



TENDER DOCUMENT

FOR

**PROVIDING MANPOWER SERVICES
(HOUSE KEEPING)**

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA (PIN 144603)
PUNJAB**

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**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR-
KAPURTHALA HIGHWAY, KAPURTHALA**

**NOTICE INVITING TENDER
(E-Tendering mode)**

I.K. Gujral Punjab Technical University, Kapurthala (Punjab) intends to float open e - tender for Cleaning and House keeping Work, as per the details given below:

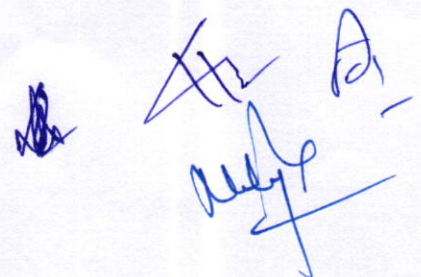
| | |
|--|---|
| Name of work | HOUSE KEEPING WORKS |
| The Currency in which payment shall be made | Indian Rupees (INR) |
| Last Date for uploading of Bids | <u>03 / 06 / 2025</u> at 05.00 P.M. |
| Date of Opening of Technical Bids | <u>05 / 06 / 2025</u> at 02.00 P.M |
| Date of Opening of Financial Bids | To be intimated later to the bidders, who have qualified technical bid. |
| Processing Fee | Processing Fee (as mentioned on the web portal) shall be paid through online mode only on Punjab Government e-procurement portal |
| Bid document Fee | Rs.1180/- (Inclusive of GST (applicable)) Mode of payment: online (https://eproc.punjab.gov.in) |

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

Indicators to Bidders

1. For participating in the above e-tendering process, the bidders shall have to get them registered at <https://eproc.punjab.gov.in> and get user ID and password digital signatures is mandatory to participate in the e-tender process. For any clarification/ difficulty regarding e-tendering process, please contact Help Desk Number 0172-2970263, 0172-2970284 (on Government working days from 09:00 AM to 05:00 PM) or call at 24 X 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787 and for any clarification/query regarding work/site may contact +91-94780-98036. International bidders are requested to prefix 91 as country code. The tender document can be downloaded from Punjab Government e-procurement website:- <https://eproc.punjab.gov.in> and www.ptu.ac.in.
2. Both bids (both Technical and Financial) should be uploaded on the E-procurement portal <https://eproc.punjab.gov.in>). No manual bids will be accepted.
3. Corrigendum and addendum (if any) will be uploaded only on E-procurement portal <https://eproc.punjab.gov.in>) and/or IKGPTU website(www.ptu.ac.in). Bidders are advised to visit web page from time to time and update themselves.
4. The tender document fee, Tender Processing fee and E.M.D. should be deposited/Paid through online mode as per <https://eproc.punjab.gov.in/system> No other mode(s) will be accepted.
5. Bids must be submitted online through <https://eproc.punjab.gov.in> before the time specified in the table (as per system clock). Department/Service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic for online bids.
6. Bidders shall upload scanned copy of all the papers i.e. proof of PAN Card, GST No. and other documents mentioned in the subsequent pages of tender document.
7. Uploaded documents of valid successful bidders may be verified with the original documents. The valid successful bidder has to provide the original documents to the concerned authority on receipt of such Communication from the University, which may be sent though registered post/e-mail.
8. Bidders are advised to start the uploading process will in time and not leave it to the last minute as the same may take time because of the data involved.

9. If the date of opening of tenders happens to be a public holiday/holiday declared by the University, then the tenders will be opened on next working day at the same time and place.
10. IKGPTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reason(s) thereof.
11. Bidders may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD/Performance Security of such tenderer shall be forfeited. The decision of IKGPTU in this regard shall be final and binding.
12. The validity of the offer shall be 90 days after the date of opening of the tender. If any bidder withdraws tender within the validity period or does not start the work within stipulated period from the date of issue of letter of acceptance, then IKGPTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited/Performance Security by the bidder. In case of forfeiture of EMD/Performance Security, the bidder shall be debarred from bidding in case of re-invitation of the tenders.

