

Office of Principal, D.B.G. Government College Panipat

Tender is hereby invited for cleaning of premises and housekeeping etc. services in D.B.G. Government College Panipat from the interested and eligible Tenderers/ service agencies (approved by Government of Haryana) having at least experience of three years in similar services in prescribed form. Interested tenderer /service agencies can collect tender forms from the Office of Principal, D.B.G. Government College Panipat on any working day between 09:00 AM to 04:00 PM by paying Rs. 500/- (Payable through demand draft/ Banker cheque of any nationalized bank) drawn in favor of Principal D B G Govt College Panipat. All terms and conditions will be attached with the form.

Last date of receipt of sealed tender document: - 10/04/2026 (04.00 P.M.) Date of

Opening of tender: 11/04/2026 (11.00 A.M.).

Contact No.

Principal

D.B.G. Govt college Panipat

D.B.G. Government College Panipat

Sector - 18, HUDA, Panipat, Haryana 132104



List of Documents included in Tender Documents:

Part-I (Documents for Technical Bid)

Sr. No	Particulars	Page No.
01	Eligibility Criteria (Annexure-I)	1-2
02	Details of Services (Annexure-II)	3-8
03	Terms and conditions of Tender (Annexure-III)	9-10
04	General Conditions of Contract (Annexure-IV)	11-15
05	Proforma for Qualifying Technical Bid (Annexure-V)	16
06	Declaration from Bidder/Tenderer (Annexure-VII)	19

Part-II (Documents for Financial Bid)

Sr. No.	Particulars	Page No.
01	Performa for Financial Bid (Annexure-VI)	17-18

Office of Principal, D.B.G. Government College Panipat

Tender of providing cleaning of premises and housekeeping etc., services in D.B.G. Government College Panipat

COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS: -

- i) Procedure for submitting the bids : **Two bid system**
- ii) Cost of Tender Form : **Rs. 500/- (non-refundable)**
- iii) Earnest Money Deposit (EMD) with tender document: **Rs. 25,000/- (Refundable)**
- iv) Performance security will be deposited by the successful tenderer/ service agency at the time of signing of contract **:10% of the Amount of Contract**
- iv). Time and last date of submission of tender documents: 10/04/2026 (04.00PM)
- v). Time and date of opening of Qualifying/Technical Bid and Financial Bid: 11/04/2026
11:00 am onwards

Note: - All tenderers are requested to read all the tender documents including its terms & conditions and procedures carefully before applying for the tender.

**HARYANA GOVERNMENT
COOPERATION DEPARTMENT**

NOTIFICATION

No.480-C-7-2025/ 4728

Chandigarh, dated the; 27/6/2025

In continuation of Haryana Government, Cooperation Department, Notification No. 1214-C-7-2022/2747, dated 20/05/2022, the Governor of Haryana hereby extends the following concessions/facilities to the Cooperative Labour and Construction Societies in the State of Haryana from 01st April, 2025 to 31st March, 2030 :-

1 (a)	All works (skilled/unskilled) costing upto Rupees One Crore will be reserved for Cooperative Labour and Construction Societies upto the rates allotted in the immediate past for similar works after inviting tenders for the concerned circle of the P.W.D.
(b)	These concession shall also be applicable to the contract relating to supply of manpower, loading and unloading of goods, transportation of goods and supply of construction material.
(c)	In case Cooperative Labour and Construction Societies fail to tender or do not accept the works, then open tenders may be invited from both the Contractors and Cooperative Labour & Construction Societies.
2 (a)	The Cooperative Labour & Construction Societies will make payment of earnest money of Rs. 25000/- or 1% whichever is less for works upto Rs. 50.00 Lacs and for works beyond Rs. 50.00 Lacs, earnest money will be 50% of the earnest money applicable to the contractors.
(b)	Performance Security for Cooperative Labour and Construction Societies shall be half of the performance security applicable to contractors for works upto any value. In case of the Cooperative Labour and Construction Societies consisting of all members who are women or those who belong to Scheduled Caste, the performance security will be 25% of the performance security applicable to contractors.
3 (a)	Preference in making payment shall be given to Cooperative Labour and Construction Societies whenever letter of Credit (LOC) received.
(b)	The District Central Cooperative Banks shall provide credit limit to the Primary Cooperative Labour and Construction Societies against tangible security as per banking norms and societies who avail such facility shall maintain their account with the concerned District Central Cooperative Bank only.
4.	The work of sanitation in Govt. Hospital and in Urban Local Bodies shall be reserved upto 60 Lacs for Cooperative Labour & Construction Societies consisting of all women members or all Scheduled Caste members. In case, Cooperative Labour & Construction Societies fail to tender then open tenders may be invited from both the Service Provider and Cooperative Labour & Construction Societies.

