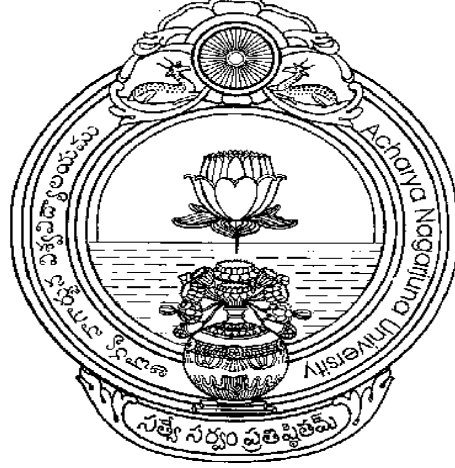


**ACHARYA NAGARJUNA UNIVERSITY
NAGARJUNA NAGAR**



TENDER SCHEDULE

- Name of the Work** : **Providing Sanitary Services, Sweeping and Maintenance of Lawns in Acharya Nagarjuna University**
- Cost of Tender Schedule** : **Rs.1,145/-**
- Issue of Tender Schedules** : **From 16.12.2016 @ 10.30 AM to 30.12.2016 upto 5:00 PM.**
- Last dated of receipt of Tender Schedules** : **31.12.2016 upto 01:00 PM.**
- Opening of Tender** : **31.12.2016 at 03:00 PM**

TENDERER

Sd/-
REGISTRAR

ACHARYA NAGARJUNA UNIVERSITY NAGARJUNA NAGAR

Terms and Conditions for “Providing Sanitary Services, Sweeping and Maintenance of Lawns in Acharya Nagarjuna University” on contract basis for a period of One year.

1. Tenders should be in the prescribed form and the tender schedule can be obtained from the Office of the University Engineer, ANU Campus on all working days with crossed Demand Draft for Rs.1,145/- towards cost of Tender Schedule.
2. The dates stipulated in the tender schedule are final. Under no circumstances can they be relaxed. However the University reserves the right to extend the time if circumstances warrant it.
3. Tender Schedule will be issued on payment to any of the firms eligible on submission of documentary evidence of firm Registration, P.F/E.S.I Code Nos, experience, Income tax PAN NO. & Service Tax.
4. The Cost of the tender schedule once remitted will not be refunded under any circumstances.
5. EMD of Rs.50,000/- shall be paid through D.D drawn in favour of Registrar, Acharya Nagarjuna University and enclosed to the tender.
6. The EMD will be refunded to all the unsuccessful tenderers soon after deciding the tenders or on expiry of tender validity period i.e., 90 days whichever is earlier and the EMD amount will not carry any interest.
7. The Registrar, Acharya Nagarjuna University, reserves the right to reject any or all the tenders without assigning reasons therefore.
8. The Contractors have to put their tenders in the tender box placed in the Registrar’s room on the last date for submission of tenders prescribed in the tender notice. Tenders submitted through post shall be rejected.

TENDERER

Sd/-
REGISTRAR

- 9. The Tenderer should submit the tender in two parts in two different sealed covers. Cover–A and Cover–B. The cover A shall contain the certificates mentioned at clause 14 along with Terms and Conditions pages 1 to 14 of Tender Schedule. The cover B shall contain the financial bid page 15 of Tender Schedule for the work in question. The cover A and cover B will be sealed and kept in another sealed envelop (cover-C) supplied by the Department while issuing tender schedule.**
- a. The cover C will be opened in the presence of the tenderers or their authorized representatives and other officials concerned on the specified date and time and also to verified whether the cover –A and cover-B are properly sealed and minutes be recorded to this effect then and there only. Incase the Cover –A & B or any one of them found unsealed, such tenders will not be opened and summarily rejected.**
 - b. Cover –A contain Technical Bid will be opened in the presence of the tenderers or their authorized representatives and other officials concerned on the specified date and time. After scrutiny of the Technical Bid, the Financial Bid of those tenderers who are determined as qualified as per eligibility criteria will be opened on the date specified in the tender notice, and the Cover –B of the unqualified tenderers will not be opened and kept in the safe custody till the tenders are finalized and there after shall be returned to them along with EMD.**
 - c. The University will finalise the tenders as per the lowest rate in terms of service charge per month per each outsource worker quoted by the tenderers at column No.9 of the Financial Bid.**
 - d. If two or more tenderers quoted same prices towards service charges in the Financial Bid, those tenders will be finalized on lottery system.**
 - e. The Service Charge (Which includes insurance to the workers uniform, ID cards) should not be less than the applicable rate of TDS (income tax deducted as source) thereon to be deducted by UNIVERSITY from the payable bills.**

