

# **TENDER DOCUMENT**

**FOR**

**PROVIDING CLEANING AND SCAVENGING  
SERVICES**

**AT**

**MAIN CAMPUS  
PUNJAB TECHNICAL UNIVERSITY**

**TECHNICAL BID**

**PART - I**

**MARCH-2015**

**PUNJAB TECHNICAL UNIVERSITY**  
JALANDHAR-KAPURTHALA HIGHWAY  
PUNJAB

# **Punjab Technical University**

## **Notice Inviting Tender for Providing Cleaning and Scavenging Services at PTU Jalandhar-Kapurthala Highway**

1. Punjab Technical University(PTU), Kapurthala, invites sealed tenders under two-bid system form eligible registered/licensed agencies registered with Labour Department of any State Govt./Central Govt. for cleaning & scavenging job at PTU Main Campus, Jalandhar-Kapurthala Road, Kapurthala(Punjab). The interested agencies are required to submit the Technical and Financial bid separately. The bids in sealed cover-1 containing “Technical Bid” (clearly super-scribed “Technical Bid” on the envelop) and sealed cover-2 containing “Financial Bid” (clearly super-scribed “Financial Bid” on the envelop) should be placed in a third sealed cover super-scribed “Tender for Providing Cleaning & Scavenging job at PTU, Kapurthala”

<b>Sr. No.</b>	<b>Name of the Work</b>	<b>Earnest Money (in Rs.)</b>	<b>Period of Engagement</b>
1.	Providing Cleaning & Scavenging Services at PTU, Kapurthala	2 Lacs (Two Lacs Only)	Three Years

**EMD(Earnest Money Deposit):** The EMD draft of Rs.2Lacs(Rupees Two Lacs only) should be drawn in the favour of ‘**The Registrar, Punjab Technical University**’ payable at Jalandhar.

1. Tender documents consisting of conditions of contract, scope of work including price schedule can be downloaded from our website ([www.ptu.ac.in](http://www.ptu.ac.in)) or may be purchased from our cash section. The agencies who will download the documents from our website will have to deposit the cost of the tender document in the form of a separate Demand Draft along with the tender papers in Technical Bid.
2. The Tender documents can be obtain from 10:00am to 4:00pm on all working days from 24.3.15 to 13.04.15 from the office of ‘The, Registrar, Punjab Technical University, Kapurthala, Punjab on payment of Rs.1000/- (Rupees One Thousand) (non-refundable) in cash or Demand Draft/Pay order drawn in favour of ‘**The Registrar, Punjab Technical University payable at Jalandhar**’ toward the cost of Bid documents.

### **Date of submission:-**

The Technical and Financial bids should be sealed in two different envelops and details about type of bid i.e. Technical/Financial bid, name of firm should be super scribed over it. Both the bids are to be covered in a common envelop. EMD will be deposited along with the Technical Bid. Tender complete in all respects should be deposited before 1200 hrs. of Dt.15.04.15.

3. The Technical Bid shall be opened at 03:00pm on the same day in the presence of the bidder or their authorized representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligible criteria specified in the bid documents shall be opened. The date, time and location for opening of financial bids of these shortlisted agencies will be intimated separately to enable intending agencies to attend opening of financial bids. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any bid received later than the time and date of opening of technical bids shall be rejected and returned to the bidder unopened.
4. The institute reserves the right to reject any or all tenders without assigning any reason thereof. If the last date of tender opening coincides with a Holiday or a Branch, the same will be deferred to the next working day.

**QUALIFYING CRITERIA:**

The tenderers fulfilling all the following four criterias shall be considered as qualified for opening of financial bids:

1. The tenderers should possess the experience of having successfully completed similar works during the last five years (ending last day of the previous month to the one in which tenders are invited) which should be any of the following:-
  - i. Three similar works completed each costing not less than Rs.36Lacs.
  - ii. Two similar completed works each costing not less than Rs.45Lacs.
  - iii. One similar completed works costing not less than Rs.72Lacs.

Similar works means “Providing Cleaning & Scavenging Services or Housekeeping work for a reputed organization.

2. The agency should meet anyone of the following two criteria in respect of the financial turnover in constructions works:

Minimum turnover in anyone of the last 3 financial year – 90 Lacs.

