

BID DOCUMENT

Open Competitive Bid (OCB)

For

**Providing of Housekeeping Services
to the three campuses of
Rajiv Gandhi University of Knowledge
Technologies**

Proprietary & Confidential



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

**Ground Floor, Vindhya C4 Building,
IIIT-H Campus, Gachibowli
HYDERABAD- 500 032**

Phone: 040-23001830

Proprietary & Confidential

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News paper advertisement

Tender Notice



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

**Ground Floor, Vindhya C4 building,
IIIT- H Campus, Gachibowli,**

HYDERABAD- 500 032

Phone: 040-23001830

Sealed Tenders are invited from reputed registered agencies/contractors for Providing the following services at the three campuses of RGUKT located at Basar (Adilabad District), Nuzvid(Krishna District) and RK Vally(YSR Kadapa District):-

1. Security Services
2. Housekeeping Services

The last date for submission of Tender document along with EMD as specified in the bid document is on 22.08.2012 at 04:00 PM.

Interested parties can collect the Tender documents from the office of the RGUKT from 02.08.2012 to 21.08.2012 against payment of Rs. 5,000/- for each campus and each service separately for each campus towards the cost of Tender document fee (non-refundable) through D.D. from any nationalized bank, payable to REGISTRAR, RGUKT at Hyderabad. For further details visit our website www.rgukt.in

Date: 02.08.2012

**Sd/-
Registrar,
RGUKT**

Time schedule of various tender related events
(House Keeping Services)

Bid calling_date	02.08.2012
Last date for sale of Tender document	21.08.2012 at 05:00PM
Pre Bid Meeting Date/Time	08.08.2012 at 04.00PM
Bid closing date/time	22.08.2012 at 04:00PM
Technical Bid Opening date/time	22.08.2012 at 05:00PM
Price Bid opening date/time	23.08.2012 at 04:30PM
Bid Document fee	Rs.5,000/- for each campus separately (by way of DD form any Nationalized Bank)
Contact person	Registrar, RGUKT
Reference No	RGUKT/Proc/HKS/T 09/2012

Registrar,
RGUKT

**TENDER FORM
Not transferable**

Reference: No. RGUKT/Proc/HKS/T 09/2012

dated.02.08.2012

Subject: Tender for providing of House Keeping Services for three RGUIIT Campuses located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and RK Valley (Kadapa Dist) under RGUKT.

Last date for submission of the TENDER AT HYDERABAD is on 22.08.2012 up to 04.00P.M.

Dear Sir/Madam,

- A. RGUKT invites sealed tenders comprising technical bid and price bid separately from reputed registered firms and experienced Premises & Facility Management Service (PFMS) contractors to provide total facility management services for housekeeping, sanitation and maintenance of RGUIIT Campuses at three IITs under RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and R K Valley (Kadapa Dist).
- B. The Tender form consists of 32 pages of which pages from 1 to 21 are instructions and page No.22 is financial bids. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages and the Price Bid should be kept in separate sealed covers for separate College wise and these sealed covers may be submitted in a sealed master envelope superscripted with "Tender for providing of Housekeeping Services in the Campuses of the three IITs under the RGUKT". The last date for submission of TENDER is on 22.08.2012 before 04:00 pm.
- C. The Sealed Tenders shall be deposited in the Tender box kept in the office of Registrar, RGUKT, Hyderabad up to 04:00 PM on 22.08.2012.

RGUKT reserves the right to award the contract to one or more than one tenderer.

For any clarification and further details on the above tender please contact Telephone No: 040- 23001830 or Contact Person during office hours.

Thanking you

Yours faithfully,

Registrar, RGUKT

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Name of work	Facility Management Service for House Keeping, Sanitation and Maintenance of three campuses RGUKT located at Basar(Adilabad District), Nuzvid(Krishna District) and RK Valley(YSR Kadapa District)
EMD	Rs.2,00,000/- per each campus (by way of Demand Draft from any Nationalised Bank or by way of Irrevocable Bank Guarantee from any Nationalised Bank. DD/BG from other than Nationalised Banks will not be accepted)
Bid Validity Period	90 days from the date of opening of bid
EMD Validity Period	90 days from the date of opening of bid
Contract Agreement	Two Years from the date of giving work contract.
Period for furnishing performance Security Deposit	Within 7days from date of receipt of award
Performance security deposit value	Rs. 10,00,000/- for each campus separately
Performance House Keeping validity period	25 months from date of commencement of services.
Period for signing the order of acceptance	Within 7 days from date of receipt of notification of award
Payment Terms : After Commencement of work	Monthly payment after receiving the attendance particulars certified by the Director for respective Colleges.

Web Document_ Housekeeping Services

1. Eligibility Criteria:

- 1.1 Should have minimum of 3 years experience in providing House Keeping services and must have ISO certification.
- 1.2 The Bidder should have requisite experience in handling not less than 500,000 Sq.ft (One Lac Square feet) and area maintenance involving buildings relating to Commercial space/IT Parks/Large Guest House blocks/ Educational Institutions/ Government Complexes.
- 1.3 Should have registered Head office in the state of Andhra Pradesh.
- 1.4 Should have possessed valid registration with the Labour Department.
- 1.5 Should have possessed PAN Card.
- 1.6 Should have possessed valid registration for Service Tax on the head of cleaning services valid EPF, ESI and Professional tax Reistration.
- 1.7 All the bidders shall include the following information and documents with their tenders.
- 1.8 Should have minimum employees of 600 members in House Keeping services and evidence should be enclosed and valid contract labour licenses should be produced.
- 1.9 Should have 600 employees under its role in 2011-12. Evidence of PF returns should be enclosed and employees contribution computerized slips copies should be produced.
- 1.10 Copies of original documents defining the constitution or legal status, place of registration and principal place of business ; written power of attorney of the signatory of the Bid to commit the Bidder.
- 1.11 Latest Income Tax Saral form/Returns filed
- 1.12 List of Present Clients with contract address & telephone numbers.
- 1.13 Any false information with regards to the submission of the document will lead forfeit of the EMD.
- 1.14 The bidder should have adequate experience in providing of such services as required in the tender. The bidder should furnish proof of having provided such services as required in the tender for the last three financial years i.e. 2009-10, 2010-11 and 2011-12 to the amount of at least Rs.5.00 Crore per each financial year. A Certificate of the Bidders turnover for the year 2011-12 in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

REQUIREMENT

Providing of Housekeeping services to the following areas at each campus.

S.No	Item	Unit	Total Area
1	Administrative Block	Sft.	12,00,000 sft. (approx.)
2	Lecture Halls	Sft.	
3	Boys Hostels	Sft.	
4	Girls Hostels	Sft.	
5	Corridars	Sft.	
6	Open Area	Sft.	
7	Toilets and Wash Rooms		
8	Labs		
9	Other Areas		
Total			

NOTE

A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier's cheque or certified cheque drawn in favor of "Registrar , Rajiv Gandhi University of Knowledge Technologies " and payable at Hyderabad (India).