TENDERER

Sd/-
REGISTRAR

10. Tenders may be submitted by the Contractor either in person or through an agent.
11. The tenderer who withdraws an offer within the validity period mentioned in the schedule will **forgo** the EMD.
12. If due to any reason the office remains closed on the last date of receipt of tenders specified in the tender notice, the tenders will be received on the next working day at the same time and venue and the tenders will be opened on such next working day at the prescribed time.
13. The tenderer is liable to be disqualified if the contractor is found to have misled or furnished false information in the forms/statements/certificates submitted. Even after award of tender if it is found that contractor had produced false, fake certificate of experience, the contract will be terminated.

14. Eligibility Criteria:

- A. The tenderer should submit the self attested Xerox copies of the following certificates along with the tender schedule through sealed cover A (Technical Bid Part-I & Part-II).
 - a. Firm registration Certificate issued by the Dept. of Labour, Govt. of A.P. The certificate should be in force for the entire contract period and partnership deed.
 - b. Provident Fund Registration Certificate.
 - c. Service Tax Registration Certificate.
 - d. Copies of the Income Tax returns filed during the past three years.
 - e. ESI registration certificate.
 - f. DD of EMD for Rs.50,000/-.
 - g. The Service Provider/Agency/Firm is a duly registered in Krishna and Guntur Districts only with all statutory bodies.
 - h. Annual Turnover of the Service Provider/ Agency should not be less than **Rs.2.00 CRORE PER ANNUM** (This has to be supported with IT Returns/Balance Sheets for the last 2 financial years i.e. 2014-15 and 2015-16.
 - i. The service provider/agency should at least have the experience of deploying manpower **in two organizations**. the Service Provider/Agency of providing skilled manpower, of similar nature, in other Departments of Government of Andhra Pradesh during last three years i.e. 2013, 2014 and 2015.

B. The Tender should submit the Financial Bid (Page No.20) through separate sealed cover B.

15. The cover -A of Tender Schedule contains without any one of the certificates mentioned at clause (14) above, the cover-B of financial bid is liable to be rejected without any intimation.

TENDERER

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16. The University will finalize the tender as per the terms and conditions of the tender schedule. If the monthly wage per worker quoted is less than the minimum wage prescribed in rules, the tender is liable for rejection.
17. The successful bidder has to deploy persons/contract labor daily at the work spot to undertake the above cited work contract. The specified number of work men/women has to be deployed by the successful bidder at the work spot daily.
18. The contract period is **One year** from the date of agreement.
19. The payment of EMD is not exempted to any society/voluntary organization/institution/community, etc.
20. In case the EMD paid by the tenderer is less than what is stipulated in the tender notice or if EMD is paid by means other than the method prescribed by the University, the tender will be rejected besides forfeiting the EMD.
21. The University is not responsible if the finalization of tenders is held up due to litigation in honorable Courts or for any other administrative reasons.
22. Tenders once submitted shall not be permitted to be withdrawn and are not transferable.
23. The interested parties may inspect the premises of the contract area before submitting the tender.
24. The tender form duly filled in along with the enclosures and demand draft in original towards EMD for **Rs.50,000/-** should be submitted together with the terms and conditions duly signed on each page. Amount quoted by tenderer towards monthly service charge on gross amount should be written in both figures and words clearly and the tender along with supporting certificates shall be kept in sealed cover. In case of any correction in the monthly service charge on gross amount quoted the same should be attested by the tenderer, otherwise the tender will be rejected. The name and address of the tenderer including contact phone numbers should be indicated on the sealed cover.
25. The sealed tender should be placed in the tender box kept open in the office of the Registrar, Acharya Nagarjuna University, Nagarjuna Nagar. The tenders received after stipulated date and time will not be accepted. Tenders will be opened on the same day by the tender committee.

