

**CENTRAL UNIVERSITY OF HARYANA**  
**Estate and General Administration**  
**Mahendergarh, Haryana**

**Expression of Interest (EOI)**

**For**

**Providing Services of Housekeeping/Sanitation Services in the University**

Registrar  
Central University of Haryana  
Mahendergarh, Haryana  
PIN-123031

**Notice for inviting Expression of Interest for providing Services of Housekeeping/  
Sanitation with Cleaning Materials in the Buildings of University Schools &  
Departments/Centers, Roads and open area.**

**CUH - CRITICAL DATE SHEET**

EOI Submission Start Date	21.07.2022
EOI Submission End Date	10.08.2022
EOI Opening Date	12.08.2022

### **Earnest Money Deposit:**

The bidder shall be required to submit the Earnest Money (EMD) an amount of Rs. 1,00,000/- (Rupees One Lakh Only) by way of demand drafts only. The demand drafts shall be drawn in favor of Registrar, Central University of Haryana and must be enclosed with the duly completed EOI documents. The firms registered with NSIC/ MSME are exempted from EMD. Copy of valid certificate must be uploaded with EOI.

The EMD of successful bidder shall be returned after the successful execution of contract agreement and for unsuccessful bidder(s) it would be refunded after awarding the contract to the successful bidder and no interest will be paid for the interim period. Bids received without prescribed Earnest Money Deposit (EMD) shall not be considered and will be rejected.

No Bidder will be allowed to withdraw after submission of their bids within the bids validity period; otherwise the EMD submitted by the Bidder agency would stand forfeited.

In case the successful Bidder agency declines the offer of contract, for whatsoever reason(s), their EMD will be forfeited.

### **Period of Service**

The said services are required for a period of **one** year from the date of signing of agreement. It may further be extended by the Competent Authority provided the services are found satisfactory.

## Qualification Criteria

The following is the qualification criteria for short-listing the eligible bidders for issue of Request for Proposal (RFP) document: -

Sr. No.	Pre-qualification Criteria	Supporting Compliance document
1	The bidder shall be a firm/ company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have its registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any and organizational details as per <b>Annexure-I</b>
2	The bidder must have registration for EPF, ESIC, income tax/ GST, PAN and other requisite approvals & certificates from all statutory authorities including Municipal/ Labour department, valid for the entire duration of the work	Copy of same be uploaded
3	The bidder must have successfully executed the contract of Housekeeping/Sanitation in any of the Central/State Govt. Departments /PSU/ Autonomous/Other Organizations for at least <b>two years</b> .	Copy of Work Order / Contract Award letter
4	The bidder should have executed satisfactorily minimum annual turnover of Rs. <b>05 Crore</b> in last three years in any of the Central/State Govt. Departments / PSU/ Autonomous/ Other Organizations.	Proof of the same be uploaded
5	The bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2017-18, 2018-19 & 2019-20)	<b>Annexure-II</b> to be certified & validated by Chartered Accountant (CA) of the bidder's organization
6	The firm should not be blacklisted by any Central Govt./ State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
7	The Bidder must have an office in Delhi / NCR.	Details of branch offices in State/UTs other than Delhi/NCR area, if any, may be uploaded.
8.	No Joint Venture/Consortium are allowed to participate in the Bidding Process.	

## Scope of Work

The University has School Buildings, Administrative Block, Hostels, Guest Houses, Health Centre, Staff Quarters and other buildings and offices and the University provides the housekeeping/sanitation facilities to these buildings and offices. The details of all school buildings and offices are given below.

The University invites offline Expression of Interest (EOI) for the housekeeping/sanitation services with respect to the below mentioned premises: -

Sr. No.	Name of Buildings
1	<b>Administrative Block</b>
2	<b>Academic Blocks (3 Nos.)</b>
3	<b>Hostels (7 Nos.)</b>
4	<b>Guest House</b>
5	<b>Staff Quarters</b>
6	<b>Health Centre</b>

Housekeeping/Sanitation work shall be done in at least one shift i.e. from 08.00 AM to 04:00 PM, for six (06) days in a week, except Sunday. Provided the Health Centre, Guest Houses, required cleaning in the afternoon and/or **night shift also, as the Health Centre and Guest Houses are open in the night time also.**

The service provider will be responsible for providing Housekeeping/Sanitation services as per the below mentioned schedule: -

### **Reporting time and duration of duty:**

Morning Reporting: - 08.00AM to 04.00 PM

Afternoon/Night Shift: - As per the requirement of concerned office/building.