OR

Minimum average annual turnover in the last 3 financial year – 45 Lacs.

The financial turnover shall be judged from annual reports and/or profit and loss account statement duly signed by the chartered Accountant. The bidders should submit these reports for the financial years 2013-14, 2012-13 and 2011-12 along with bids. The bidders may submit a certificate from Chartered Accountant showing the annual turnovers where audited Annual report is not available.

3. The bidders should not have been blacklisted or debarred from bidding or declare as a non-performer by any Govt./Semi Govt./Autonomous body. The bidders shall submit an affidavit duly attested by Notary that they have not been blacklisted or debarred from bidding or declare as a non-performer by any Govt./Semi Govt./Autonomous body.
4. The bidders should have the following registrations/documents:
  - i. Provident fund Registration.
  - ii. Labour License
  - iii. Service Tax Registration
  - iv. Valid PAN in the same name of the bidder.

In case, any agency is not having the registrations indicating at S. No. i, ii and iii, the agency shall submit an undertaking that they will get the same in case the work is awarded to them.

**Enclosed self attested copies of the above registration certificates.**

**A. DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID:-**

1. Downloaded/Purchased Tender documents duly stamped and signed on each page.
2. Cost of Tender Form(if downloaded)
3. EMD
4. Self-Attested copies of:-
  - i) The registration of agency
  - ii) PAN/GIR Card
  - iii) Valid Labour License from the Labour Commissioner
  - iv) IT return filed by the agency for last five years
  - v) Service Tax registration letter/certificate.
  - vi) PF registration letter/certificate.
  - vii) ESI registration letter/certificate.
5. Certificate/Document in support of Financial turnover of the agency.
6. Certificate/Documents in support of entries made in the Technical Bid Application.
7. Copies of the satisfactory completion certificate issued by client for similar works.
8. An affidavit duly attested by Notary that they have not been blacklisted or debarred from bidding or declare as a non-performer by any Govt./Semi Govt./Autonomous body.
9. Copy of Power Attorney/authorization of the person signing the documents.

## **B. Conditions of Contract:**

1. List of manpower for deployment in PTU containing full details i.e. date of birth, marital status, address, medical fitness certificate etc. shall be submitted by successful agency before start of the work.
2. The agency shall have to furnish a performance bank guarantee of 5% of total contract value refundable after successful execution/completion of the contract. The EMD deposited by successful bidder shall be retained towards security deposit and will be refunded after satisfactory completion of work and clearance of all dues of the labour engaged. The performance Bank Guarantee should be in favour of **Punjab Technical University, Kapurthala**. No interest will be paid on EMD or PBG.
3. The agency must fulfill all conditions required under Labour Contract employment Act as amended from time to time.
4. The agency shall be responsible for making the payment to the workers directly to the supplied manpower by 7<sup>th</sup> of each month through individual bank account to be opened at Bank at PTU's Campus..
5. In the event of injury, illness or accidents to any worker, PTU will not be liable to pay any compensation. The insurance cover shall include the liability under the Workmen's Compensation Act.
6. The agency shall abide by all the law of land including Labour Laws (PF, Income Tax, Service or any other extra taxes levied by the Government), companies Act., Tax deduction liabilities, welfare measures of its employees and all other obligation that are being instructed in such cases and are not essentially enumerated and define herein, though any such burden/duty shall be the exclusive responsibility of the contractor and it shall not involve PTU Kapurthala in any way whatsoever. Compliance of these provisions shall be ensured at the time to making monthly payments.
7. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to PTU Kapurthala to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
8. The claims in bills regarding Employees State Insurance, Provident fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. Head wise breakup of all employee's contribution of previous month's bill. Previous months EPF, ESI subscription deposit challan (along with details of each men's deposit and details/ECR to be deposited with the bill of succeeding month.
9. The contract shall commence from the date of receipt of acceptance of the work order which shall be accepted by the manpower supplier firm within not more than 10 days from the receipt of the order or 15 days from the date of said order, whichever is earlier and shall continue till three years unless it is curtailed or terminated by PTU, Kapurthala.
10. The contract initially will be for a period of three years from the date of award or notified by PTU. However, it can be extended on the same terms & conditions subject to satisfactory work of the contractor till the execution of new contract, whichever is earlier.