TENDERER

Sd/-
REGISTRAR

26. Tender forms not accompanied by the demand draft in original towards the required EMD, incomplete tender forms, tender not signed and tender without enclosing necessary documents including terms and conditions will be rejected.
27. Tender submitted with any preconditions or additional conditions other than the conditions prescribed will be summarily rejected.
28. The University reserves the right to reject any or all the tenders without assigning any reasons. The University also reserves the right to allot the contract to any person of its choice through negotiations with the tenderers based on its assessment of ability of the tenderer to comply with the labour laws viz., payment of the wages prescribed and remittance of contributions towards (PF/ ESI) etc.
29. The University reserves the right to alter/modify the period of contract mentioned in the Tender Notice.
30. If the successful tenderer fails to take up the work within the period specified, the EMD and additional security deposit will be forfeited.
31. The successful tenderer will be required to deposit **Rs.10.00 lakh in form of Bank Guarantee (BG)** from any nationalized bank in favour of “THE REGISTRAR, ACHARYA NAGARJUNA UNIVERSITY, NAGARJUNA NAGAR, GUNTUR – 522510” as Security Deposit which can be forfeited in the event of termination of contract on account of violation of any of the terms and conditions. The Bank Guarantee will be returned after successful completion of the contract and settlement of all the dues, if any. The validity period of Bank Guarantee should be 18 months from the date of agreement.
32. In the event of any breach of terms of the Contract (or) if there is any deficiency in the service by the Contractor in terms of non-payment of wages to the persons hired, non-payment P.F., ESI, Insurance etc, the University shall have the right to impose penalty and recover charges paid by forfeiting the EMD / Security Deposit and by exercising the Bank Guarantee.

TENDERER

Sd/-
REGISTRAR

33. The contract shall be terminable with one month advance notice on either side.
34. In the event of death of contractor, the contract shall come to an end. However, the legal heir of the contractor can be permitted to execute the contract, on the same terms and conditions, for the remaining period of contract on execution of a fresh deed of agreement by such legal heir, at the discretion of the University.
35. The Contractor should not engage persons below the age of 18 years and above 50 years of age for the work. At any cost, child labour i.e. children below 14 years of age, should never be engaged for the contracted work. Any violation on this account will attract penalty and University holds no responsibility for such violations.
36. The Contractor has to supply uniform and identity cards to the persons engaged by him at his own cost. No worker shall be allowed to work without identity card and uniform.
37. The Contractor has to pay the wages to the persons engaged by him only through Bank. He is responsible for any objections or disputes raised either by the labour dept. or by the workers on any payments made or to be made to the workers and for remittance of penalties, if any, levied by the Government.
38. The Contractor only is liable for any obligation arising out of this contract in respect of labour engaged by him.
39. No compensation shall be paid by the University for any injury or death of the workers engaged by the contractor within the premises of the contract area. The Contractor is liable to bear all expenses and compensations in such cases. The contractor shall satisfy the University authorities with regard to arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.
40. The Contractor has to contact the labour department and to maintain the Registers as required under law and the same have to be produced for verification of the inspecting officials.

TENDERER

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REGISTRAR

41. The Contractor has to comply with all the provisions relating to labour rules & regulations like payment of minimum wages, Provident fund, weekly off etc., as prescribed by the State Government from time to time and submit the proof of payment of P.F. along with the monthly bill to the University for payment. He has to indemnify to the University, all the claims, damages or compensations under the provisions of the laws and Acts pertaining to labour.
42. The EMD and additional Security Deposit are refundable without interest only on the expiry of the period of contract and subject to the performance and fulfillment of agreement conditions.
43. The EMD and additional Security Deposit paid by the contractor are liable to be forfeited in the event of non-commencement of work within the stipulated time as per the allotment order or breach of any of the terms and conditions of the tender, besides termination of contract.
44. The EMD and additional security deposit are liable to be forfeited in case the contractor fails to execute the contract for the full period of contract.
45. The allotment of contract shall be NON EXCLUSIVE i.e., the University shall have right to grant to award the contract to more than one contractor by suitably dividing the total work
46. The contractor is liable to pay the damages, if any, caused to the premises, or movable or immovable property of the University by him or by his agents or representatives as determined by the University. The University shall have the right to recover such amounts towards the damages caused to the University from the EMD and additional Security Deposit of the contractor and the contractor has to recoup the same immediately. The contractor can also remit such amounts to the University without disturbing EMD/Security Deposit.
47. Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract area shall render the contract liable to be terminated duly forfeiting the EMD and additional Security Deposit.

