

**OFFICE OF PRINCIPAL, GOVT. COLLEGE , NARNAUL DISTRICT
MAHENDERGARH (HARYANA)**

**TENDER FOR PROVIDING CLEANING OF PREMISES AND
HOUSEKEEPING SERVICES ETC. AT GOVT. COLLEGE ,
NARNAUL, DISTRICT MAHENDERGARH (HARYANA)**

COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:

- i) Procedure for submitting the bids : **Two bid system**
- ii) Cost of Tender : **Rs. 500/- (Non-refundable)**
- iii) Earnest Money Deposit (EMD) with tender document:
Rs. 10000/- (Refundable) (demand draft/banker cheque)
- iv) Performance security will be deposited by the successful tender at the time of signing of contract: **10% of the Amount of Contract or as per norms.**
- v) **The pre bid meeting will be held on 03.09.2026 at 1:00 PM.**
- vi) Time and last date of submission of tender documents: **05-09-2026 upto
04.00 PM**
- vii) Time and date of opening of Technical/Financial Bid of Tender: **07-09-2026 at
01.00 PM (in Principal Office).**

Note: - All tenderers are requested to read all the tender documents including its terms & conditions and procedures carefully before applying for the tender.



OFFICE OF PRINCIPAL, GC NARNAUL, DISTRICT MAHENDERGARH (HARYANA)

Eligibility Criteria for the Tenderer

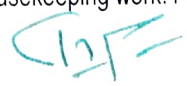
1. The Co-operative Labour & Construction Society should be duly registered under the relevant Co-operative Societies Act and rules applicable in the State. The society must be existing and operational on the date of submission of the tender, and its registration should not have been suspended, cancelled, or under liquidation. The society must be authorized to undertake labour and construction works as per its registered objectives and by-laws. The society must not be blacklisted or debarred by any Central/State Government department, PSU, autonomous body, or local authority on the date of tender submission.
2. The society must have **satisfactorily executed similar works** in the past and the tenderers must have an experience of providing cleaning of premises and housekeeping services in reputed organizations including Govt. & PSUs for at least three years including mechanized mops and using suspended gondolas for façade cleaning supported by documentary evidence and must have among list of big clients, at least three Govt./Semi-Govt./PSUs Certificates of satisfactory performance from these three clients are also to be submitted along with tender.
3. The tenderer should have at least;
 - a) One similar work contract of 5 lacs or more;

OR

 - b) Two work contracts of 3 lacs or more;

OR

 - c) Three work contracts of 2 lacs or more, executed during the last three years.
4. The total turnover of the agency should not be less than **Rs. 20 lacs** for **“cleaning of premises and housekeeping segment”** during requisite years of experience as mentioned at (1) above.
5. The society must comply with all statutory requirements and must be registered with the following statutory authorities and must also furnish attested copies of supporting documents: -
 - a. ESIC, EPF, Income Tax and Service Tax
 - b. Registration under applicable labour laws
 - c. Any other registration which is mandatory for such cooperative Labour and Construction Societies stipulated by concerned authorities from time to time including storage of hazardous chemicals, acids etc.
6. The following documents must be submitted along with tender: -
 - a. Audited Balance Sheets of preceding three years with Income and Expenditure statement / Profit and Loss Account, Trial Balance & Audit report of last two years.
 - b. Income tax returns of last two years.
 - c. Society Registration certificate 3 Year old and other requisite documents.
7. The tenderer should have sufficient employees on its rolls specifically trained for housekeeping work. Full



list of the employees, viz., name, age, employee code, designation, experience in the field of housekeeping, PF, ESI details etc. should be attached with the technical Bid.

8. The tenderer should have more than 50 numbers of captive manpower on its payroll on the day of filing the tender. **The tenders having captive manpower less than this will be rejected.**
9. Principal, Govt. College, Narnaul, Mahendergarh (Haryana) reserves the right to withdraw/relax any eligibility criteria and in such a situation the tenderers will be given sufficient time to take such changes into account. However, no relaxation will be given as far as statutory requirements are concerned, explicit/implicit.
10. **The tenderers have to submit their work plan on their letter head with Financial Bid.**
11. The society must submit all prescribed documents in support of eligibility along with the tender, failing which the tender shall be liable to be rejected.

Principal, Govt. College, Narnaul, Mahendergarh (Haryana) invites tenders from the Service Provider/ Cooperative Labour and Construction Societies / Societies for providing following services in Principal, Govt. College, Narnaul Mahendergarh

Name of Work: - Cleaning of premises and housekeeping services etc.