11. The agency shall replace immediately any of its personnel who is found unacceptable to PTU because of security risk, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from PTU. No association or trade union activities will be allowed by the manpower supplied by the agency.
12. Monthly salaries will be disbursed by the agency from his own resources before 7<sup>th</sup> of each month for the previous month. After receiving proof of same along with other statutory challans submitted, the payment will be released.
13. The agency shall provide able and healthy persons within the age group of upto 40 years for scavenging staff and up to 50 years (5 years age relaxation for experience and deserving candidates) for scavenging supervisors. A list of persons is to be submitted within 10 days of issue of L.O.I/W.O failing which the matter will be viewed as a breach of contract.
14. The agency is to maintain (i) register indicating the nature of work done everyday with locations, (ii) register for materials in/out (Expense Book Register), (iii) duty register, (iv) register for compliance with labour act.
15. In the event of any labour problem it shall be the responsibility of the contractor to settle the issue at his own risk & cost. During the period of such problem or any other reasons, if the services are disrupted, the cost of the same shall be deducted from the contractor or his bill at double the rate of corresponding monthly bill(based on daily labour engaged by the institute authority during the disrupted period).
16. The agencies staff are to be properly uniformed supplied by the agency while on duty with I.D. card.
17. One field officer to be engaged in general shift should be computer literate at agencies cost for day to day development, paper maintenance, communication with PTU officials. The agency shall deploy appropriate number of supervisors for day supervision of work entrusted to contractor, who will report to sanitary inspector/In charge of Estate section in the day's performance.
18. The storm water drains should be kept clean by de-sitting and de-slugging as and when required and instructed.
19. The agency is to be equipped with telephone so that they are accessible for communication from anywhere in the institute campus.
20. The agency shall provide sufficient stock of all the regular as well as emergency materials, in PTU's site store for undertaking any urgent work. Stock and the quality of the materials will be inspected as per specification.
21. If there is a report of any urgent work the same has to be taken up and completed for the respective areas with immediate effect.
22. The consumables items of makes approved by PTU will be checked in advance by the Estate section for checking the quality and onward distribution as per requirement.

23. The general terms & conditions as attached should be signed on every page (as a token of acceptance) and submitted along with the documents mentioned in Technical Bid of the tender.
24. Challans for materials is need to be endorsed at PTU Main Gate by the security and to be taken on charge in the "Material in Register". Further consumption of materials need to be mentioned in "Material Out Register".
25. The price quoted should be supported by detailed breakup of man power (salary structure as per attached format) and material & equipment involvement.
26. The agencies should thoroughly inspect the areas of operation before submission of tender and submit tender as per the prevailing conditions and the requirements that are to be taken into account before quoting the rates. They can consult the Estate officer for any clarification in this regard.
27. The agencies are to obtain compliance certificates from end users of the respective areas of work as per checklist provided. For common and open places the same should be certified from Estate Dept.
28. The tenders are to be quote their rates on monthly basis. 10(Ten) percent of daily valuation calculated on the basis of the monthly rates of operation, as mentioned, will be deducted per day as per penal measure for failure to execute any schedule job. Persistence of such type of inaction will be constructed as breach of contract and may tantamount to termination of the contract.
29. All directions from the end of the competent authority such as Registrar/Estate Officer etc. should be followed strictly. Deployment of manpower will be on instruction from Estate Section or any other authorized PTU officials. Any light shifting duty may also be undertake as and when required.
30. Field Officer deployed by the agency for the respective works should be provided with mobile phones for easy communication.
31. The agency shall employ & post one "field officer" experienced in the field of Scavenging & Cleaning at the institute premises at its own cost for taking care of queries/matters relating to general discipline, incidents, accidents relating to the company and its employees and also for immediate interaction with the institute authorities.
32. No employee of the agency shall work for more than 25 days in a month or as specified by Labour Laws.
33. Physical Standards and Qualifications: the employee of the agency shall be of good character and sound health. Scavenging Supervisor should be Graduate.
34. The company shall provide replacement in the case the employee of the Company is proceeding on leave. This will be at no additional expanses to the institute. In case of any absence the agency shall be panelized by imposing a fine of Rs.500/- per Scavenging staff/supervisor per day, if the absence is not fulfilled.
35. The agency shall not appoint any Sub-Agency to carry out any obligation under the contact.