5.	The Cooperative Labour and Construction Societies shall be exempted from any Licensing Fee/Enlistment Fee.
6.	The concessions granted to Cooperative Labour and Construction Societies at point no. 1, 2, 3 & 5 will also apply to work relating to semi Government, Local Government, Public Sector Corporations, Improvement Trusts, Marketing Board, Housing Board, Haryana Police Housing Corporation, Haryana Tourism Corporation, Haryana Vidyut Prasaran Nigam, Haryana Power Generation Corporation, Uttar Haryana Bijli Vitran Nigam, Dakshin Haryana Bijli Vitran Nigam, HSIIDC, Haryana State Roads and Bridges Development Corporation, Haryana Rural Roads and Infrastructural Development Agency, HUDA/HSVP, ICDP, Panchayati Raj Department, CADA, HAFED, Warehousing Corporation and works relating to World Bank Aided Projects, all other work allotment agencies and other Statutory Bodies etc.
7.	The copy of the tender notice issued by any Work-Awarding-Agencies will also be forwarded to the District Cooperative Labour and Construction Federation as well as Assistant Registrar, Cooperative Societies concerned for their information.
8.	Arbitration cases between Cooperative Labour and construction Societies and work awarding agencies (other than any cooperative society/members) shall be decided as per the provisions contained in Haryana P.W.D. Code.
9.	The Cooperative Labour and Construction Societies enlisted with the Principal Department i.e. anyone of the three branches of Public Works Department, need not be further enlisted with other departments, Corporation, Local Government, Semi-Government Undertaking etc.
10.	The District Co-ordination committee on Cooperative in each district shall be constituted by the Government to review the allocation of works to the Labour and Construction Societies, to expedite the payments from Works-Awarding-Agencies, to review the cases of arbitration and all such other matters relating to working of the Labour Cooperatives in the light of above concessions.
11.	All Work-Awarding-Agencies shall deduct or cause to be deducted the contribution amount payable at the rate specified by Registrar, Cooperative Societies, Haryana from time to time (at present 1%), from every work bill on Net payment of Primary Cooperative Labour and Construction Societies. The Contribution amount so deducted shall be credited by the payment making agency in the account of the Haryana State Cooperative Labour and Construction Federation Limited, Panchkula. All such payment making agency/work awarding agencies may deduct/charge the actual administrative/collection charges not exceeding 3% of the total so deducted and collected contribution amount.

12.	All Work-Awarding-Agencies shall prepare the monthly statement consisting details i.e. name of Society, total work done, payment of contribution amount and administrative charges with date and forward the same to the District Cooperative Labour and Construction Federation concerned.
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Chandigarh, dated
the 25/6/2025

VIJAYENDRA KUMAR
Additional Chief Secretary to Govt. Haryana,
Cooperation Department

Endst. No.480-C-7-2025/ 4729

Chandigarh, dated the; 27/6/2025

A copy is forwarded to the Controller Printing and Stationery, Chandigarh with the request that the above notification may be published in the Haryana Government Gazette (Ordinary) and supply 500 copies to this department.



Superintendent
for Additional Chief Secretary to Govt. Haryana,
Cooperation Department

Endst. No.480-C-7-2025/ 4730

Chandigarh, dated the; 27/6/2025

A copy is forwarded to the following for information and necessary action -

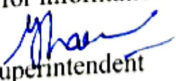
1. Principal Accountant General (A&E/Audit), Haryana, Chandigarh.
2. All Administrative Secretaries, Haryana.
3. Principal Resident Commissioner, Haryana Bhawan, New Delhi.
4. All Head of Departments, Haryana.
5. Secretary to Governor, Haryana, Chandigarh.
6. All Divisional Commissioners, State of Haryana.
7. All Deputy Commissioners, State of Haryana.
8. The Managing Directors of all Board Corporations (State Government Undertaking).
9. The Managing Director, Labour Federation, Haryana, Panchkula.
10. The Registrars of all the Universities of Haryana State.
11. PS/CM, Secy./Cooperation Minister, Haryana, PS/C & S, Cooperation.


