



**OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA**

Ten. Not. No. 5054 /DIS/OU/2017/CWO

Date: 23 -08-2017

NOTICE INVITING TENDER

Sealed tenders are invited from firms for the Maintenance of Sanitation work in the University Campus Hostels & Messes, OU for a period of One year. The Tenders shall consist of two parts (i) Technical bid and (ii) Commercial bid. Tender document may be obtained from the Office of the Chief Warden, Hostels & Messes, OU Hyderabad – 500 007 from 23-08-2017 to 31-08-2017 on all working days between 11-00 A.M. to 4.00 P.M. on payment of Rs. 5000/- (Rupees Five thousand only) by drawing a Demand Draft in favour of **Registrar, Osmania University, Hyderabad.** Complete sealed separate tenders along with EMD of Rs.25,000/- (Rupees Twenty Five thousand only) for Sanitation work shall be submitted in the Office of the Chief Warden, Hostels & Messes, OU on or before 31-08-2017 by 4.00 P.M. **Sealed tenders received after the due date and time will be rejected.** The detailed tender documents can also be downloaded from our website and in that case, the Tender Document Fee should be remitted through a DD favouring the Registrar, OU. Bids not accompanied with the tender document fee and EMD will be summarily rejected. For further details, please visit the official website at www.osmania.ac.in.

Sd/-
**REGISTRAR,
OSMANIA UNIVERSITY.**



OSMANIA UNIVERSITY
HYDERABAD – 500007, INDIA

Ten. Not. No. 5054 /DIS/OU/2017/CWO.

Date: 23 -08-2017

TENDER NOTIFICATION FOR SANITATION WORK IN CAMPUS HOSTELS & MESSSES

Sub: - Osmania University – Campus Hostels & Messes – Tender Notification - Reg.

Osmania University on behalf of Chief Warden, Hostels and Messes intends to Call for the Sanitation work in the Campus Hostels & Messes. You are requested to submit your quotation for 747.86 units.

Part – I

TENDER SCHEDULE

1. Name of the Work : Sanitation work in the Campus Hostels & Messes.
2. Sale of Tender Schedule : 23 -08-2017 to 31 -08-2017
(11 A.M – 4.00 P.M.)
At the O/o the Chief Warden, Hostels & Messes, Osmania University, Hyderabad.
(On all working days)
3. Closing date and time (for receiving Duly filled in tender bids) : 31 -08-2017 by 4.00 P.M.
4. Submission of Tender Document : Sealed tenders should be submitted at the O/o the Chief Warden, Hostels & Messes, Osmania University, Hyderabad
(on all working days)
5. Date, Venue & Time of opening the tender : 31 -08-2017 at 5.00 P.M. in the Committee Room Registrar's Office, OU, Hyderabad – 500 007 in the presence of bidders or their authorized representatives.
6. Earnest Money Deposit (EMD) : EMD of Rs.25,000/- (Rupees Twenty Five thousand only) Payable through DD drawn from any nationalized bank in favour of Registrar, OU.
The Tenders without accompanying demand drafts or insufficient demand drafts will not be considered and will be summarily rejected.

**DESCRIPTION OF TOILETS, BATHROOMS, WASH BASINS URINALS IN THE
UNIV. HOSTELS & MESSSES, OU.**

Sl. No.	Name of the Hostel/ Mess	Toilet W.C.	Bath Room	Wash Basin	L. Wash Basin	Urinals	TOTAL UNITS
		1/1	2/1	4/1	3/1	3/1	
1	A Hostel	2	2	-	1	2	04
2	B Hostel	36	24	36	-	24	65.00
3	C Hostel	16	16	-	4	12	29.33
4	New PG Hostel	12	12	36	-	6	29.00
5	Old PG Hostel	12	12	18	4	12	27.83
6	NRS Hostel	18	18	18	-	21	38.50
7	Manjira Hostel	14	15	-	5	20	29.82
8	E-I Hostel	17	16	8	4	12	32.33
9	E-II Hostel	24	18	2	5	19	41.50
10	D Hostel	23	16	5	6	16	39.58
11	B.Ed. Hostel	12	12	2	4	8	22.50
12	CHW-I Hostel	46	46	39	4	-	80.08
13	CHW-II Hostel	24	24	40	-	-	46.00
14	CHW-III Hostel	24	40	-	24	-	52.00
15	Chief Warden Office	5	-	2	-	3	6.50
16	All Messes	17	5	34	16	-	33.33
17	Ladies Hostel Block III	19	20	-	8	-	31.67
18	Nizam College Ladies Hostel	13	10	-	4	-	19.33
19	New Godavari Hostel	35	33	3	10	29	65.24
20	Ladies Hostel Block IV	31	28	-	28	-	54.33
						Total	747.86

Assumption of 1 Unit: 1 Toilet, 2 Bathrooms, 4 Wash Basins, 3 Long Wash Basins, 3 Urinals.

7. Payment Terms : The Bill will be paid on approved Per Unit rate on monthly Bill & be forwarded by the Chief Warden, Hostels & Messes, OU.