TENDERER

Sd/-
REGISTRAR

48. The University shall have right to terminate the contract, if in its opinion, the work of the contractor is not satisfactory and its decision in this regard shall be final.
49. The EMD and Security Deposit are liable for forfeiture in case the contractor terminates the work without giving three months notice to the University.
50. The Contractor shall insure the lives of the labour engaged by him for any eventual risks that might crop up in any accident and it shall be the sole responsibility of the contractor to meet all the claims/ compensation for disability or loss of life of the labour and damages to the property of the University.
51. The Contract is liable for termination in the event of contractor failing to implement the contract for a continuous period of 30 days which shall also result in necessary penalties and forfeiture of EMD and Security Deposit.
52. The Rights given under the contract are not transferable.
53. The Contractor is not permitted to sub-let the contract work to any other Sub-contractor.
54. In all disputes involving doubts or interpretation of clauses of terms and conditions and application of this contract or otherwise, the decision of the Registrar, Acharya Nagarjuna University shall be final and binding.
55. The workers employed by the Contractor shall not have any right or claim or whatsoever for employment in the Acharya Nagarjuna University, at a future date.
56. Any act of misbehaviour and assault on the employees of the University by the contractor or his workers will lead to imposition of penalty or termination of contract, duly forfeiting the EMD and additional Security Deposit.
57. The Contractor should adhere to all acts and laws in force applicable to his business and the sole responsibility for any violation of such laws lies with the contractor only.
58. In the event of any statutory authority imposing any punishment like fines etc., if the University is made a party to such penal action, the University has the authority to withhold the amounts like remuneration/ security deposit etc. due to the contractor with it until it is proved to the satisfaction of the University that such penal actions have ceased. Such actions may also be reason for the termination of the contract.

TENDERER

Sd/-
REGISTRAR

59. On the expiry of the period of contract or on its termination as the case may be, the contractor shall handover the equipments supplied by the University if any to the concerned duly handing over the contract.
60. The contractor shall pay all the taxes including service tax under the Central and State Acts/Rules which are applicable to the business after receiving payment from University. The University is not liable for the penalties therein. Any default and non-payment of taxes to statutory authorities will cause termination of contract and vacation of premises.
61. All the above terms and conditions will form part of the agreement of the contract and the contractor will have to be bound by the conditions in addition to any other conditions prescribed by the University.
62. Income tax as per the provisions of I.T. Act if any will be recovered from the monthly gross amount payable to the Contractor and the contractor has to obtain the PAN Number from the Income Tax Department and the same has to be produced.

SPECIAL CONDITIONS:

- 1 The contractor shall be responsible for carrying out the work entrusted to him from time to time.
- 2 The contractor shall ensure that the works assigned to him are attended to with utmost care and responsibility. In case of any loss or damage to the properties of the institution, the firm shall be held responsible to compensate such loss or damage, as assessed by the university.
- 3 The Contractor has to commence the work from the date of entering into agreement.
- 4 The Contractor should engage the Sanitary workers, Sweepers and Gardeners per day to attend to the work on all working days including Sundays & public holidays from 9.00 AM to 5.00 PM with lunch break and sanitary services be carried out **twice a day** at 9.00 AM and 01.00 AM in the morning and again 2.00 PM and 5.00 PM in the afternoon. The contractor shall supply necessary materials in sufficient quantity everyday.

TENDERER

Sd/-
REGISTRAR

- 5 The Contractor has to maintain one month stock of the required materials in the room provided in the Campus. If the contractor fails to use sanitary consumables as per the stated norms, the University may stop the payment of bills of that month and the University may impose the penalties as it deems fit.
- 6 The Contractor should assemble all the workers at a central place notified by the University at 8.30 AM on every day for verification of the attendance by the University Authorities. If the attendance is not satisfactory, the University Authorities will reduce the component of wage equivalent to the absent component. All the workers should give their thumb impressions on Bio-metric system every day along with Attendance Register.
- 7 **The Contractor should open a Bank Account to each worker engaged by him in SBI/Andhra Bank, ANU Branches and pay the monthly wages through bank on or before 7th of every month and submit the bank statement along with the monthly bill and performance certificate issued by the Head of Departments/ Sections/Offices to the Office of the University Engineer between 2nd to 3rd of every month for arranging the reimbursement.**
- 8 **The Contractor must pay the wage fixed by the University, which includes 12% P.F. as employee share.**
- 9 The Contractor should arrange to clear off the dust bins, open drains and honeycombs at various places in University weekly once especially in public holidays/Sundays and to dispose it at the dumping yard specified by the University and the University will provide a tractor for disposing the debris.
- 10 The Contractor should attend weekly once to clean the spider nests and other dust in the various depts./sections/offices of the University.
- 11 The sweeping work shall be attended to as per the points/areas fixed by the University.
- 12 The Contractor should arrange a Supervisor at his own cost for supervision of the work by the sanitary/sweeping/gardening workers engaged by him, the Supervisor shall follow the instructions given from time to time by the

authorities of the University. Each worker should report to the Supervisor on duty before and after the spell of his/her duty.