Superintendent
for Additional Chief Secretary to Govt. Haryana,
Cooperation Department

Endst. No.480-C-7-2025/ 4731

Chandigarh, dated the; 27/6/2025

A copy is forwarded to the Registrar, Cooperative Societies, Haryana, Panchkula w.r.t. their letter no.1131943/GA-III/2025/2790 dated 17.04.2025 with the request to circulate the copies of Notification to all above endorsed authorities and for information and necessary action.


Superintendent
for Additional Chief Secretary to Govt. Haryana,
Cooperation Department

Annexure-I

Office of Principal, D.B.G. Government College Panipat

Eligibility Criteria for the Tenderer

1. The Tenderers must have an experience of providing cleaning of premises and housekeeping services etc. in reputed organizations including Government & PSUs for at least three years including mechanized mops and using suspended gondolas for façade cleaning supported by documentary evidence and must have among list of big clients, at least three Government/Semi-Government / PSUs Certificates of satisfactory performance from these three clients are also to be submitted along with tender.

2. The Tenderer should have at least.

a) One similar work contracts of 5 Lacs or more.

OR

b) Two similar work contracts of 3 Lacs or more.

OR

c) Three similar work contracts of 2 Lacs or more, executed during the last three years.

Copies of the TDS certificates (form-16A) in respect of these contracts are required to be submitted along with the tender.

3. The total turnover of the agency should not be less than Rs. 20 lacs for **“cleaning of premises and housekeeping segment etc.”** during requisite years of experience as mentioned at (1) above.

4. The tenderer must be registered with the following statutory authorities and must also furnish attested copies of supporting documents: -

a. ESIC, EPF, Income Tax and Service Tax

b. Registration under applicable labor laws

c. Any other registration / license which is mandatory for such agencies stipulated by concerned authorities from time to time including Storage of Hazardous Chemicals, acids etc.

5. The following documents must be submitted along with tender: -

a. Audited Balance Sheets of preceding three years with Income and Expenditure statement / Profit and Loss Account, Trail Balance & Audit report of last three years.

b. Income tax returns of last three years.

6. The Tenderer should have sufficient employees on its rolls specifically trained for housekeeping work. Full list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details etc. should be attached with the technical Bid.

6. The Tenderer should have at least 50 Nos. of captive manpower on his payroll on the day of filing the tender. The tenders having captive manpower less than this will be rejected.

7. Principal, D.B.G. Government College Panipat reserves the right to withdraw/relax any eligibility criteria and in such a situation the Tenderers will be given sufficient time to take such changes into account. However, no relaxation will be given as far as statutory requirements are concerned, explicit/implicit.

8. Any bidder who has been **blacklisted or debarred** by any Central/State Government Department, Public Sector Undertaking, Autonomous Body or any other Government organisation in India or abroad as on the date of submission of the bid, shall not be eligible to participate in this tender. An affidavit on non-judicial stamp paper of Rs. 10/- must be submitted by the bidder along with the technical bid document. The bid without afore-mentioned affidavit will not be considered for further evaluation.

Office of Principal, D.B.G. Government College Panipat
Detail of Services

Principal D.B.G. Government College Panipat invites sealed tenders from the Service Provider/ Agencies for providing following services in D.B.G. Government College Panipat

Name of Work: Cleaning of premises and housekeeping etc. services.

Scope of Work:

Details of premises are mentioned below: -

Room-20, M.P.H. 01, Library -01, Lab-12, Faculty-17, Toilets-16, Play Ground -01, Park-02, Herbal Park-01, Ramp-01, Stairs-03, Principal Office Block

Duration of work: -The total time of the contract will be for one year from the date of entering into agreement further extendable for one year on mutual consent basis. Regular cleaning of Premises and housekeeping Services i.e. full services are required for whole year. Some part of college remains closed during the summer and winter vacations and no services are required during those vacations. However, in case above mentioned services are required, then the College will pay Proportionate expenses according to area. However, the contractor will be intimated in due time in case of any change in the above services in a particular month.

