeping Staff (Semi Skilled)	12 <sup>th</sup> pass & minimum of three years' experience in the operation of cleaning machineries / equipment.	23
c)	House Keeping Supervisor	Any Degree with knowledge in housekeeping services & minimum of three years' experience in the relevant field.	5
d)	Sanitary Supervisor	Diploma / PG Diploma / Degree in Sanitation or equivalent & minimum of two years' experience in the relevant field.	3

### **Job Description and Competencies**

#### **a) House Keeping Staff (Unskilled)**

Deputed House Keeping Staff (Unskilled) should have the following competencies:

- Adapting correct procedures for housekeeping work.
- Cleaning the assigned and common areas by sweeping, mopping, wiping, etc.
- Completing assigned housekeeping tasks.
- Monitoring and maintaining cleanliness and tidiness at the workplace.

#### **b) House Keeping Staff (Semi Skilled)**

Deputed House Keeping Staff (Semi Skilled) should have the following competencies:

- Knowledge of housekeeping standards required at the workplace.
- Capable of operating machineries and equipment.
- Proficient in cleaning the work area in the correct sequence.
- Knowledge of the types of containers in which to put dust and debris.
- Well-versed with types of problems one might come across while cleaning toilets and the ways to deal with it.
- Proficient in effective cleaning that helps with infection control.
- Good communication skills and service-oriented.

#### **c) House Keeping Supervisor**

Deputed House Keeping Supervisor should have the following competencies:

- Monitoring, guiding, directing and motivating subordinates to complete

housekeeping tasks.

- Supervising and reviewing the service which involves planning of equipment and supplies.
- Preparing staff roster and briefing the staff.
- Knowledge of different cleaning agents, materials and tools used in the housekeeping service, their storage and preparation.
- Proficient in taking a constant stock of housekeeping supplies.
- Well-versed with monitoring the work of the housekeeping services.
- Collecting feedback from the stakeholders.
- Strong organizational, problem-solving & good communication skills and Service-oriented.

**d) Sanitary Supervisor**

Deputed Sanitary Supervisor should have the following competencies:

- Maintain and improve standard of public health in the campus.
- Frequent inspection of classrooms, labs, auditorium, food courts, drains, restrooms, hostels, playgrounds, etc.
- Undertaking public health activities such as disinfections, anti-malarial, anti-epidemic measures, etc.
- Attending complaints regarding sanitation.
- Reporting outbreak of infectious diseases to authorities and taking preventive measures.
- Skilled in performing clinical tests of water.

Note:

The bidders should visit all of the above buildings and its surrounding to assess the actual quantum of work, manpower, materials and equipment requirement for delivering superior quality of housekeeping services. No extra claim will be entertained for any deviation in the above information.

## **2.1 Method and Schedule of cleaning**

### **i. Sweeping and cleaning**

#### **Sweeping:**

Sweep clean all corridor and floor areas of all rooms including damp mopping of tiles, vitrified floors, kota/marble /cement/mosaic/wooden floors, staircases, elevators floor, sidewalls, handrails and entrance areas so that the entire area mentioned shall be free of dirt / mud / footprint / liquid spills and other litter. Cleaning of all chairs, tables, trash bins. Movable items of furniture shall be moved to clean underneath. After sweeping the floors, all corridors and other machine accessible area shall be machine scrubbed. Areas where the machines cannot approach shall be scrubbed manually. The sweeping shall also be carried out in walkways and all-round the buildings. When completed, the floor and walls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water. Vacuum cleaning shall be done using appropriate type of vacuum cleaner for carpet, joineries and furniture including shampooing of carpets once in 6 months.

#### **Wet area cleaning including rest rooms:**

Thorough cleaning and sanitization of toilets, bathrooms, mirrors, glass windows, wash basins and shower facilities using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap mud and smudges. Refilling of soap dispenser with liquid soap and paper roll wherever required for water closet in toilet / bathrooms shall be provided. Automatic air freshener with required consumables shall be placed in all toilets.

#### **Trash Removal:**

Providing dust bins one each in restroom / toilet, faculty rooms, labs, seminar Rooms etc., emptying all waste paper baskets from all floor areas, and washing wiping them clean with damp cloth, replacing plastic wastepaper basket linings and returning items where they were located. All waste from dust bin will be collected and deposited in the building's waste containers.

The scope of work shall include litter picking within and surroundings of the buildings listed in the Table-1a. After cleaning, the area should be free from

plastic, metal, dry leaves, debris and other foreign materials. The dry leaves shall be cleared up to 10m and the designated parking space. The road cleaning including shoulder up to 1m width is excluded from the scope of the above work. The collected litter shall be deposited at designated space earmarked by the Engineer in-charge within Anna University campus.

### **Glass Surface Cleaning:**

All glass at entrance doors, windows, curtain glazing, louvers shall be cleaned using damp and dry method with adequate safety measures. Glass tabletops, cabin doors, cabin partitions and glass accessories would also be cleaned. Removal of grease marks or fingerprints on glass counters and partitions. This cleaning shall be done using approved all-purpose cleaner and lint free cloth.

### **Damp & Dry Cleaning:**

Wipe clean all White boards of class rooms, meeting rooms, Conference rooms, workstations, etc. Wipe clean all table tops of workstations, cubicles and other furniture, fixtures, sign boards, electrical panels, fire extinguisher, hand rails with necessary safety precautions.

### **Deep Cleaning:**

Deep cleaning restrooms includes through dusting, cob web removal, dry sweeping / wiping, wet wiping / mopping / sanitizing using scrubber and jet wash, sanitizing of floor, walls, water closets, wash basins, urinals all plumbing fittings, incinerators, joineries, dust bins, floor traps, electrical fittings (lights / exhaust fan / switches etc using necessary cleaning chemicals.