### **Housekeeping/Sanitation Services with Cleaning Materials:**

As mentioned above, each School/Department/Hostel/Guest House/Building and office is headed by the Dean/Head of the Department/Warden and Administrative Officer/Section Officer. The Buildings and Offices have Rooms, Offices, Classrooms, Laboratories, Corridors, Toilets, etc.

The designated committee or officers of the University will randomly inspect the quality of service, from time to time and in case any lack of service is noticed, appropriate action would be taken including deductions from the agreed upon payment as per provisions of the agreement entered between the parties for the aforesaid scope of work.

The Buildings, Offices and area of work is not fixed and will be decided by the Controlling office, as and when required. The agency should be in a position to provide the required services accordingly.

**REQUIREMENT OF SANITATION AND HOUSE KEEPING SERVICES:-**

1. Cleaning of toilets and washing of tiles fixed in the toilets.
2. Cleaning and sweeping of verandas.
3. Cleaning and sweeping of staircase.
4. Cleaning and sweeping of common area.
5. Cleaning and moping of Conference Hall/Common Hall.
6. Cleaning and sweeping of the surrounding area of the building.
7. Cleaning of roof top and terrace.
8. Cleaning of doors/grills and dusting all over places in the building
9. Cleaning and sweeping of all floors.
10. Moping of all floors daily at regular interval.
11. Cleaning and washing of sanitary wares.
12. Cleaning of window/door glasses, including glass panels from outside.
13. Removal of cob-webs.
14. Removal of bee/wasp hives as and when reported.
15. Special polishing of floors.
16. Vacuum cleaning.
17. Removal of posters/leaflets pasted anywhere in the University Campus as and when required by the University Authorities.
18. Any other work of Sanitation nature
19. Any other sanitation work assigned by the University/E&GA.
20. Collection, suggestion and dispersal of all waste as per government norms.

### List of Cleaning Material

<b>Sr. No.</b>	<b>Name of the Article</b>
1	Clenzo/Phenyl
2	Liquid Soap
3	Room Freshener
4	Colin
5	Harpic (Blue & Red)
6	Hit
7	Toilet Paper Roll
8	Surf
9	Cloth Duster
10	Vim Powder
11	Sanitary Cubes
12	Floor Duster
13	Odonil
14	Broom Road
15	Broom Phool
16	Broom Nariyal
17	Platform Brush
18	Commode Brush
19	Guny Bag (Taat)
20	Supli
21	Jharu ring (Challa)
22	Brush Jala
23	Urinal Screen
24	Bamboo Lathi
25	Napthalene Ball
26	Wiper
27	Hand Gloves
28	Masks
29	Gumboots
30	<b>Soap for Guest Houses</b>
31	Any other items required for cleaning etc.

### **Issue of Request for Proposal (RFP) Document**

The RFP documents shall be issued only to the short-listed participants, who fulfills all criteria mentioned in this EOI document. The RFP document will be supplied free of cost or it can be downloaded from the University website, as per the dates notified on the website of the University i.e. [www.cuh.ac.in](http://www.cuh.ac.in).

### **EOI Submission**

The Expression of Interest (EOI), as per **Qualification Criteria & Annexure-I, II & III**, should be uploaded on [registrar@cuh.ac.in](mailto:registrar@cuh.ac.in) along with bidder's credentials. Each page of uploaded documents should be self-attested. A complete set of uploaded documents and other details along with original EMD should be sent by post in a sealed envelope at the address given in the end of first page of EOI. The Expression of Interest (EOI) received in any other mode shall not be accepted and shall be summarily rejected without assigning any reason therefor.

### **Evaluation Criteria and Method of Evaluation**

- 1) Screening of EOIs shall be carried out by the Committee formed for the purpose as per eligibility conditions mentioned in this document and based on verification of testimonials uploaded.
- 2) EOI will be evaluated for short listing, inter alia, based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation/proposal to the selection committee whose decision will be final.
- 3) Agencies who qualify as per the eligibility conditions may be required to make a presentation, if required, to the selection committee show-casing their Mode of Operation (MOP).
- 4) Short-listed agencies will be issued Bid Documents (RFP) and asked to upload their price proposal in a sealed envelope.

### **Termination of Services**



The services of the successful bidder can be terminated by the University/Authorized Committee by giving 1 (one) month's prior notice. However, the University/Authorized Committee reserves the right to terminate the services without assigning any reason, if it appears to the University/Authorized Authority at any point of time that the aforesaid services are deteriorated to such an extent that it is detrimental to the health and hygiene of the users and visitors of the aforesaid premises and places as mentioned in the scope of work.