Sweeping and cleaning: -

Sweeping and cleaning is a routine affair of housekeeping. The whole area including space inside wall campus needs to be cleaned. The Sweeping and cleaning of following building elements will be done at least once a day (Corridors, staircase, railing, rooms, toilet blocks etc.).

Mopping: -

Mopping will be carried out only after the cleaning/sweeping is over, Mopping will be done by sprinkling water with appropriate disinfectant solution/scented phenyl/ Lizol . Rubber brooms only will be used for this job. After mopping floor swabbing will be done with dry cloth/ broom to avoid slippage of anyone. The areas e.g. corners, edges and pockets where rubber broom could not be used in such area mop cloth will be used for manual mopping and swabbing. The elements under mopping are as under. Corridors, railings, rooms toilet blocks, mirrors, ceramics, marble, glazed and mosaic tiles in skirting and aside walls, window glass panels, fixture, idols and photos frames.

Window glass panel cleaning: -

Window frames will be cleaned with detergent. Dust from window platform outside and inside will be removed. Glass will be cleaned with suitable chemicals without any scratch. Use of newspaper and old cloth for cleaning glass will be permitted. Glass panel will be cleaned very frequently and there should not be dust or stains in glass panels at any stage.

De-dusting furniture and fixtures: -

De-dusting and fixture will be carried out with clean dhoti cloth everyday morning before office hours. Glass top will be cleaned with wet cloths to remove stain. Each room will have furniture like Lecture stand, Benches, chairs, stools, cupboards, display boards, computers, office equipments, show case, conditioner and electrical fitting. Lighting and fans etc. will be cleaned periodically in phased manner with the convenience and requirement of concerned office in that room.

Stains removal: -

Stains accumulate on various water connection fitting near water cooler, sanitary fitting in toilet block, marble and ceramic tiles, glass panes, mirrors etc. periodic stain removing will be carried out with appropriate anti-stain materials.

Removing spider webs and cobwebs: -

Removing spider and cobwebs will be carried out periodically with broom. This work will be done before sweeping. Toilet related specific work: - Each toilet will be provided with liquid or solid soaps at washbasin, naphthalene ball at water outlets, bucket and tumbler or toilet papers and availability of water. The service provider shall ensure that all the consumables' items available inside toilet. In case of failure of water supply concerned office will be kept informed. Maintenance of ladies and girls' toilets will be done before office hours only. Any theft or loss of sanitary fitting, taps light bulbs will be brought to the notice of the concerned officer.

Garbage Disposal: -

The Contractor shall collect garbage in specified color-coded bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area as directed by the Offices Administration. The Contractor's quoted rates should be inclusive of this item. No extra payment whatsoever will be made on this account.

Washing Flashing: -

Washing of all flooring will be carried out at least once in a fortnight to remove accumulated dust or mud in deep corners and tiles joints. During monsoon corridors and floors will be spoiled with mud etc. Washing will be carried out with water pipe and rubber broom/ map cloth.

Overhead Water Tanks Cleaning: -

The Contractor shall clean & disinfect the Overhead Tank periodically after emptying the water from the tanks as per instruction of ESIC Engineer In charge. The Contractor's quoted rates should be inclusive of this item. No extra payment whatsoever will be made on this account.

Terrace Cleaning: -

The Contractor shall clean the terrace periodically as per instruction of Principal D.B.G. Govt. college Panipat. The Contractor's quoted rates should be inclusive of this item. No extra payment whatsoever will be made on this account.

Horticulture work: -

Plants and green grass of lawns are to be trimmed and watered regularly. Fresh plants and green grass are to be planted as per requirements. Urban forest, botanical garden lawns, proper maintenance of lawns, timely mowing of grass, pruning of trees, watering the plant, cutting of the hedges, cleaning the lawns, managing the dry leaves will be done on regular basis.

Security of premises: -

Security of the college in Day & Night should be maintained. Protection of college premise, precious things and Lab equipments etc. in Day & Night on all weekdays (including Sunday) should be done.

Note:

1. The Tenderer /service agency will be liable to comply with any instructions/order given in written or verbal time to time for better and efficient services.
2. Every care has been taken to cover all important scopes, aspects, areas requiring Cleaning of premises and Housekeeping etc. services. These are, however, not exhaustive and if deemed fit, D.B.G. Govt. College Panipat may add additional scope of work.