Deep cleaning all rooms / corridors includes taking out all furniture to facilitate through dusting, cob web removal, dry sweeping / wiping, wet wiping / mopping using scrubber and vacuum cleaners, sanitizing of floor, walls, furniture, computers (except lab equipment), monitors, printers, telephones, external surface of AC ducts, ACs (Window / Split), external surface of false ceiling, joineries, dust bins, electrical fittings (lights / exhaust fan / switches etc using necessary cleaning chemicals.

### **Dry cleaning of terrace area:**

Terrace cleaning includes sweeping of dry leaves, removal of unwanted materials on the terrace and near the mouth of the rain water pipe, removal of plants/ small tree growth, disposal of collected waste from terrace to the disposal point with necessary safety arrangements etc., as required.

### **Janitorial supervision**

The duties discharged by the agency will be monitored through the supervisors of the agency and the janitorial supervisor of the individual buildings of Anna University as per the schedule of cleaning indicated in Table 2. The penalty clause will be operated based on the supervisors log every month. The feedback from the janitorial supervisors should be submitted along with attendance and duty log by the supervisor of the agency for claims. Proof of photographs shall be attached.

### **Use of Equipment**

The equipment listed in Table 3 shall be deployed appropriately and adequately and such use of equipment shall be recorded by the supervisor and duly acknowledged by the janitorial supervisors before submitting the claim.

**Table 2: Periodicity of Cleaning**

<b>S. No.</b>	<b>Name of Work</b>	<b>Frequency</b>
1	Sweeping of entire floor area in all floors. (including lift & Elevators)	Daily
2	Cleaning / Wiping of furnitures items in class rooms / Lecture halls / Seminar Rooms / Waiting Halls	Daily
3	Cleaning of Aluminium glassed doors / windows	Twice in a week
4	Dusting / wiping blinds	Twice in a week

S. No.	Name of Work	Frequency
5	Cleaning / Washing of Toilets (floor and wall upto dado height) and Sanitary Installations like wash basins, water closets etc., with disinfectants and sprinkling phenyl on floor	Twice in a day
6	Removal of Cob-web	Once in week
7	General cleaning around the building outside	Once in a week
8	Mopping the floor of all rooms / halls etc	Twice in a week
9	Cleaning of terrace of buildings	Once in a week
10	Deep cleaning of toilets and sanitary installation in the rest rooms	Once in a week
11	Any other services work that might arise depending upon contingency	As required

**Note:**

- 1) The schedule of cleaning should be strictly adhered to maintain the standard of housekeeping in all the campuses at all times.
- 2) During inclement/ deviant weather, the frequency may be higher than the minimum agreed schedule.
- 3) In case of any conference / seminar / workshop, additional attention shall be paid to keep the premises clean.
- 4) Deep cleaning activity during Government holidays / vacations - The furniture inside the class room / seminar / meeting / conference rooms shall be taken out and the entire room shall be deep cleaned. The furniture shall be cleaned thoroughly and rearranged in proper position. This activity shall be carried out twice in a year and proper record should be maintained for the same.
- 5) Pathway from Roads shall be cleaned regularly and additionally once in a month using Jet wash.
- 6) Drinking water purifier dispensers shall be wet cleaned and flushed on daily basis.
- 7) Cleaning work in connection with arrangements for Independence Day, Republic Day and other Anna University related functions at auditoriums, seminar halls of buildings and other venues within Anna University campus shall be done by the contractor. The deep cleaning of the venue shall be carried out before start and after completion of each event. Necessary monkey-proof dust bins shall be provided during the event with proper plastic bags. All trash should

be collected and deposited in sealed plastic bags with in 2hrs after completion of the event.

- 8) Litter removal from outside the building shall be carried out in the area as indicated in the Table-1. Keeping the Surroundings of all buildings including Open areas upto Roads and vicinity of all buildings in the zones have to be cleaned once in a week is the scope of this tender.
- 9) The deputees should maintain the decorum and involve in the duty with utmost care and sincerity. Complaints regarding theft, malpractice, misbehavior, etc. will be dealt with seriously.

### Working Hours

Working Hours for the deputees shall be from 07:30 AM to 03:30 PM

Working Hours for the Helpdesk shall be from 07:30 AM to 05:00 PM

**Table 3. List of Tools and Equipment to be used**

<b>S. No.</b>	<b>Tools &amp; Equipment</b>	<b>Minimum Nos. to be deployed</b>
1	Double disc scrubber cum drier with online tracking facility	5
2	Single disc scrubber with online tracking facility	10
3	Heavy industrial use Multifunction Vacuum cleaner with suction	10
4	Small vacuum cleaner	5
5	Industrial use blower	5
6	Wringer moving trolley with container drum	150
7	High pressure Jet washing machine with online tracking facility	10
8	Waste trolleys	25
9	Ride on sweeper with online tracking facility	2
10	Pneumatic Gutter cleaner	4
11	Dust bin - The dust bin shall be made of plastic / FRP with foot operated lid. The dust bin volume shall not be less than 7 ltr capacity for office and faculty rooms.	300
12	Dust bin - The dust bin shall be made of plastic / FRP with foot operated lid. 30 litres - For restrooms, labs and seminar rooms	125
13	Safety signs to be used during cleaning operation	As per requirement
14	Ladder / safety goggles	As per requirement

S. No.	Tools & Equipment	Minimum Nos. to be deployed
15	Liquid Soap container (in rest rooms)	As per requirement

**Note:**

The required tools and plants to maintain the standard of housekeeping at all times. Any additional material, tools and equipment required during the housekeeping services shall be provided by the contractor without any additional claim. Any repair / replacement of the equipment shall be carried out immediately so as not to affect the housekeeping services at any case. The online tracking facility of specified equipment may be done by using GPS or RFID based technology. The contractor shall intimate the details of the same in the technical bid.