- 13 The upkeep of the sanitary facilities includes the sweeping and cleaning of the toilets and roads every day including clearing cobwebs from the roof and walls. The actual sanitary units as well as the toilets should be washed everyday with Pheneol, Cleaning acid and Vim. Naphthalene balls should be placed in the Urinals and Wash basins. They should be changed every week.

The amount of Rs.5,000/- per month for the required sanitary materials such as Napthalene balls, pheneol, Acid, bleaching powder, detergents, brooms, brushes, water pipes for watering of plants/garden, garden implements, excluding cost of pesticides & fertilizers will be paid by the University to the Contractor.

The Contractor should use the materials as detailed below.

Pheneol 100 ml per day for one Water closet/Bath room

Soap oil 250 ml per day for one Water closet

Naphthalene balls 4 Nos per one week for one Wash basin/Urinal

Broom Sticks, Brushes, Wipers, Hand Glows, Nose masks must be used as per the normal requirement

- 14 The University will provide two rooms to the contractor, one room to serve as a rest room for the workers and the second room to serve as a store room for the required material.
- 15 The Contractor shall be responsible for all or any of the acts of his staff and he shall alone be responsible for the payment of wages to all the workers engaged by him during the course of service or work undertaken. The University is not responsible for any accident or death of any worker engaged by the contractor during the contract period.
- 16 The Contractor must give bio-data of the workers engaged by him and provide identification card with photo and uniform to the sanitary workers/sweepers /gardeners.
- 17 The Contractor shall comply with all statutory requirements under the various welfare legislations, which include payment of minimum Wages, Provident fund, Employees State Insurance, Leave Salary, from time to time to the Contract labour under the said enactments.

- 18 The Civil Court of Guntur shall have the jurisdiction to any dispute arising out of this agreement.
- 19 In case of failure to fulfill any of the terms of the contract by the Contractor or if the University is of the opinion that the services provided by the Contractor are not satisfactory, the University shall have the power to terminate the contract by giving one month's advance notice.
- 20 The Contractor shall not be entitled to sub-contract or appoint any other agency to perform the services without the prior written consent of the University Administration.
- 21 Monthly bills will be paid only if day wise work statement signed by the Heads of user Departments is enclosed to the bill pertaining to workers.
- 22 The contractor shall be responsible for maintaining various Registers/records/documents as required under various statutes/acts in force including Contract Labour Act. The contractor shall also be responsible for obtaining any license etc. required under any laws. The Contract Labour Act and the rules made there under are applicable to them. They must ensure the compliance of all the Statutory Regulations that are in force and that may become applicable in future from time to time, in all matters concerning the contract. A copy of the Contract Labour License, P.F. Registration, ESI Registration duly attested by a Gazetted Officer is to be produced to the University.
- 23 The contract is for a period of **One year** for the first instance and after review it may be extended for another one year period based on need and the performance of the firm if the University is satisfied with the services of the firm. The contract can be terminated by the University giving one month notice on other side.
- 24 The contractor has the responsibility of providing E.P.F. and insurance to the workers. While 12% P.F. contribution of the workers may be deducted from their monthly wages, the 13.61% employer's share of P.F. has to be first borne by the contractor from his resources and the University will reimburse the same on production of evidence of payment along with the next month's bill.