Scope of Work:

Details of premises are mentioned below: -

1. Garden & Lawns: pruning of plants, maintenance of all lawns in campus, watering, manuring, cutting of hedges, weeding etc.
2. Adm. Block, and surrounding areas with washrooms.
3. Teaching Block: Total floors: 3 (TB-I), 3 (TB-II), 2 Old Building.
4. Classrooms-47, Seminar Hall-01, Conference Hall-01, Library-1, Labs-18. Toilets-21,
5. Canteen area (Inside and outside area)
6. All departments.
7. Campus & Hostel Security for 24 Hours.

Sweeping and cleaning: - Sweeping and cleaning is a routine affair of housekeeping. The whole area including space inside wall campus needs to be swept. The sweeping and cleaning of following building elements will be done at least once a day - corridors, staircase, railings, rooms, toilets, blocks etc.

Mopping:- Mopping will be carried out only after the cleaning/sweeping is over, Mopping will be done by sprinkling water with appropriate disinfectant solution/scented phenyl/ Lizol. Rubber brooms only will be used for this job. After mopping floor swabbing will be done with dry cloth broom to avoid slippage of anyone. The areas e.g. corners, edges and pockets where rubber broom could not be used; mop cloth will be used for manual mopping and swabbing. The elements under mopping are as under - corridors, railings, rooms, toilets, blocks, mirrors, ceramics, marble, glazed and mosaic tiles in skirting and aside walls, window glass panels, fixture, idols and photos frames.

Window glass panel cleaning: - Window frames will be cleaned with detergent. Dust from window platform outside and inside will be removed. Glass will be cleaned with suitable chemicals without any scratch. Use of newspaper and old cloth for cleaning glass will be permitted. Glass panel will be cleaned very frequently and there should not be dust or stains in glass panels at any stage.

De-dusting furniture and fixtures: - De-dusting and fixture will be carried out with clean dhoti cloth every day morning before office hours. Glass top will be cleaned with wet cloths/glass remover liquid/chemical to remove

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stain. Each rooms will have furniture like lecture stand, benches, chairs, stools, cupboards, display boards, computers, office equipment's, show-case, conditioner and electrical fitting. Lighting and fans etc. will be cleaned periodically in phased manner with the convenience and requirement of concerned office in that room.

Stains removal: - Stains accumulates on various water connection fitting near water cooler, sanitary fitting in toilet block, marble and ceramic tiles, glass panes, mirrors etc. periodic stain removing will be carried out with appropriate anti-stain materials.

Removing spider webs and cobwebs: - Removing spider and cobwebs will be carried out periodically with broom. This work will be done before sweeping.

Toilet related specific work: - Each toilet will be provided with liquid or solid soaps at washbasin, naphthalene ball at water outlets, bucket and tumbler or toilet papers and availability of water. The service provider shall ensure that all the consumables' items available inside toilet. In case of failure of water supply, concerned office will be kept informed. Maintenance of ladies and girl's toilets will be done before office hours only. Any theft or loss of sanitary fitting, taps, light bulbs will be brought to the notice of the concerned officer.

Garbage Disposal: The Contractor shall collect garbage in specified color-coded bags from all dustbins and garbage bins existing inside the premises and shall dispose the garbage at the designated area as directed by the Office Administration. The contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

Washing Flashing: - Washing of all flooring will be carried out at least once a month to remove accumulated dust or mud in deep corners and tiles' joints. During monsoon washing of corridors and floors will be carried out with water pipe and rubber broom/ mop cloth.

Overhead Water Tanks Cleaning: - The contractor shall clean & disinfect the Overhead Water Tank periodically after emptying the water from the tanks as per instruction of the In-charge. The contractor's quoted rates should be inclusive of this item. no extra payment what so ever will be made on this account.

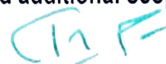
Terrace Cleaning: - The contractor shall clean the terrace periodically as per instruction of Principal, Govt. College, Narnaul, Mahendergarh (Haryana). The contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account.

Horticulture work: - Plants and green grass of lawns are to be trimmed and watered regularly. Fresh plants and green grass are to be planted as per requirements. Urban forest, botanical garden, lawns, proper maintenance of lawns, timely mowing of grass, pruning of trees, watering the plant, cutting of the hedges, cleaning the lawns, managing the dry leaves will be done on regular basis.

Security of premises: - Security of the college for 16 hours should be maintained. Protection of college premise, including all college movable and immovable properties in night on all week days (including Sunday) should be done.