**Table 4: Materials and consumables to be used**

S. No.	Material	Qty. per Month
1	Liquid Disinfectant	340 Ltr
2	All in one cleaning chemical solution	100 Ltr
3	Steel scrubber	750 Nos
4	Urinal Mat	250Nos
5	Round Mop with mop set	250 Nos
6	Napthalene ball / Fragrance Cubes	25 kg
7	Handwash Liquid – Softcare Enhance	145 Ltr
8	Toilet brush	300 Nos
9	Antiseptic liquid	75 Ltr
10	Dust bin cover (Bio-degradable)	75 Box
11	Reusable large Garbage bag for barrels upto 200ltr (preferably bio-degradable)	67 kg
12	Nylon scrubber	50 Nos
13	Bleaching powder	100 kg
14	Dust pan MS	80 Nos
15	Wiper	50 Nos
16	Scented Phenyl	150 Ltr
17	Soft broom	250 Nos
18	Coconut broom	250 Nos
19	Glass cloth	125 Nos
20	Checked cloth	125 Nos
21	Rubber gloves	250 Set
22	Washing powder	10 kg
23	Disinfectant soap	250 Nos
24	Malar broom	50 Nos

**Note:**

The contractor shall provide the quantity and brand name of each material / chemical to be used for the housekeeping service along with technical bid. However, the material required to maintain the standard of housekeeping shall be deemed to have been included in the scope of work and in any case no additional claim will be entertained for additional material requirements. The claim for manpower shall be made based on attendance and that for materials / tools based on actual usage.

- (A). The personnel to be deputed to Anna University **shall not be below the age of 18 years and above 50 years of age and** should have a valid contract of employment with the Manpower Company / Firm / Agency. **Personnel deputed by the Company / Firm / Agency shall require to work a maximum of 26 days in a month as per the Labour laws.**
- (B). The Company / Firm / Agency shall follow all the rules and guidelines laid by Anna University authorities. It is the responsibility of the Company / Firm / Agency to ensure that all the staff deployed shall be medically fit and their antecedent will be verified before the deployment in Anna University. The persons deployed for work should not have been involved in any police case relating to moral turpitude and verification of the same is the responsibility of the company. Police verification certificate for the persons deployed for work has to be submitted by the Company / Firm / Agency.
- (C). The Company / Firm / Agency's Supervisor will maintain Daily Attendance Registers to keep record of personnel on duty and get the initials of the janitorial supervisor from Anna University side on completion of every duty.
- (D). A Sufficient number of deputees shall be posted by the Company / Firm / Agency to attend the works and shifting of materials/instruments from one place to other, loading and unloading of materials/instruments from the truck within Anna University as and when required in the exigencies of work without any additional payment.
- (E). The deputees should maintain the highest discipline and behave politely with the faculty, staff, students and guests. They should not argue with anyone. The persons deployed by the Company / Firm / Agency should be reliable, trustworthy, alert, and efficient.

- (F). The Company / Firm / Agency shall in no case pay its employee less than the minimum mandatory rates per day in accordance with the Minimum wages fixed by State / Central Government.
- (G). The Company / Firm / Agency shall strictly observe that its deputees:
- i. Are always smartly turned out and vigilant.
  - ii. Are punctual and arrive at least 15 minutes before start of their duty time.
  - iii. Take charges of their duties properly and thoroughly.
  - iv. Perform their duties with honesty and sincerity to the fullest satisfaction of the employer.
  - v. Read and understand their work and site instructions and follow the same.
  - vi. Shall not drink liquor on duty, or come drunk and report for duty.
  - vii. Will immediately report if any untoward incident / misconduct or misbehavior occurs, to AU & the Company / Firm / Agency.
  - viii. When in doubt, approach concerned Unit Officer / Incharge immediately.
  - ix. Get themselves checked by security personnel whenever they go out.
  - x. Shall not smoke in the office premises.
  - xi. Violation of code of conduct may lead to withdrawal of service of Company / Firm / Agency.
- (H). The Company / Firm / Agency will handover deputation letter to the deputees, giving details of his/her service conditions and details of salary with breakup and send the copy of the offer letter to AU.
- (I). Requisite Uniform, Apron, Gloves, Rubber Boots, Safety Shoes, Ear Plugs, Hard Hat Helmet, Safety Harness, Tool Belt, Safety Goggles, etc. should be provided to the Deputees by the Company / Firm / Agency.
- (J). The deputees should maintain personal hygiene and wear the prescribed

uniform while on duty.