TENDERER

Sd/-
REGISTRAR

25. Insurance has to be provided to each worker at contractor's own cost with provision for Rs.3.00 Lakhs compensation in the event of death and suitable provision in case of loss of limbs and for medical expenses for the worker including his/her family.
26. The contractor shall be responsible for payment of the amount for supply of E.S.I. cards for each worker as per rules.
- 27 As per the Income Tax Act 1961 section 194C and the Finance Act 1972, deduction will be made from the contractor's bill as per the rules.
- 28 The University Administration is at liberty to forfeit or recover from EMD and additional Security Deposit in case of breach of agreement/ loss of the property of the University on account of the contractor's negligence, if confirmed by the Enquiry Officer appointed by the University Administration. The decision of the Administration in all such enquiries shall be final and binding.
- 29 A minimum of 15 days clear notice is required when University Administration wishes to reduce or increase the strength of the contractor's personnel on duty with the University.
30. The contractor has to provide sanitary/sweeping/gardening arrangements as per the Annexure – A herewith enclosed.
- 31 University will be free to deduct the amount of penalty for any of the violations as shown in the table below :

| | Violation | Amount of Penalty |
|----|--|--|
| 1. | Payment of wages from 8 th to 10 th day of month | 20% of the payable one month's service charge. |
| 2. | Payment of wages from 11 th to 15 th day of month | 50% of the payable one month's service charge. |
| 3. | Payment of wages after 15 th day of month | 80% of the payable one month's service charge. |
| 4. | Non-compliance of any valid written directions of University | 100% of the payable one month's service charge. |
| 5. | Non payment or under payment of wages or other dues to the workers in their including PF and ESI | Forfeiture of Security Deposit and termination of contract |

32. The present wages of the sweeper/sanitary workers/attender per month will be has given below.

| | | |
|------------|---|---|
| Basic Wage | - | Rs.5,579/- |
| VDA | - | Rs.1,873/- (Changes from time to time as GO's issued by Labour Department |
| EPF | - | Rs.1,014/- |
| ESI | - | <u>Rs. 354/-</u> |
| Total | | <u>Rs.8,820/-</u> |

TENDERER

Sd/
REGISTRAR

ACHARYA NAGARJUNA UNIVERSITY : NAGARJUNA NAGAR

TECHNICAL BID

Part-I

Name of work : Providing Sanitary Services, Sweeping and Maintenance of Lawns in Acharya Nagarjuna University

UNIVERSITY Reference No.16/5/2014(Admn. I/C)

Dated:

| | Particulars | Required information | Page N.o |
|----|--|-----------------------------|-----------------|
| 1. | Name of the Tendering Manpower company/Firm/Agency Contractor (Attach self attested copy of certificate of registration) | | |
| 2. | Name of the Director of Company/Active Partner of Firm/ Authorized/Proprietor with Telephone Number Landline & Mobile | | |
| 3. | Full Address of Registered Office | | |
| | Telephone Number | | |
| | Fax Number | | |
| | E-Mail Address | | |
| 4. | Full Address of Operating/ Branch Office with Telephone Number, Fax Number, E-Mail Address | | |
| 5. | Name of the representative authorized to sign tender document including Financial Bid (If any) (Attach original authorization letter) | | |
| 6. | Banker of the Company /FIRM /Agency /Contractor with Full Address (Attach self attested copy of latest bank statement) | | |
| 7. | PAN No (Attach self attested copy) | | |
| 8. | Service Tax Registration No. (Attach self attested copy) | | |

TENDERER

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REGISTRAR

| | | | |
|-----|---|--|--|
| 9. | EPF Registration No. (Attach self attested copy) | | |
| 10 | ESI Registration No Attach self attested copy) | | |
| 11. | Annual Turnover of the man power Firm/ Agency/ Company as evident From the IT Returns. (should not be less than Rs.2.00 Crore in each Fin. Year) (Copies of accounts certified by CA to be enclosed) | | |
| 12. | Number of organization where similar manpower contract has been under taken from the year 2012 onward. (Should not be less than two) (Detailed Information as per (Annexure- III attached) | | |
| 13. | Whether the firm have defaulted from payment to Govt./ Workers dues at any point of time or Black listed by an Govt. Department /PSU, etc. | | |
| 14. | Have Proof of timely payment of statutory dues like ESIC /EPF/Service Tax to the concerned Govt. Agencies. (Yes or No) (Attach self attested copies of challans) | | |
| 15. | Details of payment of cost of tender schedule Fee of Rs.1145/- | | |
| 16. | Details of payment of EMD (Rs.50,000/-) | | |
| 17. | An Affidavit duly certified by Notary (i) that the sole proprietor of the partners of the firm /company is /are not involved in any /Police Case and have never been punished by any Court of Law and (ii) that the sole proprietor or the partners of the firm/company has never been black listed or changed the name of the firm. Should be attached. | | |
| 18. | Copy of Tender Document attached with each page signed by the authorized representative and stamped (Yes or No) | | |

TENDERER

Sd/-
REGISTRAR

I -----,Director of Company /Active
Partner of Firm /Authorized Representativ/Proprietor of -----
Have read /fully understood and accept the terms and conditions as contained in the Tender
Document issued by Acharya Nagarjuna University, Nagarjuna Nagar, Guntur.