Note:

1. The tenderer/service agency will be liable to comply with any instructions/order given in written or verbal from time to time for better and efficient services.
2. Every care has been taken to cover all important scopes, aspects, areas requiring cleaning of premises and Housekeeping etc. services. These are however, not exhaustive and if deemed fit, Principal, Govt. College, Narnaul Mahendergarh (Haryana) may add additional scope of work.



CLEANING OF PREMISES AND HOUSEKEEPING SCHEDULE

Sr.No.	Activity	Frequency
1.	Garbage Removal	Twice a day/ when garbage bags are ¾ full
2.	Mopping	Every Two hour
3.	Sweeping of path/ground	Once in a day
4.	Washrooms cleaning	Every hour
5.	Dusting	Every morning
6.	Watering plants	Once in a day
7.	Plants & grass trimming	Once in a week
8.	Inspection/security round of college in Night	Every hour

RESOURCES REQUIREMENT

A. TO BE PROVIDED BY OFFICE:

All dustbins will be provided by the College.

B. THE CONTRACTOR HAS TO PROVIDE THE FOLLOWING:

- All the cleaning material, soap solutions, room fresheners, naphthalene balls, disinfectants, deodorants etc. will be provided by the tenderer.
- All the manpower, equipment's, tools and tackles their accessories / refills pertaining to housekeeping services will have to be provided by the contractor.
- The contractor has to provide supervisory and management support by his own staff to get the maximum output from the house keeping force deployed at the offices. Directions and training to the cleaning and housekeeping staff has to be given by the contractor. The man and all materials needed for the cleaning of premises and housekeeping services will be the responsibility of the contractor. The offices will only pay the management fee or service charges.
- For horticulture services, the contractor has to procure manpower, equipment etc. The offices will only pay for the consumables, seeds, flower pots and plants.
- Following equipment's, tools and tackles are minimum and mandatory to be provided to the housekeeping staff by the contractor. These numbers, however, can be increased as per requirement but payment will only be done as per financial bid. Minimum No. of equipment, tools, tackles etc. have to be maintained in the offices at all times. A record of all these items should be kept by the contractor. All this equipment may be inspected by designated In-charge at any time.

LIST OF EQUIPMENTS, TOOLS & TACKLES

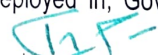
Sr No	Description	Numbers required
1.	Wet/Dry Vacuum Cleaner	1
2.	Glass Cleaning Kit	2
3.	Wet Mops	6 minimum
4.	Sweeping brushes /Dry dust control Mops	6 minimum
5.	Hard brooms for Ground Sweeping	6 Minimum
6.	Nylon scrubbers, dusters, hard and soft brooms, buckets, squeezers	As per requirement
7.	Safety Gears	As per requirement
8.	Horticulture tools	As per requirement

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person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.

5. The successful tenderer/service agency shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the contract. No liability shall accrue to college under any circumstances even after expiry of the contract. No claim for continuity of service under contract or otherwise will be entertained by college.
6. The successful tenderer/service agency shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, under the workmen compensation Act or any act in force at that time.
7. The successful tenderer shall comply with the provisions of all local laws viz Employee State Insurance Act, Workmen's Compensation Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, and the rules made there under and as modified from time to time by the govt.
8. The successful tenderer/service agency should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.
9. The successful Tenderer/service agency shall not be allowed to sub-let or sub contract any part of this contract/job in any circumstances. The Tenderer/service agency shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/ furniture/ fitting/ equipment by the worker of the Tenderer/service agency will have to be rectified by the Tenderer/service agency at his own risk and cost. In case the Tenderer/service agency fails to rectify/indemnify the damage, the college reserves the right to deduct it from the performance security.
10. The decision of the authorized officials of college regarding the satisfactory standard of cleaning services shall be final and binding on the tenderer/service agency.
11. The contractor will be responsible for supply / installation / refilling / maintenance of all consumables, items and equipment's used in all areas for cleaning of premises and housekeeping purpose.
12. The tenderer/service agency will be fully responsible for coordinating with the all concern authorities and have to be present & to provide all necessary details required from time to time by higher/relevant authority.
13. All the statutory requirement to be complied as per government rules & regulations.
14. It will be the responsibility of the contracting agency to meet transportation, food, medical and any other requirements in respect of the persons deployed and the college will have no liabilities in this regard.
15. Principal, Govt. College, Narnaul, Districat Mahendergarh (Haryana) shall not be responsible for providing residential accommodation to any of the employee of the tenderer.
16. All entries in the Tender form should be legible and filled clearly. Any overwriting or Correction which is unavoidable has to be signed by the authorized signatory.
17. In case the successful tenderer declines the offer of contract for whatsoever reason (s), his EMD will be forfeited.
18. For all intents and purposes, the contractor/ service agency shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower so employed and deployed in, Govt. College,



Narnaul, Mahendergarh (Haryana). The persons deployed by the agency in Govt. College, Narnaul, Mahendergarh (Haryana) shall not have claims of any Master and Servant relationship against Principal, Govt. College, Narnaul, Mahendergarh (Haryana) shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. Principal, Govt. College, Narnaul, Mahendergarh (Haryana) does not recognize any employee employer relationship with any of the workers of the contractor.