Cleaning of premises and Housekeeping Schedule

Sr.No	Activity	Frequency	Remarks
1	Garbage Removal	Twice a day/ when garbage Bags are $\frac{3}{4}$ full	
2	Mopping	Every Two hour	
3	Sweeping of Path and Ground	Once in a day	
4	Washrooms cleaning	Every hour	
5	Dusting	Every morning	
6	Watering plants	Once in a day	
7	Plants & grass trimming	Once in a week	
8	Inspection/security round of college in night	Every hour	

RESOURCES REQUIREMENT

A. TO BE PROVIDED BY OFFICE:

All dustbins will be provided by the College.

B. THE CONTRACTOR HAS TO PROVIDE THE FOLLOWING:

1. All the cleaning material, soap solutions, room fresheners, naphthalene balls, disinfectants, deodorants etc. will be provided by the tenderer.
2. All the manpower, equipments, tools and tackles, their accessories/ refills pertaining to housekeeping services will have to be provided by the contractor.
3. The contractor has to provide supervisory and management support by his own staff to get the maximum output from the house keeping force deployed at the offices. Directions and training to the cleaning and housekeeping staff has to be given by the contractor. The man and all materials needed for the cleaning of premises and housekeeping services will be the responsibility of the contractor. The offices will only pay the management fee or service charges.
4. For Horticulture Services, the contractor has to procure manpower, equipment etc. The offices will only pay for the consumables, seeds, flowerpots and plants.
5. Following equipments, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. These numbers, however, can be increased as per requirement but payment will only be done as per financial bid. Minimum No. of Equipments, tools, tackles etc have to be maintained in the offices at all times. A record of all these items should be kept by the Contractor. All these equipments may be inspected by designated officer/committee/Principal at any time.

LIST OF EQUIPMENTS, TOOLS & TACKLES

Sr. No	Description	Numbers required	Remarks
1	Wet/Dry Vacuum Cleaner	1	
2	Glass Cleaning Kit	2	
3	Wet Mops	4 Minimum	
4	Sweeping brushes/ Dry dust control mops	4 Minimum	
5	Hard brooms for Ground Sweeping	4 Minimum	
6	Nylon scrubbers, dusters, hard and soft brooms, buckets, squeezers	As per requirement	
7	Safety Gears	As per requirement	
8	Horticulture tools	As per requirement	

LIST OF CLEANING MATERIALS & AIDS REQUIRED PER MONTH

Sr. No	Items	Quantity	Remarks
1	Detergent/vim/ multi cleaner	As per requirement	
2	Room spray/ Odonil	As per requirement	
3	Phenyl/ colin	As per requirement	
4	Toilet cleaner/ glass cleaner/ furniture cleaner	As per requirement	
5	Naphthalene Balls	As per requirement	

Note: -

The above-mentioned items/quantities are not exhaustive and may vary depending on requirement. All the above-mentioned items are to be supplied by contractor on monthly basis to ensure proper cleaning of premises and housekeeping services. If the above articles are not able to ensure an effective, efficient and timely housekeeping service management in the offices. The tenderer/ service agency will have to provide additional items as per requirement. No extra payment whatsoever will be made for these additional items.

Annexure-III

Terms & Conditions

General Instructions to Tenderers

1. Sealed tenders are invited from eligible and reputed cleaning & housekeeping agencies only for a period of one year from the date of initiation of contract, for providing Cleaning of premises and housekeeping etc. services at D.B.G. Government. College, Panipat.. Agencies shall have relevant three years' experience of having provided similar services to any institutions and Rs. 20,00,000 (Twenty lacs only) turnover annually.
2. Tenderer/service agency can collect tender form from the college office on any working day from 9:00 am to 4:00 pm by paying Rs. 500/- (Rupees Five Hundred only)
3. A pre-bid meeting shall be held at D.B.G. Government. College, Panipat to clarify any queries of the tenderer on date 11/04/2026 time 10: 00 am
4. The bids are invited into two parts, i.e. qualifying/Technical Bid and Financial Bid. The qualifying/ Technical Bid consists of all technical details along with commercial terms and conditions.
 - (A) Technical bid should contain the papers to fulfill all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, and list of the equipments, tools and tackles required for the job.
 - (B) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.
5. The qualifying/Technical Bid should be submitted by the Tenderer/service agency in sealed cover duly mentioned "Tender for providing Cleaning of premises and housekeeping etc." services at D.B.G. Government. College, Panipat.
6. The financial Bid duly mentioned financial Bid should also be submitted in the sealed cover separately. Both the sealed Technical and Financial Bid should be put in a bigger cover which should also be sealed and duly mentioned "Tender for Providing Cleaning of premises and housekeeping etc. services. at D.B.G. Government. College, Panipat.
7. The tenders received without tender cost and EMD, incomplete tender or tenders without the supporting documents, not agreeing to terms & conditions, shall be summarily rejected.
8. The tender must be opened in the presence of Tenderer or duly authorized representative of the Tenderer who wish to be present at the time of opening of bidding on 11/04/2026. in the office of D.B.G. Government. College, Panipat.