Date:-----

Place:-----

(Signature of the Authorized Person)

Name
Designation :
Office Address:
Phone (Office)
Seal of the Company /Firm/ Agency/Contractor

TENDERER

Sd/-
REGISTRAR

ACHARYA NAGARJUNA UNIVERSITY : NAGARJUNA NAGAR

TECHNICAL BID

Part - II

ANNEXURE-III

DETAILS OF OTHER ORGANISATIONS WHERE SIMILAR CONTRACTS WERE UNDERTAKEN DURING THE LAST THREE YEARS i.e. 2013, 2014 and 2015

(Atleast two such contracts are mandatory)

| | Name and Address of the organisation | Validity of Agreement From-- - -----To----- | No. of workers deployed | Whether Govt./Semi Govt./ Autonomus body/PSU /other (please spesify | Reason for termination (if currently not valid |
|----------|---|--|--------------------------------|--|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Copies of job orders and particulars of contact officer in the concerned Govt. department /PSU are attached and may be used for the purpose of verification.

Date:-----

(Signature of the Authorized Person)

Place:-----

Name

Designation :

Office Address:

Phone (Office)

Seal of the Company /Firm/ Agency/Contractor

TENDERER

Sd/-
REGISTRAR

ACHARYA NAGARJUNA UNIVERSITY : NAGARJUNA NAGAR

FINANCIAL BID

Name of work : **Providing Sanitary Services, Sweeping and Maintenance of Lawns in Acharya Nagarjuna University**

| | | |
|----|--|--|
| 1. | Name of the Manpower Company /Firm/Agency/Contractor (In Capital Letters) | |
| 2. | Registered Address | |
| 3. | Tel. No. | |
| 4. | Address of Operating Branch at Guntur | |
| 5. | Contact Person (Duly authorized) Contact Number Email ID | |
| 6. | Details of Earnest Money Deposit of Rs.50,000/- and cost of tender schedule of Rs.1145/-Demand Draft number and Date Drawn on Bank | |

The Service charges, IN PERCENTAGE, to be Charged by the Service provider on the gross amount (prescribed wages) payable by University.

| In figure | In Words |
|------------------|-----------------|
| | |

Note for Bidder: The Service Charge includes payment of insurance, ID cards, Uniform should not be less than the applicable rate of TDS (income tax deducted as source) thereon to be deducted by UNIVERSITY from the payable bills.

Date:-----

(Signature of the Authorized Person)

Place:-----

Name
Designation :
Office Address:
Phone (Office)
Seal of the Company /Firm/ Agency/Contractor

TENDERER

Sd/-
REGISTRAR

ANNEXURE – A

| Sl. No. | Name of the Department | Details of workers engaged | No. of workers |
|---------|---|--|----------------|
| 1 | Boys Hostels | Sanitary workers/ Sweeper | 5 |
| 2 | Scholars Hostel | Sanitary worker/ Sweeper/ Cleaner | 3 |
| 3 | Sports Hostel | Sanitary worker/ Sweeper | 4 |
| 4 | Engineering Section | Sanitary worker/ Sweeper | 2 |
| 5 | Library /Yoga/Political Science | Sanitary worker | 1 |
| 6 | Telugu & English Dept. | Sanitary worker | 1 |
| 7 | Pariksha Bhavan | Sanitary worker/ Sweepers | 3 |
| 8 | Nano Technology, HRM, Vidhya Bhavan, Hindi Bhavan | Sanitary worker | 1 |
| 9 | Pharmacy College | Gardener/Sanitary/Sweeper | 4 |
| 10 | Academic Block - 9 (Bio-technology) | Sanitary worker | 1 |
| 11 | Ladies Hostel | Sanitary worker/ Sweeper/ Computer Operator | 5 |
| 12 | Admin. Block | Attender/ Sanitary worker | 2 |
| 13 | Rector's Office | Sweeper | 1 |
| 14 | Engineering College | Sweepers/Sanitary workers | 8 |
| 15 | Library | Sweepers/Attenders | 4 |
| 16 | Computer Science, Zoology | Sweeper | 1 |
| 17 | Supervisor | Supervisor | 1 |
| 18 | Pariksha Bhavan | Sweeper | 2 |
| 19 | Yoga Centre | Gardener | 1 |
| 20 | Statitstic Dept. | Sweeper | 1 |
| 21 | Environmental Science Dept. | Sweeper | 1 |
| 22 | Vanijya Bhavan (Sweeper) | Sweeper | 1 |
| 23 | HRM Bhavan (Sweeper) | Sweeper | 1 |
| 24 | Vidhya Bhavan | Sweeper | 1 |
| 25 | English Dept. | Sweeper | 1 |
| 26 | CDE building | Sweeper | 4 |
| 27 | Rural Development | Sweeper | 1 |
| 28 | Architecture College | Sweeper | 2 |
| 29 | Nano Technology | Attender | 1 |
| 30 | Guest House | Sweeper | 1 |
| 31 | NSS Bhavan | Sweeper | 1 |
| 32 | Diechman Hall | Sweeper/Gardener/Sanitary | 3 |
| 33 | ISC | Attender | 1 |