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I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

GENERAL TERMS AND CONDITIONS

1. **Parties:** The parties to the Contract are the contractor (the bidder to whom the work has been awarded) and I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Registrar I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, Jalandhar-Kapurthala Highway, Kapurthala (PIN-144603), Punjab. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
 - 3.1 Earnest money Submit as per Punjab Government e-procurement online (<https://eproc.punjab.gov.in>). The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The details of Earnest money is given as under:-

| Tender | Items | Approx. No. of manpower required | Earnest money in Rs. |
|--------|---|----------------------------------|----------------------------|
| A | Providing Manpower Services for Cleaning and House Keeping Works | 110* | 80,000/- (Eighty Thousand) |

* The approximately monthly wages bill is Rs. 16,00,000/- (Sixteen Lakh Only)* May vary as per the requirement also after tender.

- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- 3.3 Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the afore said bank guarantee/demand draft will be forfeited.

- 3.4 The bidders without Earnest Money will be summarily rejected.
- 3.5 A party who does not qualify technical bid its EMD will be returned after completion of tender process.

4. **Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. A Self attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.

5 **Technical and Financial Bid:**

- 5.1 The Technical bid should be submitted online in form given in Technical Information, along with all other supporting documents in pdf format as mentioned below:
- a. All the e-tender documents should be stamped & signed by authorized signatory, properly numbered & indexed.

- b. Earnest Money Deposit (EMD)/ Bid Security of Rs. 0.80 Thousand should be deposited as per e-procurement website: - <https://eproc.punjab.gov.in>.
- c. Check list as per and undertaking **Annexure-1** along with the documentary proof.
- d. The Financial should be submitted online in Financial Bid performa in .xlsx format as per Punjab Government e-procurement online (<https://eproc.punjab.gov.in>). Please do not upload Financial Bid with technical bid documents. BID Form as per **Annexure-2** along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
- e. Bidder's General Information as per mentioned below Performa along with the documentary proof.
- f. Details of providing manpower services rendered in the any three financial years from 2019-20, 2020-21, 2021-2022, 2022-2023 and 2023-2024 with documentary proof.
- g. Company/Contractor profile.
- h. Documents related to Trade License and ITR, PAN, Professional Tax Registration, GST Registration, EPF & ESI Registrations etc.
- i. Audited financial statement duly signed for any three financial years from (2019-20, 2020-21, 2021-2022, 2022-2023 and 2023-2024), attach Certificate of CA.
- j. Additional documents, if any.

BIDDERS GENERAL INFORMATION

| | | |
|---|--|--|
| 1 | Name of the Tenderer/ Concern (i.e. Sole Proprietor or Partnership firm or a Company) | |
| 2 | Type of Organization (whether public limited/ private limited/ partnership/ Sole proprietorship) as per attached Proof | |
| 3 | Date of Registration No. of years in Operation | |
| 4 | Registered Address | |
| 5 | Operational Address if different from above | |
| 6 | Telephone No. Mobile No. Email id | |

| | | |
|----|---|--|
| 7 | PAN of Tenderer/Concerned (Self attested copy should be attached) | |
| 8 | GST registration certificate (Self attested copy should be attached) | |
| 9 | Annual turnover of firm (Attach Proof.) | |
| 10 | Details of experience (Self attested photocopies of work orders for any three financial years from 2019-20, 2020-21, 2021-2022, 2022-2023 and 2023-2024) as per tender document and proof of satisfactory completion of work to be attached issued by the concerned organization. | |
| 11 | Name of Proprietor/ Partners/Directors of the company/ Firm | |
| 12 | Any other additional information (Optional) | |

13. Whether each page of Tender have been signed and stamped (YES / NO) _____
14. Undertaking to the affect that the firm is neither black listed by any government department/autonomous body nor any criminal case is registered against the firm. Attached (Yes/No) _____
15. Any other information important in the opinion of the tenderer.