9. If the tenderer/service agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bids shall be opened in presence of such tenderer /service agency who qualified the technical bid.
10. Principal of the college reserves the right to accept or reject any & all tender (s) without assigning any reason (s) thereof. No tenderer/service agency shall have any cause of action or claim against the colleges for rejection of his/her tender.
11. Successful tenderer/service agency has to submit performance security of 10% of the amount of tender at the time of signing of contract.
12. The performance security will be retained during the contract period & refunded only after 30 days from the date of successfully completion of the contract obligation.
13. If the successful tenderer/service agency fails to furnish the performance guarantee on the terms and conditions laid down by the college, the tender will be rejected and the EMD shall be forfeited by the college.
14. Technical Bids will be scrutinized, by an evaluation committee constituted by the D.B.G. Government. College, Panipat to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened on 11/04/2026 at 11:00 AM. in D.B.G. Government. College, Panipat, (Haryana) in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

GENERAL CONDITIONS OF THE CONTRACT:

1. The Tender shall provide cleaning services. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in premises etc. The Tenderer/service agency shall ensure proper supervision of the duties of his staff through his own supervisor.
2. The tender will supply fresh sets of uniform/badges, Identity cards to his workers, who shall wear the same while on duty and also keep their uniform neat and clean and one set of recent passport size photograph for records, of each of his staff employed for duty.
3. The tender shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity.
4. College will have no bearing liability what over concerning the persons deployed by the tenderer/service agency for any purpose. The successful tenderer/service agency shall keep the college indemnified against all losses or damages or liability arising out of or caused, imposed in the course of employment of person (s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.
5. The successful tenderer/service agency shall be solely responsible for setting/resolving any dispute/ claim of his/her personnel during the pendency of the contract. No liability shall accrue to college under any circumstances even after expiry of the contract. No claim for continuity of service under contract or otherwise will be entertained by college.
6. The tenderer/service agency shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, under the workmen compensation Act or any act in force at that time.
7. The tender shall comply with the provisions of all local laws viz employee state insurance Act. Workmen's Compensation Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, and the rules made there under and as modified from time to time by the Government.
8. The tenderer/service agency should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
9. Tenderer/service agency shall not be allowed to sub-let or subcontract any part of this contract/job in any circumstances. The Tenderer/service agency shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/ furniture/ fitting/ equipment by the worker of the Tenderer/service agency will have to be rectified by the Tenderer/service agency at his own risk and cost. In case

the Tenderer/service agency fails to rectify/indemnify the damage, the college reserve the right to deduct it from the performance security.

10. The decision of the authorized officials of college regarding the satisfactory standard of cleaning services shall be fine and binding on the tenderer/service agency.

11. The Contractor will be responsible for supply / installation / refilling / maintenance of all consumables, items and equipments used in all areas for cleaning of premises and housekeeping purpose.

12. The tenderer/service agency will be fully responsible for coordinating with all concern authorities and have to be present & to provide all necessary details required time to time by higher/relevant authority.

13. All the statutory requirement to be complied as per government rules & regulations.

14. It will be the responsibility of the contracting agency to meet transportation, food, medical and any other requirements in respect of the persons deployed and ESIC will have no liabilities in this regard.

15. Principal, D.B.G. Government. College, Panipat shall not be responsible for providing residential accommodation to any of the employee of tenderer.

16. All entries in the Tender form should be legible and filled clearly. Any overwriting or Correction which is unavoidable has to be signed by the authorized signatory.