- (K). The Company / Firm / Agency will issue Photo Identity cards to the deputees in the format as specified by AU and also complete all the statutory requirements with regard to their deputees, such as obtaining PF No, issue of ESI Cards, opening Bank Accounts for salary credit etc., within 7 days from the date of their engagement. The salary and other payments to the deputees as claimed shall be paid into their bank accounts and proof of payment shall be submitted to the Registrar, Anna University while submitting the next month invoice.
- (L). If a depute provided by the Company / Firm / Agency, leaves the services of the company prior to expiry of contract, the Company / Firm / Agency shall provide replacement(s) based on the requirement of AU within a maximum period of 2 days **without any further charges to AU for the replacement.**
- (M). Every personnel deputed by the Company / Firm / Agency shall be an employee of the said Company / Firm / Agency and none of the depute of the Company / Firm / Agency shall have any claim whatsoever against AU. The depute should not claim any Master and Servant relationship with AU. AU will not be responsible or liable under the laws that are in force and that may come in force from time to time in respect of the deputed employees.
- (N). AU shall pay the agreed amount on production of monthly invoice (in duplicate) for the amount due towards services rendered during the preceding one month. The monthly invoice shall include supporting documents such as certified attendance and execution of the defined duties. No advance payment shall be made to the Company / Firm / Agency. There would be no increase in rates payable to the Company / Firm / Agency during the contract period **except in case of enhancement of Minimum wages by the State / Central Government.** Any adjustment for the services rendered in the month, shall be made in the subsequent month.
- (P). The Company / Firm / Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages and various other provisions for all its employees deputed to work for AU and deal with the any dereliction of the same.

- (Q). If in the opinion of the AU authorities, the performance of any of the deputees is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, or in case of any complaint or any unusual behavior of the deputees, he/she should be replaced within 24 hours after receipt of intimation from Anna University.
- (R). Change of Personnel as requested by Anna University should be effected by the firm within 2 days from the date of request by Anna University.
- (S). Any non compliance and inadequate performance will be levied penalty based on the inputs from University side as per Table 5. The penalty towards every non compliance stated shall be deductible from the monthly invoice. For any act of inadequate performance of contract not specifically stated herein, AU will determine the penalty based on the merits of each act after providing an opportunity to the Company / Firm / Agency.
- (T). Company / Firm / Agency will be responsible for compliance of all statutory provisions of Rules/ Regulations/ guidelines applicable to the deputees. The Company / Firm / Agency shall also comply with all necessary registration, licenses, approvals and sanctions under the applicable laws.
- (U). The Tax deduction at source (TDS) shall be done as per the provisions of Income Tax Act / Rules, as amended from time to time.
- (V). Anna University reserves the right to modify/change/delete/add any further terms and conditions prior to issue of work order. Conditional tenders shall not be considered.
- (W) **Anna University is not bound to accept the abnormally low bid and/or assign any reasons for rejecting any or all the bids.** If Anna University is not convinced with the details and proofs for lowest quoted bids, such bids shall not fetch award of contract. It is further stated that the personnel so employed by the Company / Firm / Agency and deputed in the offices of Anna University shall have no right to employment against any post of AU and also stated that their services are being taken on purely Outsource basis.

**Table 5: Penalty for Non-Compliance**

<b>S. No.</b>	<b>Non compliance</b>	<b>Penalty (In Rupees)</b>
1	Not found displaying photo ID	55/- per person/per day
2	Worker not in proper Uniform	55/- per person/per day
3	Indulging in smoking/drinking/sleeping or any other misconduct during duty hours	550/- with removal of the offender
4	Deploying lesser no. of machines In case of repair of a house keeping machine, the bidder has to rectify or provide stand-by within 24 hours. Failing from which	1100/- per machine per day
5	Absenteeism/Under deployed	1100/- per instance
6	Complaints are not registered or not redressed	550/- per instance
7	Absence of personal protective gears	220/- per person/per day
8	For any other breach, violation or contravention of any terms and conditions	Rupees 5000/- will be imposed per day
9	In case the services remain consistently unsatisfactory for a period of more than 2 weeks in any Building	penalty of 5% of monthly payment will be imposed
10	Non-compliance of housekeeping schedule	Rs 5500/- per day per building
11	Non-deployment of housekeeping personnel	Rs 1100/- per person
12	Non-use / less use / shortage in supply of materials	Rs 1100/- per day per building
13	Non-use / less use / shortage of any equipment	Rs. 5500/- per equipment per day
14	Failure to replace or repair the equipment within a day	Rs. 1100/- per equipment per day
15	Failure / late (more than 1 hour) to attend emergency housekeeping complaints	Rs. 2200/- per incident
16	Damage to the University property	As per actual repair / replacement cost + 25%
17	Not replacing the depute 2 days after the complaint from AU side	Rs. 1100/- per instance

### **SECTION 3 – ELIGIBILITY CRITERIA & TECHNICAL BID**

The Company / Firm / Agency should satisfy the following criteria for participating in the tender process.

- (A). The bidding Company / Firm / Agency should have a registered office in Tamil Nadu / Chennai. In case of non-presence of the office in Tamil Nadu / Chennai, the successful bidder shall submit a declaration stating they will establish the same within one month of the award of the contract.  
(Submit a copy of registration/Incorporation Certificate)
- (B). The Company / Firm / Agency should be in business for at least three years in Rendering House Keeping Service including Government / Autonomous Bodies / Public Sector Undertakings.
- (C). (a) The Company / Firm / Agency should have successfully executed/completed similar works, providing housekeeping staff in Govt./Public Sector Undertakings/Autonomous Bodies. Company / Firm / Agency should have completed housekeeping services by deploying a minimum of 300 personnel to one Govt./Autonomous Bodies/ Public Sector Undertakings or 150 personnel each to any two Govt./Autonomous Bodies/ Public Sector Undertakings) during the last three years from the date of publication of this tender. (Submit work orders and performance certificate as documentary proof for successfully executed/ completed similar works as per Form A.)  
  
