

TENDER FOR PROVIDING HOUSE KEEPING SERVICES TO THE GUEST HOUSE, UNIVERSITY OF JAMMU, JAMMU.

TERMS AND CONDITIONS OF THE TENDER

1. Firms /agencies having sound professional expertise in the field of house keeping services shall be eligible to apply for providing house keeping services in guest house of Jammu University.
2. Before submission of tenders, the firms are advised to visit the guest house of University of Jammu to assess the site and nature of work as University of Jammu will not be responsible for lack of acquaintance with the site and work related to it.
3. The rates quoted in the tender should be valid for 03 years and no revision of rates shall be allowed thereafter.
4. The University of Jammu reserves the right to terminate the contract on one month's notice on the ground of lapse or breach of any condition of tender/contract by the contractor or if it finds the same to be in the interests of University.
5. The issuing of tender document shall not mean that the tenderer has become automatically qualified for the desired job.
6. Even after the award of contract, if information /facts submitted by the contractor are found misleading/incorrect/false the University reserves the right to disapprove /reject the contract forthwith.
7. The tenders should be submitted in two parts sealed in a single envelope. The first part would comprise of financial bid quoting the rates for the job and the second part would include technical bid containing the documents desired by the university. Both these financial and technical bids are to be sealed in separate envelopes and properly superscribed.
8. The sealed tenders should reach the office of the **Manager, Guest House** on or before the last date of submission of tender document. Any tender received after the due date and time, shall not be entertained.
9. The received tenders will be opened by an authorized committee in the presence of tenderers/contractors or their authorized representatives present on the spot.
10. In case of incomplete document/information submitted by the contractor, his/her tender may be rejected without assigning any reason.
11. The contractor shall observe proper working hours as may be notified by the Manager, Guest House from time to time.
12. It shall be the responsibility of the contractor to provide proper uniform to the house keeping staff for both summer as well as winter.
13. The successful contractor who will be awarded the contract for the period of 3 years for the house keeping subject to fulfillment of other formalities should be able to provide the requisite services within the period of 07 days from the allotment date, failing which the contract may be awarded to the next lowest bidder.
14. The workers of the contractor shall be of good character, sound health and not below the age of 18 years.

15. The contractor shall be responsible for the good conduct and behavior of its workers. If any worker is found misbehaving with the guests/staff of the guest house, the contractor shall terminate the services of that particular employee.
16. The workers of the contractor shall not make their claim nor shall have any right whatsoever to claim the benefits or emoluments that may be permissible to the employees of the University of Jammu. The workers will remain the employees of the agency/contractor and this will be the responsibility of the agency/contractor to make it clear to their workers. The Contractor who will be awarded the contract for the house keeping will have to sign an MOU with the University of Jammu. Which will be legally binding.
17. Any loss to the property of guest house by the workers of the Contractor due to the negligence and any other reason would be borne by the concerned agency. Further, the University reserves the right to terminate the contract of the agency if any lapse in providing proper house keeping service is found at any time.
18. **.Eligibility Criteria:** The following will be the minimum eligibility criteria for the selection of the tenders:
- c) The tenderer must be registered with the Labour Court and have a valid PAN CARD. The contractor should be able to provide insurance to its employees. The proof/self attested copies in support should be submitted along with the tender document.
  - d) The tenderer must have a minimum experience of 05 years in the field of providing house keeping service.
19. Documents required to be submitted along with tender:
- f) Self attested copy of registration with the Labour Court.
  - g) Self attested copy of PAN Card.
  - h) Self attested copy of employees insurance.
  - i) Self attested copy of experience certificate
  - j) **Participation fee of Rs.500/- be deposited in the form of Cheque/Draft in** the name of Manager Guest House at the time of submission of tender.