17. In case the successful tenderer declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.

18. For all intents and purposes, the contractor/ service agency shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in D.B.G. Government. College, Panipat. The persons deployed by the agency in D.B.G. Government. College, Panipat shall not have claims of any Master and Servant relationship against D.B.G. Government. College, Panipat. Principal D.B.G. Government. College, Panipat shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. Principal D.B.G. Government. College, Panipat does not recognize any employee employer relationship with any of the workers of the contractor.

19. The contract in agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to D.B.G. Government. College, Panipat to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contractor fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the Principal D.B.G. Government. College, Panipat is put to any loss/obligation, monetary or otherwise, Principal D.B.G. Government. College, Panipat will deduct the same from the

monthly bills and or the Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

20. The contracting agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. Principal, D.B.G. Government. College, Panipat shall, in no way, be responsible for settlement of such issues whatsoever.

21. The Principal D.B.G. Government. College, Panipat shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

22. Any misconduct/ misbehavior on the part of the manpower deployed by the contractor/service agency will not be tolerated and such person has to be replaced by the service agency at his own cost immediately.

23. The Principal, D.B.G. Government. College, Panipat may order variations in the scope of work through a written variation order based on requirements. The payment of the variation shall be worked out on the basis of contract rate and pro- data variation for additional area for equipments, toiletries etc.

24. The Contractor shall, in performing its part of this Agreement, ensure the safety of the building, its equipments, furniture, fixtures and the persons working/ students or visiting in the D.B.G. Government. College, Panipat premises. For any loss or damage caused by any act of the Contractor or its employees or staff etc. the recovery will be made through the contractor/ service agency only.

TERMINATION OF CONTRACT: - In the event if service rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days' notice and performance security deposited will be forfeited. The decision of the principal of the college in this regard will be final.

EVALUATION AND PAYMENT PROCEDURE: - The college cleaning committee will start its work such as evaluation, any type of sanctions/orders and payment to the tenderer after getting the financial and administrative sanction from the department of higher education. The Payment will be made in the first week of the succeeding month upon submission of the bill in triplicate. Payment of the bill will be based on duly verified attendance sheet by Officer In- charge in respect of the persons deployed. The payment to the persons deployed in D.B.G. Government. College, Panipat will be made by ECS only by the Contractor / Agency and proof of payment of each month may be submitted with the bill for next month. In case it is found that there is under payment, the action including forfeiture of security deposit, blacklisting of the contractor and cancellation of contract may be taken.

While submitting the bill for the next month, the services provider must file a certificate certifying the following along with ESI contribution sheet downloaded from ESIC Insurance Portal: -

a) Wages of workers were credited to their bank accounts on.....

(Acknowledgment by bank enclosed).

b) ESIC contribution relating to workers amounting to Rupees was deposited on(Copy of Challan enclosed with contribution sheet)

c) EPF Contribution relating to workers amounting to Rupees was deposited on (Copy of the Challan enclosed with contribution sheet).

(d) We are complying with all statutory Labour Laws including Minimum Wage Act.

The payment would be made on monthly basis on verification of attendance sheets, wage Register, monthly ESIC/EPF/Service Tax challan/Deployment sheets/ Duty Roster/ Attendance Sheet duly verified by the designated official of the concerned site/ office, documents in support of salary disbursement through ECS. Workers of contractors should get the wages on the seventh day of each month, and the contractor must maintain adequate working capital to meet the requirements of the wage payments. The payment of wages to the staff deployed by the contractor shall not be linked to the payment of bill by Principal, D.B.G. Government. College, Panipat. If the contractor fails to provide proof of payment of statutory dues, his contract will be liable to be terminated after serving one month's notice. The service Agency shall make payment of monthly wages to the deployed staff by ECS only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all. If the agency does not make payment through ECS, the contract will be liable to be terminated.

DISPUTE RESOLUTION: - It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. In case such disputes and differences cannot be settled the same shall be referred to the sole arbitrator under the provisions of Indian arbitration and conciliation Act 1996 by college (1st Party) at the cost of both the parties in equal measure whose decision will be final and binding on both parties. Any legal dispute will be subject to Panipat Jurisdiction only.

DURATION/PERIOD OF CONTRACT: - The contract will be valid for a period of one year from the date of agreement duly approval by the Director General, Higher Education Department, Haryana, Panchkula or Principle, D.B.G. Government. College, Panipat in coordination with Director General, Higher Education Department, Haryana, Panchkula.