(b) The Company / Firm / Agency Successfully executed/completed for similar works as detailed below:
  - (i). 3 Similar Contracts each costing not less than 40% of this tender value.  
(or)
  - (ii) 2 Similar Contracts each costing not less than 50% of this tender value.  
(or)
  - (iii) 1 Similar Contract costing not less than 90% of this tender value.
- (D). The Company / Firm / Agency should have at least one running contracts of similar nature in providing housekeeping services through deployment of minimum 150 personnel to Govt./Public Sector Undertakings/Autonomous Bodies. (The Details of the same along with supporting documents are to be submitted as per the Form B.)

- (E). The Company / Firm / Agency must have an Average Annual financial turnover of related services during the last three years, ending 31<sup>st</sup> March of the previous financial year, should be at least 75% of this tender value. i.e 2020- 21, 2021- 22 & 2022-23 (Financial statements / certificates issued by Chartered accountant should be submitted as proof).
- (F). The Company / Firm / Agency should submit a valid labour license issued from Regional Labour Commissioner under Contract Labour Act, 1970.
- (G). The Company / Firm / Agency should have registration with Employee Provident Fund Organization, Employees State Insurance Corporation, Goods and Services Tax, Income Tax Department (Permanent Account Number).
- (H). The Company / Firm / Agency should submit the performance satisfactory certificate from the previous organization for supply of Housekeeping services in the last two previous years.
- (I). The Company / Firm / Agency should submit the documentary proof for remittance of EPF and ESI for the personnel for the last one year.

## **SECTION 4 – FINANCIAL BID**

- (A). The financial bid should be submitted as per the proforma given in Form – D.
- (B). Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- (C). The financial bid will be opened only if the Company / Firm / Agency is qualified as per Technical Bid.
- (D). The tenders will be evaluated strictly as per the Tamilnadu Transparency in Tenders Act 1998 and the Tamilnadu Transparency in Tenders Rules 2000 and amendments made thereon in the Act & Rules by the Government.

## **SECTION 5 – EVALUATION OF BIDS**

- (A). Date of opening of bids will be as per this tender document.
- (B). AU will evaluate the technical bids for minimum eligibility adherence based on the data provided by the bidder as the format given in Form – C.
- (C). AU will open the financial bid, as the format given in form – D, of those who have qualified in the technical bid on the date to be announced by Anna University.
- (D). Financial bids will be opened and the lowest financial bid amongst those qualified in the Technical bid will be declared as successful bidder (L1). The contract will be awarded to the successful bidder (L1), subject to other usual conditions.
- (E). In case more bidders quoted the same lowest price, the lowest bidder will be selected on the basis of the following preferential conditions in sequence:
  - i. Average Turnover of the bidder for the last 3 years
  - ii. Experience of providing similar service
  - iii. Value of similar works executed.
- (F). Anna University reserves the right to negotiate with the bidder whose offer is the lowest evaluated price for further reduction of price. Anna University also reserves the right to negotiate with other bidders to match the negotiated L1 price or below, according to the Tamil Nadu Transparency in Tenders Rules, 2000.

## **SECTION 6 – TERMS AND CONDITIONS OF CONTRACT**

### **A. General Terms & Conditions**

- (i). The bidder shall study the Scope of Work and Technical Bid in detail as given in Sections 1 & 2 before submitting the bid.
- (ii). A pre-bid meeting with the prospective bidders will be arranged approximately within 10 working days of the tender. Clarification to the queries and doubts raised by the bidders will be issued as a corrigendum/addendum in the e-tenders portal.
- (iii). The prices quoted must be considering all scope of work, and eligibility criteria mentioned in Section 3. Price quoted as “NIL” service charges shall be rejected as non-responsive. All conditional tenders will be summarily rejected.
- (iv). Letter of Intimation and acceptance will be communicated by speed post / email to the successful bidder to the address indicated in the bid.
- (v). Anna University reserves the right to reject the whole or any part of the tender without assigning any reason or to accept them in part or full.
- (vi). Failure to comply with any of the instructions stated in this document or offering unsatisfactory explanations for non-compliance will lead to rejection of offers.
- (vii). Anna University reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and decision of Anna University shall be final and binding on the Bidder.
- (viii). The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadline for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- (ix). Anna University will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.

## **B. Earnest Money Deposit (EMD)**

- (i). EMD of Rs. 5,69,000/- (Rupees Five Lakhs and Sixty-Nine Thousand only) should be transferred through online payment mode in e-tender portal of <https://tntenders.gov.in> on or before due date 16.04.2024 before 03:00 PM. Any other mode of payment of EMD shall not be accepted.
- (ii). Bidder has to select the payment option as “Pay online” to pay the EMD amount. Only after payment of EMD, Bidder will be able to upload their bids. In order to avoid any issues and last-minute delay in processing of payment online, it is recommended to make payment and submit the bid as early as possible. Anna University will not be held responsible for any sort of difficulty faced / failure in submission of bids online by the bidder.
- (iii). The EMD will not carry any interest. Non-submission of EMD details on or before the due date and time will result in rejection of the bid.
- (iv). The amount of EMD is liable to be forfeited, if the bidder withdraws from the offer after submission of the tender or after the acceptance of the offer.
- (v). Exemption of EMD will be given to the Company / Firm / Agency, subject to submission of undertaking by the Company / Firm / Agency seeking such exemption, as per the existing Government orders. Copies of relevant orders/ documents regarding such exemption should be submitted along with the tender document.

## **C. Submission of Tender**

- (i). The bids should be submitted through online only in two bid system i.e. Technical Bid and Financial Bid separately.
- (ii). The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, and rejection of tender submitted by the firm.
- (iii). The tenders of the contracting agency/firm/company not in possession of valid statutory license / registrations are liable for rejections.
- (iv). If any relative of the bidder is an employee of Anna University, the name,

designation and relationship of such employee shall be intimated to the Registrar, Anna University in writing, while submitting the tender.

