

# **BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Providing HOUSE KEEPING, SANITATION AND  
MAINTENANCE OF RGUKT.IIT PREFAB  
CAMPUSES**

**at three Constituent Institutes 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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## Contents

Description	Page No.
Newspaper advertisement	4
Time Schedule	5
Tender Form	6
Statement of important limits and values of bid	7
Eligibility Criteria	8
Requirement	9
Note	10

News paper advertisement

*Tender Notice*

**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES  
Ground floor, Vindhya C4 building,  
IIIT-H, Gachibowli, Hyderabad- 500 032  
Ph.no: 040- 23001830**

Sealed Tenders are hereby invited for providing of **House Keeping Services** for the three RGU IIIT Campuses under RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and RK Valley (Kadapa Dist).

**The last date of submission of Tender along with EMD as specified in the bid document is on 07- 02-2011 at 04:00 PM.**

Interested parties can collect the Tender documents from the office of the RGUKT during office working hours from 22-01-2011 to 5-02-2011 against payment of Rs. 5,000/- for each campus separately towards the cost of Tender document fee (non-refundable) through D.D. payable to REGISTRAR, RGUKT at Hyderabad. Further details visit our website [www.rgukt.in](http://www.rgukt.in)

**Date: 22 -01-2011**

**Sd/-  
Registrar,  
RGUKT**

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

Bid calling_date	22 -01-2011
Last date for sale of Tender document	5 -02-2011 at 05:00PM
Bid closing date/time	7-02-2011 at 04:00PM
Technical Bid Opening date/time	7 -02-2011 at 04:30PM
Price Bid opening date/time	9 -02-2011 at 04:30PM
Bid Document fee	Rs.5,000/-
Contact person	Registrar, RGUKT
Reference No	RGUKT/Tender /HKS/P1/27/2010

Registrar,  
RGUKT

**TENDER FORM**  
**Not transferable**

Reference: No.RGUKT /Tender/HKS / P1/27/2010

dated.22-01-2011

**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 07-02-2011 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 the 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, 23 are 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 07 - 02 -2011 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 07- 02 -2011

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**

<b>Item</b>	<b>Description</b>
Name of work	Facility Management Service for House Keeping, Sanitation and Maintenance of RGUKT IIIT CAMPUSES at R.K. Valley in Kadapa District, Basar in Adilabad District and Nuzvid at Krishna District.
EMD	Rs 1,50,000/- per each RGUKT IIIT
Bid Validity Period	90 days from the date of opening of bid
EMD Validity Period	180 days from the date of opening of bid
Contract Agreement	One Year 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. 3,00,000/-
Performance House Keeping validity period	365 days beyond contract period
Period for signing the order of acceptance	Within 7 days from date of receipt of notification of award
<b>Payment Terms</b> : After Commencement of work	Monthly payment after receiving the attendance particulars certified by the Director for respective Colleges.

### 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 100,000 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 possessed valid registration with the Labour Department.
- 1.4. Should have possessed PAN Card.
- 1.5. Should have possessed valid registration for Service Tax, EPF and ESI.
- 1.6. All the bidders shall include the following information and documents with their tenders.
- 1.7. Should have minimum employees of 500 members in House Keeping services and evidence should be enclosed and valid contract labour licenses should be produced.
- 1.8. Should have 500 employees under its role in 2009-2010. Evidence of PF returns should be enclosed and employees contribution computerized slips copies should be produced.
- 1.9. 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.
- 1.10. Latest Income Tax Saral form/Returns filed
- 1.11. List of Present Clients with contract address & telephone numbers.
- 1.12. The bidder should have adequate experience in providing of such services as required in the tender .The bidder should have a minimum turnover of Rs. 3.00 Crores during the financial year ending 31<sup>st</sup> March 2010.

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

Sl.No.	Details	Housekeeping worker (Unskilled)	Supervisor (Semi skilled)
1.	No of persons required for each Centre (approximately)	100	6

## **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).