19. The selected agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Principal, Govt. College, Narnaul, Mahendergarh (Haryana) to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case, the contractor fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the Principal, Govt. College, Narnaul, Mahendergarh (Haryana) is put to any loss/obligation, monetary or otherwise, Principal, Govt. College, Narnaul, Mahendergarh (Haryana) will deduct the same from the monthly bills and or the Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
20. The contracting agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. Principal, Govt. College, Narnaul, Mahendergarh (Haryana) shall, in no way, be responsible for settlement of such issues whatsoever.
21. The Principal, Govt. College, Narnaul, Mahendergarh (Haryana) shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
22. Any misconduct/ misbehavior on the part of the manpower deployed by the contractor/service agency will not be tolerated and such person has to be replaced by the service agency at his own cost immediately.
23. The Principal, Govt. College, Narnaul, Mahendergarh (Haryana) may order variations in the scope of work through a written variation order based on requirements. The payment of the variation shall be worked out on the basis of contract rate and pro-rata variation for additional area for equipment's, toiletries etc.
24. The contractor shall, in performing its part of this Agreement, ensure the safety of the building, its equipment, furniture, fixtures and the persons working/ students, visitors in the Govt. College, Narnaul, Mahendergarh (Haryana) premises. For any loss or damage caused by any act of the contractor or its employees or staff etc. the recovery will be made through the contractor/ service agency only.

TERMINATION OF CONTRACT:-In the event if service rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days' notice and performance security deposited will be forfeited. The decision of the **Principal** of the college in this regard will be final.

EVALUATION AND PAYMENT PROCEDURE:-The College cleaning committee will start its work such as evaluation, any type of sanctions/orders and payment to the tenderer after getting the financial and administrative sanction from the department of higher education. The payment will be made in the first week of the succeeding month upon submission of the **bill in triplicate**. Payment of the bill will be based on duly verified attendance sheet by the officer In-charge in respect of the persons deployed. The payment to the persons deployed in the Govt. College, Narnaul, Mahendergarh (Haryana) will be made by the Contractor / Agency and proof of payment of each month may be submitted with the bill for next month. In case it is found that there is under payment, the action including forfeiture of security deposit, black- listing of the contractor and cancellation of contract may be taken.



While submitting the bill for the next month, the services provider must file a certificate certifying the following along with ESI contribution sheet downloaded from ESIC Insurance Portal:-

- a) Wages of workers were credited to their bank accounts on _____
(Acknowledgment by bank enclosed)
- b) ESIC contribution relating to workers amounting to Rs. _____ Was deposited on _____ (Copy of Challan enclosed with contribution sheet)
- c) EPF Contribution relating to workers amounting to Rs. _____ was deposited on _____ (copy of the Challan enclosed with contribution sheet).
- d) GST submitted amounting to Rs. _____ Was deposited on _____
(Copy of Challan enclosed with contribution sheet).
- (d) We are complying with all statutory Labour laws including Minimum Rate of Government of Haryana as applicable from time to time.

The payment would be made on monthly basis on verification of Attendance sheets wage Register, monthly ESIC/EPF/Service Tax challan/Deployment sheets/ Duty Roster/ Attendance Sheet duly verified by the designated official of the concerned site/ office, documents in support of salary disbursement through ECS. Workers of contractors should get the wages on the seventh day of each month and the contractor must maintain adequate working capital to meet the requirements of the wage payments. The payment of wages to the staff deployed by the contractor shall not be linked to the payment of bill by Principal, Govt. College, Narnaul, Mahendergarh (Haryana) If the contract or fails to provide proof of payment of statutory dues, his contract will be liable to be terminated after serving one month's notice. The service Agency shall make payment of monthly wages to the deployed staff by ECS only. Cash payment receipt will not be entertained and payment in cash will be deemed as no payment at all. If the agency does not make payment through ECS, the contract will be liable to be terminated.