- (v). No bidder will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period.
- (vi). The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and terms and conditions enclosed herewith. Each page of the bids required to be signed and bears the official seal of the Bidders.
- (vii). If the application is made by a firm, it shall be signed (with seal) by the partner(s) of the firm above full typewritten name(s) and current addresses or alternatively by a partner holding power of attorney for the firm in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed along with current addresses of all the partners of the firm shall also accompany the application.
- (viii). If a limited company or a corporation makes the application, it shall be signed by a duly authorized person holding power of attorney for signing the application, in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence. The applicant shall also furnish a copy of the Memorandum of Articles of association duly attested by a Notary Public.

#### **D. Validity of Offer**

The Tender shall remain open for acceptance/validity till 180 days from the date of opening of the tender. However, the day up to which the offer is to remain open being declared closed holiday for Anna University, the offer shall remain open for acceptance till the next working day.

#### **E. Execution of Contract and Security Deposit**

- (i). A Contract / Agreement shall be entered into with successful bidder by Anna University.
- (ii). Declaration of Non-Black/Debarring listing to be executed & attested by Public Notary / Executive Magistrate on Rs. 100/- Stamp paper by successful bidder as per Form – F.
- (iii). The successful bidder shall submit a Performance guarantee of 10% of the contract amount by way of Bank Guarantee / FDR / Insurance Surety Bonds obtained from any commercial bank within 15 days, which shall be released on expiry/termination of the contract after adjustment of dues, if any.
- (iv). Security deposit will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract and loss or damage, if any, sustained by the Institute on account of failure or negligence on the part of employees of contractor.

#### **F. Insurance & Provident Fund**

Group Insurance should be provided to the deployed personnel by the selected Company / Firm / Agency. ESI coverage & Employee Provident Funds at applicable rates from time to time, should be paid every month for all deployed personnel by the Company / Firm / Agency.

#### **G. Liability**

The Company / Firm / Agency is responsible for any cash theft or stock deficit or loss / damage caused by the personnel deputed by the Company / Firm / Agency during the course of the contract, and the same will be recovered from the Company / Firm / Agency.

#### **H. Dispute Resolution & Arbitration**

- (i). All disputes, controversies, claims or differences arising out of or relating to the execution of this Agreement shall be resolved amicably by mutual consultation and discussion by the authorized representatives of both the parties shall be referred to arbitration (to be conducted in English language). However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication.

- (ii). Sole arbitrator shall be appointed by Anna University for the unresolved dispute. The solve arbitrator will be employee of the University. The award of the sole arbitrator shall be final and binding on all the parties.
- (iii). The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996, as amended from time to time and rules formed there under.
- (iv). Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the Agreement and the same shall be carried out strictly in accordance with the terms & conditions of the Agreement.
- (v). The cost of Arbitration shall be borne by the respective parties. During the pendency of the arbitration proceeding and currency of Agreement, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the firm shall continue to be made in terms of the Agreement. Arbitration or any other legal proceedings shall be subject to the exclusive jurisdiction of the Courts in Chennai only.

#### **I. Breach of Terms & Conditions**

Anna University shall, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or part:

- (i). If the bidder fails to provide any or all of the services satisfactorily within the period(s) specified in the contract.
- (ii). If the bidder fails to perform any other obligation(s) under the contract.
- (iii). If the bidder has engaged in corrupt or fraudulent or unethical practices in competing for or in executing the contract.

#### **J. Force Majeure**

- (i). If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is

prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, pandemics, quarantine restrictions, strikes, lockouts, acts of God (hereinafter referred to as "events") neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay, provided the performance and/or delivery is resumed as soon as practicable after such event has come to an end or ceased to exist.

- (ii). The decision of Anna University as to whether the performance or delivery has so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 30 days, Anna University may at its option, terminate the contract without any obligation to compensate or performance on its part.

#### **K. Penalty & Liquidated Damages**

- (i). If the selected Bidder fails to provide satisfactory services as per the contract in accordance with the terms and conditions, the penalty will be levied as per the table-5. If the bidder fails to improve the performance even after 3 consecutive months in which the monthly penalty amount exceed 1% of the contract value, Anna University reserves the right to cancel the contract. In case of termination of the contract, Anna University reserves the right to recover an amount equal to 10% of the Contract value as Liquidated Damages for non-performance.
- (ii). Both Penalty and Liquidated Damages are independent of each other and are applied separately and concurrently.
- (iii). Penalty and LD are not applicable for reasons attributable to Anna University and Force Majeure. The selected Bidder shall submit the proof authenticated by the Bidder and Anna University officials that the under performance is attributed to Anna University and/or Force Majeure along with the bills requesting payment.
- (iv). In case of failure to carry out the services to the satisfaction of Anna

University as per the terms and conditions, Anna University is free to get services done by any other agency at the cost and risk of the selected Company / Firm / Agency.

#### **L. Termination of Contract**

This contract may be terminated on any of the following contingencies:

- a). On the expiry of the contract period as stated above.
- b). By giving one months' notice by Anna University on account of:
  - i. Breach by the contractor of any of the terms and conditions of the contract.
  - ii. As per the condition of K-I
  - iii. On contractor being declared insolvent by competent Court of Law.
  - iv. The firm is liable to extend the services till the notice period or the subsequent engagement of house keeping services whichever is later.
  - v. Notwithstanding any other provisions in this contract, Anna University reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
  - vi. During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
  - vii. It shall be the duty of the contractor to remove all the deputees on termination of the contract, on any ground whatsoever and ensure that no deputees creates any disruption/hindrance/problem of any nature to AU.