Dated:

Place:

**(Signature of Tenderer
With stamp of the firm)**

a. BID Form as per **Annexure-2** along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.

b. Terms of payment as stated in the Tender Documents shall be final.

6. **Validity of the Bids:**

The bids shall be valid for a period of 90 days as indicated in "Notice inviting Tender" from the date of opening of the Technical Bid.

7. **Criterion for Evaluation of Tender:**

7.1 The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid**.

7.2 The Financial bid of such firms found valid based on technical parameters/technical evaluation stage will be opened on the date, time and venue to be announced after opening of the Technical Bid. The contractor who quoted the lowest service charges and fulfilling other conditions shall be considered for award of work. In case, the lowest rates quoted by two or more bidders will be same, the bidder having more scores in technical bid will be considered for award of work. In case of tie 02 or more bidders are having same score in technical bid evaluation then bidder having more average annual financial turn over in any three financial years (2019-20, 2020-21, 2021-2022, 2022-2023 and 2023-2024) will be considered for award of work.

BIDDERS TO NOTE THAT LOWEST SERVICE CHARGES QUOTED SHOULD NOT BE MORE THAN PRESCRIBED BY THE STATE GOVERNMENT.

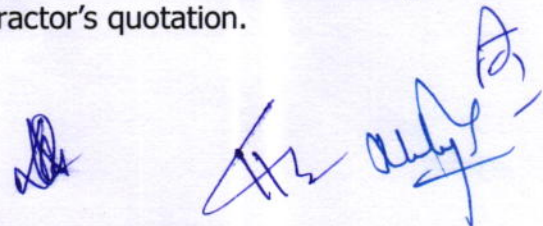
8. **Signing of the Contract:**

The successful Bidder shall be required to execute the Contract Agreement accepting all terms and conditions (Including Bank Guarantee) stipulated herein on a non-judicial stamp paper worth ₹ 500/- (Rupees five Hundred only) within fifteen days from the issue of the Letter of Acceptance of BID. In the event of failure on the part of the successful Bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

9. **Right of Acceptance:**

9.1 The Registrar, I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA reserves all rights to reject all tender without assigning any reason.

9.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.



10. **Communication of Acceptance:**

Successful Tenderer will be informed of the acceptance of his tender.

11. **Security Deposit:**

11.1 The BID Security (EMD) of Rs. 80,000/- (Eighty Thousand only) of the successful bidder shall remain with IKGPTU as a Security Deposit and will be in force upto 3 month after completion of tender. However, the BID Security of Unsuccessful bidders/ parties will be released after completion of the tender process. No interest will be paid on the security deposit (EMD) amount by the University.

12. **Bank Guarantee:**

12.1 The Contractor may note that they have to submit a bank guarantee in the name of applicant firm and IKGPTU jointly of Rs. 16.00Lakh as a security towards payable salary of the outsource staff. This bank Guarantee will be valid/in force upto 3 month after completion of tender.

13 **Penalty:**

13.1 In the event of the Contractor's failure to execute the work entrusted to it under this Agreement satisfactorily and the University shall have to make alternative arrangements to do it then the difference of cost incurred by the University thereby shall be recovered from the Contractor's unpaid bills and contractor bank guarantee.

13.2 It is compulsory that wages have to disbursed to each and every employee upto 7th of every month whether upto two salary bills of the company is pending with university.

13.3 If the contractor fails to release the wages for the preceding month on or before 7th of every month then a penalty @ Rs. 5000/- per day for a week and Rs. 10,000/- per day thereafter will be imposed.

13.4 The powers of the Registrar, IKG PTU under these conditions shall in no way effect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause above.

13.5 Registrar reserves the right to levy a penalty, on a contractor found paying less than minimum wages prescribed by the Government of Punjab and wages decided by the University in such cases for which minimum wages are not prescribed by the government.

14. **Breach of Terms and Conditions:**

In case of breach of any of terms and conditions mentioned above, the Competent

