

**DEAN STUDENT WELFARE OFFICE
PANJAB UNIVERSITY CHANDIGARH**



Telephone No.0172-2541176, 2534568

Reference No. _____/DSW

Date: _____/2015

Tender Notice

Sealed tenders/offers are invited for providing manpower to the International Hostel, Sector-25, Panjab University, Chandigarh and other hostels also on or before 19th November, 2015 upto 5:00 pm and same will be opened on 20.11.2015 in the presence of renderers or their authorized representative at 11.30 a.m. in the office of Dean Student Welfare.

Terms & Conditions for the Tender:-

1. The tenderer have to pay a tender fee of Rs. 2000/- per tender.
2. The detailed Notice Inviting Tender can be seen in the office of the undersigned at any time during working hours or from PU web site.
3. Rates should be quoted both in words and figures in tender.
4. Conditional tender will not be accepted.
5. The tender to be received in the Office of Dean Student Welfare shall be through Registered/Speed Post/by hand on or before 19.11.2015 up to 5.00 p.m.
6. The quoted services will be based upon minimum salary. The charges should be quoted in addition to minimum salary. Any change in minimum salary is payable by the University.
7. **The contract period will be for 3 years from the date of commencement** and any change in the wages & Levies (EPF, ESIC & Basic pay/Service tax etc.) on account of Govt. Notifications will be allowed as per the notification.

Part A (Composite tender for maintenance of International Hostel)

1. **Total area of hostel is 60,000 square feet.**
2. **Services required:**
 - a) Round the clock lady attendant for hostel. (Attendant will remain in the hostel to help the students and also for maintaining various records).
 - b) Cleaning of the hostel premises including parking. Hostel consists of 75 rooms, office space, common dining area and common area etc. The contractor is expected to depute staff for cleaning all the rooms once in a day.

However, the common area be kept neat and tidy. The staff be deputed between 8:00 am to 4:00 pm for carrying out the cleaning work.

The material for cleaning will be provided by the contractor which will include mechanised cleaning of common areas.

- c) The contractor is also expected to maintain the lawns. He will provide one gardener for that purpose.
- d) The contractor is also expected to provide one Peon for working hours. (9am to 5pm).

A supervisor will be provided by the contractor for supervising the work primarily at the International Hostel and also the work of other employees deputed by the contractor at the other hostels.

Part B

1. The contractor is also expected to provide manpower like Peon, gardener, lady attendants, cleaners, and multipurpose workers for other hostels also as per the requirement for which they may quote the charges as per the attached proformas.

Note: - For part A (Composite tender), the payable amount will be charged as per the change in minimum wages notified by the Govt.

Technical Bid:

1. The bidders must have the following documents:
 - a) Balance sheet of the last financial year i.e. 2014-15.
 - b) EPF, ESIC, Service Tax, PAN No., & TAN No. details

Financial Bid:

1. Tenderer/s has/have to quote rates for maintenance of International Hostel as per the tender requirement. **(applicable for Part A only)**
2. Taxes, if any, should be mentioned separately as per Govt. norms. **(applicable for Part A only)**

Performa for quoting rates for Part A

Classification of charges	Rate (In rupees)
Total Amount to be charged for composite tender	
Service Tax/any other tax, if any	
Grand Total	

P.T.O

3. The tenderers have to quote their per person/post rates for hostels (**Part B**) other than International Hostel according to the proformas given below:

The bidders have to mention per person detail for the post of Lady Attendants as under:-

Classification of Charges	Rate (In rupees)
Minimum Salary (Basic Pay)	
Allowances, if any	
Employers share of EPF	
Employers share of ESIC	
Service Charges	
Service Tax	
Total for one Attendant	

Note:- The statutory payable charges will be variable as per Govt. notifications

The bidders have to mention per person detail for the post of Gardener as under:-

Classification of Charges	Rate (In rupees)
Minimum Salary (Basic Pay)	
Allowances, if any	
Employers share of EPF	
Employers share of ESIC	
Service Charges	
Service Tax	
Total for one Gardener	

Note: - The statutory payable charges will be variable as per Govt. notifications

The bidders have to mention per person detail for the post of Multipurpose workers as under:-

Classification of Charges	Rate (In rupees)
Minimum Salary (Basic Pay)	
Allowances, if any	
Employers share of EPF	
Employers share of ESIC	
Service Charges	
Service Tax	
Total for one Worker	

Note: - The statutory payable charges will be variable as per Govt. notifications

The bidders have to mention per person detail for the post of Cleaners as under:-

Classification of Charges	Rate (In rupees)
Minimum Salary (Basic Pay)	
Allowances, if any	
Employers share of EPF	
Employers share of ESIC	
Service Charges	
Service Tax	
Total for one Cleaner	

Note: - The statutory payable charges will be variable as per Govt. Notifications

The bidders have to mention per person detail for the post of Peon as under:-

Classification of Charges	Rate (In rupees)
Minimum Salary (Basic Pay)	
Allowances, if any	
Employers share of EPF	
Employers share of ESIC	
Service Charges	
Service Tax	
Total for one Peon	

Note:- The statutory payable charges will be variable as per Govt. notifications

Dean Student Welfare