#### **M. Jurisdiction**

- (i). The laws of India shall govern this tender document.
- (ii). In the event of any dispute over this tender, the decision of Anna University shall be final and binding.

This tender is subject to the exclusive jurisdiction of the Courts at Chennai.

## SECTION 7 – FORMS

### FORM – A

**E- Tender for Providing Housekeeping & Sanitation Services on Outsourcing basis to Anna University, Chennai’.**

**Ref: Tender No. 004 / AU / 2023 – 24**

#### **EXPERIENCE OF THE COMPANY / FIRM / AGENCY**

(in Company / Firm / Agency's Letter Head)

*(Copies of work orders along with customer satisfaction certificate and all relevant documents should be enclosed)*

<b>S. No.</b>	<b>Name of the Organization</b>	<b>Total Manpower Deployed</b>	<b>Period of Work</b>	<b>Consolidated Billing Amount per annum</b>	<b>Name and contact details of the Officer in-charge at the Client Organization with Contact number</b>

Certified that the above furnished information is true and correct. Anna University is permitted to verify the above details from any of the clients listed above.

Place:

Date:

Signature of the Bidder

Name & Address of the

Bidder with Office Stamp

## FORM – B

**E- Tender for Providing Housekeeping & Sanitation Services on Outsourcing basis to Anna University, Chennai’.**

**Ref: Tender No. 004 / AU / 2023 – 24**

### **DETAILS OF RUNNING CONTRACT(S)**

(in Company / Firm / Agency’s Letter Head)

*(Copies of work orders and other relevant documents should be enclosed)*

<b>S. No.</b>	<b>Name of the Organization</b>	<b>Total Manpower Deployed</b>	<b>Order No. and Date</b>	<b>Period of Work</b>	<b>Consolidated Billing Amount per Annum</b>	<b>Name and contact detailsof the Officer in-charge atthe Client Organization with Contact number</b>

Certified that the above furnished information is true and correct. Anna University is permitted to verify the above details from any of the clients listed above.

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

## FORM – C

**E- Tender for Providing Housekeeping & Sanitation Services on Outsourcing basis to Anna University, Chennai’.**

**Ref: Tender No. 004 / AU / 2023 – 24**

### **PROFORMA FOR TECHNICAL BID**

(in Company / Firm / Agency’s Letter Head)

1.	Name of the Tender Company / Firm / Agency							
2.	Name of the Director / Proprietor of the Company / Firm / Agency							
3.	Full address of the Registered Office							
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Contact Number(s)</td> <td style="width: 25%;">Office No.</td> <td style="width: 50%;"></td> </tr> <tr> <td></td> <td>Mobile No.</td> <td></td> </tr> </table>	Contact Number(s)	Office No.			Mobile No.		
Contact Number(s)	Office No.							
	Mobile No.							
5.	Email ID							
6.	GST Number							
7.	Labour License							
8.	Local Office address at Chennai							

S. No.	Description	Compliance (Yes/No)	Page Ref. No.
<b>ELIGIBILITY CRITERIA – TECHNICAL BID</b>			
1.	Average Annual financial turnover of related services during the last three years, ending 31 <sup>st</sup> March of the previous financial year, should be at least 75% of this tender value. i.e. 2020-21, 2021-22, 2022-23 (Financial statements / certificates issued by Chartered Accountant should be submitted as proof).		
2.	Business for at least three years in providing manpower to clients including Govt./Autonomous Bodies/ Public Sector Undertakings.		

3.	<p>The Company / Firm / Agency should have successfully executed/ completed similar works, providing housekeeping staff in Govt./Public Sector Undertakings/Autonomous Bodies. Company / Firm / Agency should have completed housekeeping services by deploying a minimum of 300 personnel to one Govt./Autonomous Bodies/ Public Sector Undertakings or 150 personnel each to any two Govt./Autonomous Bodies/ Public Sector Undertakings) during the last three years from the date of publication of this tender. Submit work orders and performance certificate as documentary proof for successfully executed/ completed similar works as per Form – A.</p> <p>Successfully executed/completed for similar work as detailed below:</p>		
	a) 3 Similar Contracts each costing not less than 40% of this tender value		
	(or)		
	b) 2 Similar Contracts each costing not less 7% of this tender value		
	(or)		
	c) 1 Similar Contract costing not less than 90% of this tender value		
4.	<p>The Company / Firm / Agency should have at least one running contracts of similar nature in providing housekeeping services through deployment of minimum 150 personnel to Govt./Public Sector Undertakings/Autonomous Bodies. The details of the same along with supporting documents are to be submitted as per the Form – B.</p>		
5.	<p>Registration Certificate of Company / Firm / Agency issued by appropriate authority (Necessary document proof should be attached)</p>		

6.	Valid Labour License issued from Regional Labour Commissioner for specific number required for the contract under Contract Labour (Regulation & Abolition) Act, 1970		
7.	Proof for Local office at Chennai (Necessary document proof should be attached)		
8.	Registration details of EPF, ESI, GST and PAN (Necessary document proof should be attached)		
9.	Proof for remittance of EPF for last year ( 2022-23)		
10.	Declaration regarding blacklisting / debarring from taking part in Govt. Tender by Anna University / Govt. Dept. (Declaration format as given in Form – F.)		
11.	Self-Declaration Forms (Form E & G)		

**Note:**

The proof attached should be indexed and page numbers of the attached proof should be clearly mentioned in the Technical Bid format.

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

## FORM– D

E- Tender for Providing Housekeeping & Sanitation Services on Outsourcing basis to Anna University, Chennai’.