36. Agency shall abide by all laws of the land including, Labour laws (ESI, PF, Bonus, Income Tax, Service Tax or any other Taxes levied by the Government) Companies Act, Tax Deduction liabilities, welfare measures of its employee and all other obligations that enjoin in such cases and are not essentially enumerated and define herein, though any such onus shall be the exclusive responsibility of the agency, and it shall not involve the Institute in any way what-so-ever.
37. Rate of manpower as per minimum wages and revised from time to time. Onus with the agency to provide notification of GOI for revision of minimum wages time to time.
38. Agency shall provide minimum three number rikshaw vans for garbage collecting & dumping. Agency also to provide sufficient numbers of following items throughout the year:
  - i) Bucket, ii) Gum Boot, iii) Glass wiper, iv) Dhamma, v) Stick, vi) Dry Moping, vii) wet Moping, viii) Wiper etc.
39. Agency also provide required Uniforms, Safety Shoes etc. to the workers at his own cost.

## **C. TERMINATION OF CONTRACT DUE TO CONTRACTOR'S DEFAULT**

### **Conditions leading to termination of contract**

#### **i) If the Contractor**

1. becomes bankrupt or insolvent, or,
2. makes arrangements with or assignment in favour of his creditor, or agrees to carry out the contract under a committee of inspection of his creditors or
3. being a company or corporation goes into liquidation by a resolution passed by the Board of Directors/ General Body of the share-holders or as a result of court order (other than voluntary liquidation for the purpose of amalgamation or reconstruction) ; or
4. has execution levied on his goods or property or the works, or
5. assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
6. abandons the contract, or
7. persistently disregards instructions of the Officer or contravenes any
8. provisions of the contract, or



9. fails to adhere to the agreed programme of work or fails to complete the works or parts of the works within the stipulated or extended period of completion, or is unlikely to complete the whole work or part thereof within time because of poor record of progress; or
10. fails to remove materials from the site, or pull down and replace work, after receiving notice from the Officer to the effect that the said materials or works have been condemned or rejected, or
11. fails to take steps to employ competent and/ or additional staff and labour, or
12. fails to afford the Officer or his representative proper facilities for inspecting the works or any part thereof, or
13. promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the Officer or the Employer, or to any person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or
14. Suppresses or gives wrong information while submitting the tender.

In any such case the Officer on behalf of the Employer may serve the Contractor with a notice in writing to that effect and if the Contractor does not, within 7 days after delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the Officer, the Employer shall be entitled after giving 48 hours notice in writing to terminate the contract, as a whole or in part or parts (as may be specified in such notice).

**ii) In such a case of termination, the Employer/Officer may adopt the following courses**

1. Take possession of the site and any materials, constructional plants, equipment, stores, etc.
2. Measure up whole or part of the work from which the Contractor has been removed, and get it completed by another Contractor. The manner and method in which such work is to be completed, shall be entirely at the discretion of the Officer whose decision shall be final and binding.
3. Carry out the whole or part of the work from which the Contractor has been removed, by the employment of the required labour, materials, plants and equipment and other resources.

In cases of termination of contract, the Employer/Officer shall be entitled to forfeit the whole of the Security deposit.

### **C. FORE-CLOSURE OF CONTRACT:**

The Employer/Officer shall be entitled to fore-close the contract, at any time, should, in the Employer/Officer's opinion, the cessation of works becomes necessary, owing to paucity of funds or due to court orders or from any other cause whatsoever. Notice in writing from the Employer/Officer of such closure and reasons therefore, shall be conclusive evidence thereof.

The Contractor shall have no claim to any payment of compensation or otherwise, on account of any profit or advantage which he might have derived from the execution of the work in full but which he could not in consequence of fore-closure of contract under this clause.