PART – II

TERMS & CONDITIONS

The Firms should submit their tenders/quotations duly enclosing a Demand Draft as mentioned against each of the item, towards EMD of Rs. 25,000/- (Rupees Twenty Five thousand only) after going through the conditions laid down.

i) The following information has to be furnished by the tenderer with evidence (Documentary proof to be enclosed)

- a) **Name of the Firm with Complete postal Address.**
- b) **Name of the Proprietor.**
- c) **Registration Certificate**
- d) **TSGST Registration No.**
- e) **PAN card**
- f) **Tan Number.**
- g) **Service tax Certificate**
- h) **Detailed profile of the firm**
- i) **Previous work performance Certificate.**
- j) **IT returns for the last 3 years.**

ii) **The bidders are requested to quote their Per Unit Rate inclusive of Supervision charges, materials charges and other incidental charges & Taxes if any and the contract will be awarded to the L1 vendor based on the lowest per unit rate for a period of One Year.**

- iii) The offers must be in English. The rates should be indicated in both figures and words against each item, duly showing taxes separately.
- iv) The term of the Contract will be for a period of 1 year. Initially the contract will be awarded for a period of 3 months and will be renewed every quarterly based on satisfactory performance.
- v) The rates shall be constant through the entire period of the Contract.
- vi) The firm should engage 35 workers to extract the entire work of 747.86 units which has its predefined meaning. **Each worker has to be paid Rs.5,000/- (Rs. Five thousand only) P.M.**
- vii) Two% (2%) TDS will be deducted on the monthly bill amount.
- viii) If the Commission rate is less than 2%, then the tender will be rejected.
- ix) Offers received after the bid closing date/time shall not be considered.
- x) Telex/Tele fax/E-Mail Tenders will not be accepted and the University takes no responsibility for delay/loss or non-receipt of tenders by post/couriers.
- xi) Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
- xii) Osmania University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
- xiii) All disputes or difference whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the appointment of the arbitrator on behalf of the University will be made by the Vice-Chancellor, Osmania University, Hyderabad – 500007.
- xiv) The E.M.D of the unsuccessful bidders will be returned without any interest.

Sd/-
REGISTRAR
OSMANIA UNIVERSITY

Annexure - I

TECHNICAL BID

(To be submitted in a separate sealed envelope)

For Sanitation work in the Campus Hostels & Messes, OU, Hyderabad – 500007

1.	Name of the Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)													
2.	Do you possess trade license issued by Competent authorities? If so, please enclose a copy.													
3.	Name of Proprietor / Director													
4.	Furnish following particulars of the Registered Office													
	a. Complete Postal Address													
	b. Telephone No.													
	c. Fax. No.													
	d. E-Mail Address													
5.	Furnish the following particulars if the registered office is different from above at Para (4).													
	a. Complete Postal Address													
	b. Telephone No.													
	c. Fax. No.													
	d. E-Mail Address													
6.	Are you a Supplier? If yes, please attach copies of previous work certificates.													
7.	PAN No. (Attach Attested Copy)													
8.	GST No. (Attach Attested Copy)													
9.	Service Tax Regn. No. (Attach Attested Copy)													
10.	Financial turnover for the three financial Years.(Please attach copies of audited balance sheet and IT returns)													
	<table border="1"><thead><tr><th>Financial Year</th><th>Amount (` In Lakhs)</th><th>Remarks, if any</th></tr></thead><tbody><tr><td>2013-14</td><td></td><td></td></tr><tr><td>2014-15</td><td></td><td></td></tr><tr><td>2016-17</td><td></td><td></td></tr></tbody></table>	Financial Year	Amount (` In Lakhs)	Remarks, if any	2013-14			2014-15			2016-17			
Financial Year	Amount (` In Lakhs)	Remarks, if any												
2013-14														
2014-15														
2016-17														
	(Attach separate sheet if space provided is insufficient)													

11. Give details of the major clients – Government Departments, PSUs, Research Organizations, Multinational Companies to whom furniture have been supplied by the bidder during the last three years in the following format. Copies of the Purchase Orders / Indents should be attached for proof.

Sl. No	Name& address of the client with details - Name of the contact person, telephone no., Fax no., e-mail id	Name & Year of work executed	Ref. Order No. & Date	Amount
1				
2				
3				
4				
5				

(If the space provided is insufficient, a separate sheet may be attached)

- | | | |
|-----|---|--|
| 12. | Are you a regular supplier for the above? | |
| 13. | Whether your annual turnover was Rs. One Crore in the last 3 financial years (2013-14 to 2016-17). Please attach relevant copies. | |
| 14. | Details of Earnest Money Deposit D.D. / P.O. No. & Date & Name of the Bank | |
| 15. | Please specify the minimum time required to commence the work from the date of receipt of the Order | |
| 18. | Additional information, if any (Attach separate sheet, if required) | |

ANNEXURE – II

COMMERCIAL BID

Sl.No	SANITATION WORK IN HOSTELS & MESSES, OU.	Specification		TOTAL AMOUNT QUOTED IN WORDS
		TO EXECUTE THE SANITATION WORK AS PER THE NO. OF UNITS IN EACH HOSTEL AS INDICATED ABOVE. PRICE MAY BE QUOTED. (TOTAL OF 747.86 UNITS)		

Note: The Bidders are requested to quote per Unit Rate and the contract will be awarded to the L1 vendor based on the Total amount.

CERTIFICATE OF ETHICAL PRACTICES

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute. I / We will have no conflict of interest in any of our works / contracts at the University.

Date:

Signature of the Tenderer