### **General Conditions and Disclaimer**

- Central University of Haryana (CUH) reserves the right to accept or reject any or all Expressions of Interest (EOI) without assigning any reason and is not obliged to correspond with the bidders in this regard.
- CUH reserves the right to issue amendments to the Request for Expression of Interest by issue of addendums, at any stage, without having liability or any obligation for such invitation and without assigning any reason. The request for EOI does not give rise to any right and does not constitute an offer or an invitation to offer.
- All the documents and other information uploaded by a bidder to CUH shall remain and/or become the property of CUH. The University will not be liable to return any application(s) or any information provided therewith.
- Submission/uploading of EOI by a party shall not create any contractual obligation between that agency and CUH.
- The bidding agency shall bear all costs associated with the preparation and uploading of its EOI. CUH shall, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
- No further discussion/interface will be held with the bidding agency/agencies whose bids would be Rejected/Disqualified/Technically Disqualified.
- The bids of the bidding agency/ agencies which do not fulfil the requisite criteria and which do not furnish documentary evidence, will be summarily rejected. Any misleading information will lead to disqualification of offer.
- The successful Bidder shall ensure that sufficient manpower is deployed for providing the housekeeping/sanitation services with respect to the premises, as stipulated in the scope of work.
- The successful bidder will be required to enter into an Agreement/Contract.
- Police verification and staff's identity cards will be compulsory. The bearer/staff will be

in clean and decent uniform provided by the successful bidder, should be medically fit and hygienically suitable. The conduct/character/antecedents and proper behaviour of the staff for aforesaid services of housekeeping/sanitation shall be the sole responsibility of the successful bidder.

- The successful bidder and his staff would be governed by the discipline rules as may be laid down by the University while they are in the University premises. The responsibility of maintaining the cleanliness and hygienic condition of the premises stipulated in the scope of work and proper disposal of the waste, will be of the Successful Bidder.
- The bearer/ staff (not below the age of 18 years) employed by the successful bidder shall always have to be medically fit, neat and clean. The successful Bidder shall not employ child labour as prohibited under the labour law/rules/regulations.
- The successful Bidder shall comply with environment laws in force and all relevant laws for proper disposal of the waste materials and its use, including all existing labour laws and Acts, provisions, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc.
- The successful bidder shall bear the cost, if required, for necessary insurance cover in respect of staff and other personnel to be employed or engaged by it, in connection with the aforementioned services. The successful Bidder shall assure/indemnify the authorized Committee against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses.
- Consumption of alcoholic/tobacco products is banned in the Hostel Premises.
- Any dispute, which may necessitate legal redressal will be subject to the jurisdiction of Courts in Mahendergarh only.

Deputy Registrar (E & GA)

Date:

### **Organizational Details**

**Annexure-I**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm/Society registered under the Indian Companies Act/The Partnership Act, Societies Registration Act, etc.	
4.	Name(s) & Address(es) of Owner(s)/ Partners / Directors of the Organization with contract details	
5.	No of employees :	
	a) Supervisory level	
	b) Executive level	
	c) Others	
6.	Details of Clients during last two years along with address, phone numbers and duration of contract and types of services provided to these clients	
7.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
8.	Address of registered office with telephone no. & fax	
9.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
10.	Contact Person with telephone no. & e-mail ID	

(Authorized Signatory of Company)

Seal of Organization

Date:

\* (Attach separate sheet, if required)

**Annexure - II**

## Financial Strength of the Organization

<b>Sr. No</b>	<b>Financial Year</b>	<b>Whether profitable (Yes/No)</b>	<b>Annual net profit (in Rs.)</b>	<b>Annual turnover (in Rs.)</b>
1	2017-18			
2	2018-19			
3	2019-20			

**\* Please enclose Auditor's Report in support of your claim.**

(Authorized Signatory of Company)

Seal of Organization

Date:

**\*Note: This is to be furnished on the letter head of the organization**

**Annexure - III**

**APPLICANT'S EXPRESSION OF INTEREST**

To

Deputy Registrar (E & GA),  
Room No.116, First Floor,  
Estate & General Administration Branch,  
Administration Block,  
Central University of Haryana (CUH)  
Mahendergarh-123031

**Sub: Submission of Expression of Interest for Providing Services of Housekeeping/Sanitation  
in the University.**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on .....for the above subjected purpose, we would like to express our interest to carry out the above proposed task. As instructed, we have uploaded one sets of the documents as required by **Qualification Criteria** clause, in a sealed envelope along with the EMD and non-refundable EOI processing fee.

Sincerely Yours,

(Authorized Signatory of Company)

Seal of Organization

Date:

**Encl.:** As above.

**\*Note:** This is to be furnished on the letter head of the organization