### **D. SETTLEMENT OF DISPUTES**

Any difference, disputes, Controversy or claim which may arise between the parties hereto of or in relation to or in connection with this agreement or as to their rights, duties or liabilities hereunder other than a dispute for which provision is specifically made in this agreement, shall be settled by the parties by mutual negotiations and agreement. If for any reason such dispute can not be resolved amicably by the parties hereto within sixty days of dispute being notified by one party or other, the same can be settled by way of Arbitration proceedings by a Sole Arbitrator appointed by Vice Chancellor. The arbitration proceedings shall be in accordance with the Arbitration and Reconciliation Act 1996 or any subsequent enactment or amendment thereto. The language of the arbitration and the award shall be English.

During the pendency of arbitration proceedings, the contractor shall not stop working. The contractor shall endeavor to finish the work within stipulated time.

### **E. Timing of duties and working days area wise as listed below:**

Normal working hours will be from 0815hrs. to 1215hrs. and 1330 hrs. to 1730 hrs. with a lunch break from 1215hrs. to 1330hrs. Working hours may change as per requirement basis and will be intimated in due advance. Weekly off of the employees should be complied with as per labour laws.

<b>Sr. No.</b>	<b>Area</b>	<b>Approx. Manpower Required</b>	
		<b>Scavenging Staff</b>	<b>Scavenging Supervisor</b>
1.	Main Building –General Area	10	1
2.	Main Building Toilets	8	1
3.	PIT – General Area	2	1
4.	PIT – Toilets	2	
5.	International Resource Center – Universal Human Values & Ethics	1	

Manpower may be increased or decreased by PTU depending on the requirement. Payment will be made as per actual deployment duly verified by PTU officials.

## **F. PAYMENT TERMS**

Payment will be made only on submission of following documents:

- i) Bank statement or documentary evidence showing transfer of salary in the individual accounts of the deployed at PTU's staff.
- ii) EPF, ESI challan forms
- iii) Verification of Bio-metric attendance of the staff
- iv) Verification of the material procured/utilized duly by Estate Deptt.

**Note:** It may please be noted that payment for a particular month shall be made by PTU only after payment is made by the agency to workers engaged and depositing of EPF and ESI to the concerned department and after submission of documentary evidence. Till such time, all the payments shall be made by the agency from his resources.

**G. CHECKLIST FOR TECHNICAL BID  
SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER**

<b>Sr. No.</b>	<b>Description of Requirement</b>	<b>YES/NO</b>	<b>Page No.</b>
1.	The firm is registered with the Regional Labour Commissioner under provisions of Contract Act and its validity date		
2.	Copies of balance sheet and P & L A/c. for the last 3 years duly certified by CA		
3.	Registration Certificate of Provident Fund Commissioner enclosed PF Registration Code allotted by Regional Provident Fund Commissioner		
4.	Copy of Registration Certificate/Allotment Letter of Service Tax number		
5.	Copy of Registration Certificate/Allotment Letter of PAN from IT Department		
6.	Registration Certificate of ESI enclosed		
7.	Performa containing details of other organization where such contracts were/are undertaken (attach supporting documents)		
8.	EMD		
9.	Cost of Tender Form(of downloaded)		
10.	Price Bid Performa complete & sealed in separate envelop		
11.	List of Arbitration cases (if applicable) Please write NOT APPLICABLE if no cases are there		
12.	Acceptance of terms and conditions attached. Each page of term and condition to be duly signed as token of acceptance and submitted as part of tender document.		
13.	Copy of income tax returns for last three years		
14.	Undertaking by the bidder to the effect that there is no Police case pending against the proprietor/firm/parties relating to previous service contracts		
15.	Office address		
16.	At least currently valid contracts for similar work		

**Declaration by the Tenderer**

This is to certify that I/We before signing this tender No. \_\_\_\_\_ dated \_\_\_\_\_ have ready and fully understood all terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Signature of Tender with Seal**

**Name**

**Seal**

**Office Address**

**Phone**

**NOTE**

Submission of all documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.

Conditional bid will not be accepted.