VALIDITY: - The Tenderer shall be valid for a period of at least three calendar months from the date of opening of tenders for the purpose of evaluation of tender.

PAYMENT SCHEDULE: The payment will be made only when the permission/Grant is obtained from office of Director General, Higher Education Department, Haryana or Principal D.B.G. Government. College, Panipat in Coordination with Director General, Higher Education Department, Haryana, Panchkula quarterly basis. No interest/penalty will be paid on the delayed payment.

PERMISSION TO START WORK: Permission will be given to tenderer for starting work only when the college gets sanction of grant from Director General, Higher Education Department, Panchkula or Principal D.B.G. Government. College, Panipat in Coordination with Director General, Higher Education Department, Haryana, Panchkula.

AGRREMENT: A agreement will be signed between successfully tenderer and Principal on Rs. 100/- non-judicial stamp paper between the containing all the terms, conditions and obligations.

Annexure-V

Office of Principal D.B.G. Government College Panipat**QUALIFYING/TECHNICAL BID****Technical bid to be kept duly signed-in-envelope -1**

Sr.No	Particular	
1	Name of the Registered Tenderer/ Service Agency:	
2	Address of the Tenderer /Tenderer (with Tel. no., Fax & Email)	
3	Name & Address of the Proprietor/Partners/Directors (with mobile no.)	
4	Contact Number	
5	License of Co-operative Labour and Construction Societies (Proof attach)	
6	Goods & service Tax (GST) registration No. (Proof attach)	
7	PAN NO (Proof attach)	
8	EPF Registration no.	
9	ESIC Registration no.	
10	Earnest Money Deposit (Full details with proof attach)	
11	Bank accounts details (proof attach)	
12	Total turn-over of three preceding years (Proof attach)	
13	Three-year experience in similar services (proof attach)	

Date: _____

Date: _____

(Signature of Authorized Signatory with date)

Name of the Tenderer & stamps

Annexure-VI**Office of Principal D.B.G. Government College Panipat****FINACIAL BID****(To be kept duly signed in Envelope 2 – Financial Bid)**

Name & address with telephone no. of the Registered Tenderer:

Particulars	Total Service Charges in rupees per month (should be quoted in both words & figure) To be quoted only in amount, not in percentage.	Grand Total for Twelve Months (should be quoted in both words & figure)
Service Charges should be lump sum for providing cleaning of premises and housekeeping etc. services as mentioned in terms and conditions with material. (per month)		

Grand Total (per year)

1. The Tenderer has to pay to workers at least minimum wages fixed by the HKRNL/District Administration/Labour Department/Govt. of Haryana/ Labour Department from time to time & will be paid accordingly.

2. The bidder are required to quote their rates both in words and figures. They should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no tender cost will be refunded to the bidder(s). In case of any dispute, the decision of Principal, D.B.G. Govt. College Panipat will be final and binding on all the bidders.

3. The rates mentioned above should be inclusive of EPF/ESI/GST and these are to be paid by the Service Provider at his own level. No charges will be paid towards EPF/ESI/GST by the D.B.G. Govt. College Panipat

4. . In case the rates quoted by the Bidder/Tenderer will be same, then the decision will be taken by draw of lots in the presence of Participants.

5. GST Tax deposited and P.F. & ESI paid accordingly.

6. Latest norms applicable regarding TDS.

7. The performance of Tenderer can be checked by the cleanliness committee of the college after visiting/inquiring at current working site as per the details provide by the Tenderer. The college reserves the right to select the Tenderer on the basis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of the college will be final and binding on the parties qualified in the technical bid.

8. Both the technical and financial Bid should put in bigger sealed envelope.

9. I agree and accept all the terms & conditions of the tender.

Date:

Signature of the Tenderer with date

Place:

(Name of the Tenderer and Stamp)

Annexure-VII
DECLARATION FROM BIDDER/TENDERER

1. I Son/ Daughter of Sh.
Proprietor/ Partner/ Director/ Authorized Signatory of
.....is/am competent to sign this declaration and execute this
tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. I/we, am/ are hereby declare that the agency has not declared as black listed in any government department.

4. Compliance under statutory provisions are in order and not being violated.

5. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Authorized Person

Date:

Full Name:

Place:

Company's Seal:

Note: - The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.