TENDERER

Sd/-
REGISTRAR

| Sl. No. | Name of the Department | Details of workers engaged | No. of workers |
|---------|---|-----------------------------|----------------|
| 34 | Rector's House, GNT | Sweeper | 2 |
| 35 | V.C.'s Camp Office, Guntur | Sweeper | 2 |
| 36 | Health Centre | Sweeper | 1 |
| 37 | History & Archaeology | Sweeper | 1 |
| 38 | Ladies Hostel | Computer Operator | 1 |
| 39 | U.E.'s Office | Attender/ Computer Operator | 2 |
| 40 | Academic Block-IX, Law Dept. Building, Central Lab, Arts Block-I | Gardener | 1 |
| 41 | A.E.E.'s Office | Attender/ Computer Operator | 2 |
| 42 | Law Dept. | Sweeper | 1 |
| 43 | Bio-Chemistry Dept. | Attender | 1 |
| 44 | Registrar's House | Sweeper | 1 |
| 45 | Physics Dept. | Sweeper | 1 |
| 46 | Botany, Zoology, Health Centre | Sanitary | 1 |
| 47 | Engineering Hostel | Dinning Hall Cleaners | 2 |
| 48 | Chemistry Dept. | Sweeper | 1 |
| 49 | Botany Dept. | Sweeper | 1 |
| 50 | ANU Campus | Internet operator | 2 |
| 51 | Common Dinning Hall for boys | Utensil Cleaners | 4 |
| 52 | Engineering Hostel for boys | Utensil Cleaners | 4 |
| 53 | Hindhi Department | Attender | 1 |
| 54 | D.E.E.'s (Civil) Office | Computer Operator | 1 |
| | Total | | 103 |

TENDERER

Sd/-
REGISTRAR

ACHARYA NAGARJUNA UNIVERSITY :: NAGARJUNA NAGAR

REGISTRAR

No.ANU/Engg./Sanitary/Sweeping/Gardener/2016-17,

Dt : 16.12.2016.

TENDER NOTICE

(Not for Publication)

Sealed tenders are invited by the Registrar, AcharyaNagarjuna Universtiy, Nagarjuna Nagar from the Registered Firms/Agencies/Contractors for the work of “**Providing Sanitary Services, Sweeping and Maintenance of Lawns in Acharya Nagarjuna University**”.

as per the following schedule.

| | |
|----------------------------------|---|
| Cost of Tender Schedule | : Rs.1145/- |
| Issue of Tender Schedule | : from 17.12.2016 @ 10.30AM to 30.12.2016 up to 5.00 PM |
| Last Date for Receipt of Tenders | : 31.12.2016 up to 01.00 P.M. |
| Opening of Tenders | : 31.12.2016 at 03.00 P.M. |

The Tender Schedules can be had from the Office of the University Engineer on all working days from 10.30 A.M. to 5.00 P.M and also can be downloaded from the University website www.anu.ac.in.

TENDERER

Sd/-
REGISTRAR

TENDER NOTICE
(For Publication)

No.ANU/Engg./Sanitary/Sweeping/Gardener/2016-17,

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TENDERER

Sd/-
REGISTRAR