**Registrar, PTU**

**PUNJAB TECHNICAL UNIVERSITY  
CLEANING AND SCAVENGING SERVICES**

**H. Areas of Operations:**

Sr. No.	Area	Qty. (Area in Sqm.)
1.	Sweeping, Cleaning, Scavenging and dusting and related services as per scope of the work defined in conditions of Contract for all areas of the buildings (main building and ancillary buildings) except toilets including materials required for the purpose as per the directions of the Officer-In-Charge	27,300
2.	Sweeping, Cleaning, Scavenging and dusting and related services as per scope of the work defined in conditions of Contract for toilets of the building including materials required for the purpose as per the directions of the Officer-In-Charge	800
3.	Cleaning of roads and parking areas as per scope of the work defined in conditions of contract and as per the directions of the Officer-In -Charge	17170

**I. SCOPE OF WORKS**

- a) All the toilets should be cleaned twice daily or more if required by using Black phenyl as directed by the concern official.
- b) Naphthalene balls@4 for each urinal & 4 for each wash basin should be placed once each week or early if required.
- c) All commodes & pans should be cleared with brush & detergents each day and for places where there are septic tanks the same should be washed with liquid cleaner.
- d) Toilets floors & walls (up to tiles) corridors, kitchens, common room, staircase & other common places like lobby etc should be cleaned and mopped everyday and washed by liquid soap to be required level once in a week.
- e) Roof cleaning should be done twice in a month.
- f) The open areas such as roads etc. of the campus both inside & outside should be kept neat & clean by removing jungles, rubbish etc. at all times. The approach roads, connecting main roads etc. should be kept clean on daily basis.
- g) Plants, shrubs etc. on the walls, roof etc. They should be uprooted accordingly as directed by the Sanitary Inspector.
- h) The sewer lines, R.W.P urinal outlets etc. need to be cleaned immediately in the event of any chocking.

- i) Spraying insecticides i.e. Baytex-1000 for outside use and K-Othrine for inside use, as per manufacturer's specification, once every fortnight.
- j) Spraying of mosquito repellent chemicals by use of fogging machine using Kingfog as per manufacturer's specification, once every week either in the early morning or after sunset. During the months of April to November the frequency of spraying should be twice in a week.
- k) The drains should be cleaned as per requirement. Bleaching powder of approved make should be spread on the surrounding surface of drains twice a month or as directed.
- l) The vats, except DMC garbage bins, should be kept clean on regular basis and the rubbish thus collected should be disposed off by the agencies with their own transport through Kapurthala Municipal Corporation at their designated places.
- m) The dead animals, if any, should be removed immediately from the campus.
- n) Road side should be kept clean by chichalling on a regular basis.
- o) The vacant rooms/area, if any, to be cleaned and washed as and when required and instructed.
- p) All toilets & classrooms on the corridors of Main Academics Building to be cleaned once before 8:00AM on working days.
- q) Dusting of all chairs, tables, benches etc. of the classrooms & drawing halls to be done once daily on all working days.
- r) Any other urgent job assigned from time to time.

**J. List of materials to be supplied to PTU.**

<b>Sr. No.</b>	<b>Items</b>	<b>Qty.</b>
1.	Naphthalene balls	5Kg.
2.	White Phenyle	100 Ltr.
3.	Black Phenyle	50 Ltr.
4.	Liquid Soap	30 Ltr.
5.	Soft Jharu	30 Nos.
6.	Broom Stick	60 Pc.
7.	Bleaching Powder	100 Kg.
8.	Hand Gloves (ISO Certified Company)	3 pair
9.	G.I. Wire (Standard Company)	1 Kg.
10.	Pan Brush (ISO Certified Company)	12 Nos.
11.	Mopping Brush (ISO Certified Company)	10 Nos.
12.	Choke Remover (ISO Certified Company)	10 Nos.
13.	Bamboo	02 Nos.
14.	Odonil	40 Nos.
15.	Baytex (Bayer)	4 Ltr.
16.	K-Othrine (Bayer)	4 Ltr.
17.	King Fog (Bayer)	4 Ltr.
18.	Urinal Cubes	24 Box.
19.	Harpic	50 Ltr.
20.	Rickshaw (on permanent basis for disposal of Garbage from PTU campus)	3 Nos.

**Note:-**

The Agency is required to supply all the above materials and consumables every month, if any material becomes surplus during a month. The same will be the property of PTU. In case, PTU does not take supply of materials for a month, payment shall not be made for the materials for that month.