DISPUTE RESOLUTION: - It is mutually agreed that all differences and disputes arising out of or in connection with this contract shall be settled by mutual discussions and negotiations. In case such disputes and differences cannot be settled the same shall be referred to the sole arbitrator under the provisions of Indian arbitration and conciliation Act 1996 by college (1st Party) at the cost of both the parties in equal measure whose decision will be final and binding on both parties. Any legal dispute will be subject to district Mahendergarh at Narnaul Jurisdiction only.

DURATION/PERIOD OF CONTRACT: - The contract will be valid for a period of one year from the date of agreement duly approval by the Director General, Higher Education Department, Haryana, Panchkula.

VALIDITY: - The Tender shall be valid for a period of at least three calendar months from the date of opening of tenders for the purpose of evaluation of tender.

PAYMENT SCHEDULE: The payment will be made only when the permission/Grant is obtained from office of Director General, Higher Education Department, Haryana quarterly basis. **No interest/penalty will be paid on the delayed payment**

PERMISSION TO START WORK: Permission will be given to tenderer for starting work only when the college gets sanction of grant from the office of the Director General, Higher Education Department in anticipation.

AGREEMENT: An agreement will be signed between successfully tenderer and Principal on Rs. 100/- Non-Judicial stamp paper containing all the terms, conditions and obligations



QUALIFYING/TECHNICAL BID

TECHNICAL BID TO BE KEPT DULY SIGNED-IN-ENVELOPE-1

Sr. No.	Particular	
1	Name of the Registered Labour and Construction Society:	
2	Address of the Tenderer/Tenderer (with Tel. no., Fax & Email)	
3	Name & Address of the Proprietor/Partners/Directors (with mobile no.)	
4	Contact Number	
5	Society Registration Number (Attach proof)	
6	LICENCE OR SHOPS ACT. REGISTRATION NO OF: -Valid Registration with number for providing manpower and approved by Govt. of Haryana (Proof attach)	
7	Goods & service Tax (GST) registration No. (Proof attach)	
8	PAN NO (Proof attach)	
9	EPF Registration no.	
10	ESIC Registration no.	
11	Earnest Money Deposit (Full details with proof attach)	
12	Bank accounts details (proof attach)	
13	Total turn-over of two preceding years (Proof attach)	
14	Three-year experience in similar services (proof attach)	
15	ESI,EPF Challan Last Two Month	

Date:_____

(Signature of Authorized Signatory with date)

Place:_____

Name of the Tenderer & stamps

FINACIAL BID

(To be kept duly signed in Envelope2-Financial Bid)

Name & address with telephone no. of the Registered Tenderer:

Particulars	Total Service Charges in rupees per month (should be quoted in both words & figure) To be quoted only in amount, not in percentage. The rates quoted must be inclusive of GST.
Service Charges should be lump sum for providing cleaning of premised and housekeeping etc. services as mentioned in terms and conditions with material. (per month)	

Grand Total (per year)

1. The Tenderer has to pay to workers at least Minimum wages fixed by Govt. of Haryana from time to time & will be paid accordingly.
2. GST Tax deposited and P.F. & ESI paid accordingly.
3. Latest norms applicable regarding TDS.
4. The performance of Tenderer can be checked by the cleanliness committee of the college after visiting/inquiring at current working site as per the details provide by the Tenderer. The college reserves the right to select the tenderer on the be sis of rates quoted, past experience and reasonability of service charges for execution of this work and decision of the college will be final and binding on the parties qualified in the technical bid.
5. Both the technical and financial Bid should put in bigger sealed envelope.
6. I agree and accept all the terms & conditions of the tender.

Date:

Signature of the Tenderer with date

Place:

(Name of the Tenderer and Stamp)

DECLARATION FROM BIDDER/TENDERER

1. I..... Son/Daughter of Sh..... Proprietor/
Partner/ Director /Authorized Signatory of.....
..... is/am competent to sign this declaration and
Execute this tender document.
2. I have carefully read and under stood all the terms and conditions of the
tender and hereby convey my acceptance of the same.
3. The Society is duly registered as per the Govt. norms and it is operational on
the date of submission of the tender.
4. I/we/am/are hereby declare that the agency has not declared as black listed
in any government department.
5. Compliance under statutory provisions are in order and not be invigorated.
6. The information/documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I/ we, am/ are well
aware of the fact theta furnishing of any false information/ fabricated
document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Signature of Authorized Person

Date:

Full Name:

Place:

Company's Seal:

Note:-

The above declaration, duly signed and sealed by the authorized signatory of
the company, should be enclosed with Technical Bid.