Ref: Tender No. 004 / AU / 2023 – 24

### PROFORMA FOR FINANCIAL BID

#### **A. Manpower**

S. No.	Name of the Category	Rate per Person per Day (Rs.) <sup>#</sup>	Service Charge per Person per day (Not less than 3.85%) (Quote in Rs. only) <sup>##</sup>
(i)	(ii)	(iii)	(iv)
1.	Housekeeping staff (Unskilled)	588	
2.	Housekeeping staff (Semi-skilled)	779	
3.	Housekeeping Supervisor	839	
4.	Sanitary Supervisor	1206	

<sup>#</sup> ‘Rate per Person per Day’ is exclusive of applicable statutory levies.

<sup>##</sup> ‘Service Charge per Person per day’ is exclusive of applicable GST.

**B. Materials & consumables**

S. No.	Material	Qty. per Month	Rate per unit	Amount (Rs.) Inclusive of applicable taxes
1	Liquid Disinfectant	340 Ltr		
2	All in one cleaning chemical solution	100 Ltr		
3	Steel scrubber	750 Nos		
4	Urinal Mat	250Nos		
5	Round Mop with mop set	250 Nos		
6	Napthalene ball / Fragrance Cubes	25 Kg		
7	Handwash Liquid – Softcare Enhance	145 Ltr		
8	Toilet brush	300 Nos		
9	Antiseptic liquid	75 Ltr		
10	Dust bin cover (Bio-degradable)	75 Box		
11	Reusable large Garbage bag for barrels upto 200ltr (preferably bio-degradable)	67 Kg		
12	Nylon scrubber	50 Nos		
13	Bleaching powder	100 Kg		
14	Dust pan MS	80 Nos		
15	Wiper	50 Nos		
16	Scented phenoyl	150 Ltr		
17	Soft broom	250 Nos		
18	Coconut broom	250 Nos		
19	Glass cloth	125 Nos		
20	Checked cloth	125 Nos		
21	Rubber gloves	250 Set		
22	Washing powder	10 Kg		
23	Disinfectant soap	250 Nos		
24	Malar broom	50 Nos		
<b>Total per Month (Rs.)</b>				

In words .....

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

Place:

Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

## FORM – E

**E- Tender for Providing Housekeeping & Sanitation Services on Outsourcing basis to Anna University, Chennai’.**

**Ref: Tender No. 004 / AU / 2023 – 24**

(in Company / Firm / Agency’s Letter Head)

### **Self-Declaration that the Service Provider has not been Blacklisted**

I.....  
S/o .....

R/o ..... police station ..... District Director

/ partner/ sole proprietor (Strike out whichever is not applicable) of  
.....

..... (Firm or Company) do hereby declare and  
solemnly affirm:

- I. That the Firm .....  
..... has not been Blacklisted or declared insolvent by any of  
the Union or State Government / Organization.
- II. That none of the individual / firm / Company Blacklisted or any partners or  
shareholder thereof has any connection directly or indirectly with or has any  
subsistence interest in the deponent business / firm company.
- III. That neither the Firm nor any of its partner has been involved / convicted in any  
criminal case / economic offence nor any criminal case / economic offence is  
pending against firm or any partner of the Firm before any Court of Law / Police.

Place:  
Date:

Signature of the Bidder  
Name & Address of the  
Bidder with Office Stamp

## FORM – F

### E- Tender for Providing Housekeeping & Sanitation Services on Outsourcing basis to Anna University, Chennai’.

Ref: Tender No. 004 / AU / 2023 – 24

*(To be executed & Attested by Public Notary / Executive Magistrate on Rs.100/- Stamp paper by the bidder)*

#### **DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. TENDER BY ANNA UNIVERSITY / GOVT. DEPARTMENT(S).**

*I / We Proprietor / Partner (s) Director (s) of M/s.\_\_\_\_\_ hereby declare that the firm / company name M/s.\_\_\_\_\_ has not been blacklisted or debarred in the past by Anna University or any other Government organization from taking part in Government tenders.*

*(Or)*

*I / We Proprietor / Partner (s) Director (s) of M/s.\_\_\_\_\_ hereby declare that the firm / company name M/s.\_\_\_\_\_ was blacklisted or debarred in the past by Anna University Government organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f \_\_\_\_\_*

*The period is over on \_\_\_\_\_ and now the firm / company is entitled to take in Government tenders.*

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by Anna University and shall be forfeited.

In addition to the above, Anna University will not be responsible to pay the bills for any partially completed work.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Capacity in which as signed: \_\_\_\_\_  
Name & Address of the firm: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Place:

Seal of the firm should be affixed

## FORM – G

### **DECLARATION FORM**

(in Company / Firm / Agency's Letter Head)

**Ref: Tender No. 004 / AU / 2023 – 24**

It is hereby acknowledged that I / We have gone through all the points listed under “**Scope of work, Eligibility Criteria, Terms & Conditions and other Sections**” of the tender document, the same is abided and agreed to be executed. In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by Anna University and shall be forfeited.

Signature of the Bidder Name &  
Address of the Bidder with Office Stamp

## **SECTION 8 – CHECKLIST**

Bidders are required to submit the following documents:

### **I. Technical Bid:**

- a). Documentary evidence in support of Eligibility criteria & Technical Bid as given in Section – 3.
- b). Forms A, B, C, E, F & G as per the format given in Section – 7.
- c). Any other relevant information / data / documents.

### **II. Financial Bid:**

Financial Bid as per format in given in Form D (including A. Man power & B. materials & consumables) in Section – 7