## FORM OF AGREEMENT

This contract Agreement is made on the \_\_\_\_\_ day of \_\_\_\_\_ between Punjab Technical University, Jalandhar, hereinafter called “the PTU (which expression shall, wherever the context so demands or requires includes their successors and assignee) of the one part AND \_\_\_\_\_, hereinafter called “The Contractor” (which expression shall, wherever the context so demands or requires include his/their legal successor and assignee) of the other part.

### WHEREAS

The PTU is desirous that “Providing Cleaning & Scavenging Services at PTU campus at Jalandhar- Kapurthala Highway, Punjab for a period of three years.” be executed as mentioned, enumerated or referred to in the Tender Documents.

The contractor has inspected the site and surroundings of work specified in the Tender Documents and has satisfied himself by careful examination before submitting his tender as to the nature of surface, strata, and ground, the form and nature of site and local conditions, the quantities, nature, and magnitude of the work, availability of labour and materials necessary for the execution of work, the means of access to site, the supply of power, taxes, duties and water thereto and the accommodation he may require and has made local and independent enquires and obtained complete information as to the matters and things referred to or implied in the Tender Document or having any connection therewith, and has considered the nature and extent of all probable and possible situations, delays hindrances, or interference to or with the execution and completion work to be carried out under the contract and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and auxiliary thereof affecting the execution and completion of work as per the terms and conditions of the contract and which might have influenced him in making his bid. However the contractor shall be entitled to extra payment for any extra work not incorporated in the bill of quantities as per mutually agreed terms/rates if the said work is allotted to the contractor.

### ANDWHEREAS

The PTU has accepted the tender of M/s \_\_\_\_\_ for Providing Cleaning & Scavenging Services at PTU campus at Jalandhar- Kapurthala Highway, Punjab for a period of one year vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ at the rates as stated in Schedule of Quantities for the work accepted by PTU upon the terms and conditions of the contract.



NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS

The following documents in conjunctions with addendum/corrigendum to Tender Documents (If any) shall be deemed to form and be read and construed as part of the Agreement, Viz.

This contact agreement.

Letter of Award of work

Any other reference made in this regard.

1. In this agreement words and expressions shall have the sane meaning as are respectively assigned to them in the condition of contract hereinafter referred to.
2. The work shall be strictly executed in accordance with the conditions of the contract set forth in the tender documents.
3. In consideration of the payment to be made to the contractor for the work to be executed by him, the contractor hereby convenants with PTU that the contractor shall and will duly provide, execute and complete the said work and shall do and perform all other acts and things in the contract, mentioned or described or which are to be implied there form or may be reasonably necessary for the completion of the said work and at the times and in the manner and subject to the terms and conditions or stipulation mentioned in the contract.
4. In consideration of the due provision, execution and completion of the said work, the PTU do hereby agree with contractor that the PTU will pay to the contractor in respect of the amount for the work actually done by him and approved by the nominated Officer of PTU at the rates given in the schedule of quantities and other sums payable to the contractor under provision of the contract , such payment to be made at such time and in such manner as provided for the contract.

In consideration of the due provision, execution and completion of the said work, the contractor does hereby agree to pay such sums as may be due to PTU as per terms and conditions set in the said contract and such other sums as many become payable to the PTU towards loss, damage to the PTU's equipment, material, construction plant and machinery, such payment to be made at such time and in such manner as is provided in the contract.

It shall be specified and distinctly understood and agreed between the PTU and contactor that the contractor shall have no right, title or interest in the area made available by the PTU for the execution of the work or in the building, structure or the work executed in

the said site or in the goods, articles or material etc. brought to said site (unless the same specifically belong to the contractor) and contractor shall not have or deem to have any lien or whatsoever charge for unpaid bill and on this account will not be entitled to assume or retain possession or control of site or structure or material or equipment and the PTU shall have an absolute right to take full possession of the site and to remove the contractor, their servants, agent representatives, material etc. belonging to the contractor and lying on the site.

The agreement is being executed in quadruplicate for facility of reference.

IN WITNESS WHEREOF the parties have executed these presents on the day and the year first above written.

Signed and delivered for and on behalf  
of Contractor.

Signed and delivered for and on behalf  
of PTU

Registrar/Officer-in-Charge

Dated :

Dated :

Place :

Place :

In the presence of two witnesses:

1.

1.

2.

2.