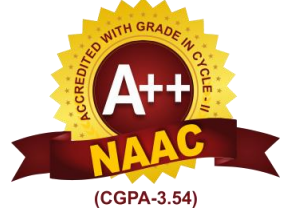




राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer (Raj.)



**NOTICE INVITING TENDER**

**FOR**

Comprehensive Annual Operation and Maintenance Services (Day to Day) including Round the clock Security Services; all Civil Repair & Maintenance Works (buildings, roads, hard standings, paths, security wall, sewer lines, plumbing, drainage works, sanitary/pantry fittings/fixture, other related items etc.); All Electrical Repair & Maintenance Works (Internal & External Electrical Wiring, Fitting & Fixtures, Panels, Overhead & Underground Electric Lines, Fans, Motors & Pumps, Road Lights, etc.); Operation and CAMC of Electric Sub-Stations, DG Sets, Specialized E&M equipment, HVAC System, Passenger Lifts; Online UPS, Water Coolers, RO Plants, STP Plants, General Pest Control and Anti-Termite Services, Rainwater Harvesting System, Fire Fighting System with Wet Riser, Sprinkler & Fire Alarm, Internal Water Supply System; Operation & CAMC of Audio & Video Conferencing System, Networking items for LAN and WiFi systems like Switches, Active & Passive network components, Smart classrooms Equipments including PA Systems, Hardware and Software maintenance of Computers, Laptops, Printers, Projectors, Servers, CCTV systems, Mechanized Housekeeping Services and Garbage Collection & Disposal Services; Horticulture Maintenance and O&M of Drip Irrigation System as mentioned in the tender document at Central University of Rajasthan.

Registrar (I/c)  
Central University of Rajasthan



राजस्थान केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF RAJASTHAN  
NH-8, Bandarsindri, Kishangarh-305817, Ajmer (Raj.)



NIT No.: CURAJ/R/F.161/2024/2296

Date 19.10.2024

**NOTICE INVITING TENDER**

The Registrar, Central University of Rajasthan, NH-08, Bandarsindri, Tehsil.- Kishangarh, Dist.- Ajmer, Rajasthan -305817 invites sealed **Tenders** from eligible approved/registered/enlisted Agencies/Companies with CPWD, MES, BRO, State PWD etc. and Public Sector Undertakings set up by the Central or State government having successfully completed works of similar nature as per eligibility conditions in two bid system for carrying out the **Comprehensive Annual Operation and Maintenance Services** (Day to Day) including Round the clock Security Services; all Civil Repair & Maintenance Works (buildings, roads, hard standings, paths, security wall, sewer lines, plumbing, drainage works, sanitary/pantry fittings/fixture, other related items etc.); All Electrical Repair & Maintenance Works (Internal & External Electrical Wiring, Fitting & Fixtures, Panels, Overhead & Underground Electric Lines, Fans, Motors & Pumps, Road Lights, etc.); Operation and CAMC of Electric Sub-Stations, DG Sets, Specialized E&M equipment, HVAC System, Passenger Lifts; Online UPS , Water Coolers, RO Plants, STP Plants, General Pest Control and Anti-Termite Services, Rainwater Harvesting System, Fire Fighting System with Wet Riser, Sprinkler & Fire Alarm, Internal Water Supply System; Operation & CAMC of Audio & Video Conferencing System, Networking items for LAN and Wi-Fi systems like Switches, Active & Passive network components, Smart classrooms Equipments including PA Systems, Hardware and Software maintenance of Computers, Laptops, Printers, Projectors, Servers, CCTV systems, Mechanized Housekeeping Services and Garbage Collection & Disposal Services; Horticulture Maintenance and O&M of Drip Irrigation System as mentioned in the tender document at Central University of Rajasthan.

**Bids are invited** to carry out the above mentioned scope of works.

Tender Document No.	CURAJ/R/F.161/2024/2296 Date 19.10.2024
Name of work	Comprehensive Annual Operation and Maintenance Services (Day to Day) including Round the clock Security Services; all Civil Repair & Maintenance Works (buildings, roads, hard standings, paths, security wall, sewer lines, plumbing, drainage works, sanitary/pantry fittings/fixture, other related items etc.); All Electrical Repair & Maintenance Works (Internal & External Electrical Wiring, Fitting & Fixtures, Panels, Overhead & Underground Electric Lines, Fans, Motors & Pumps, Road Lights, etc.); Operation and CAMC of Electric Sub-Stations, DG Sets, Specialized E&M equipment, HVAC System, Passenger Lifts; Online UPS , Water Coolers, RO Plants, STP Plants, General Pest Control and Anti-Termite Services, Rainwater Harvesting System, Fire Fighting System with Wet Riser, Sprinkler & Fire Alarm, Internal Water Supply System; Operation & CAMC of Audio & Video Conferencing System, Networking items for LAN and Wi-Fi systems like Switches, Active & Passive network components, Smart classrooms Equipments including PA Systems, Hardware and Software maintenance of Computers, Laptops, Printers, Projectors, Servers, CCTV systems, Mechanized Housekeeping Services and Garbage Collection & Disposal Services; Horticulture Maintenance and O&M of Drip Irrigation System as mentioned in the tender document at Central University of Rajasthan.

Estimated Cost	Rs. 9,72,66,079/- Crore (Rs. Nine Crore Seventy Two Lakh Sixty Six Thousand Seventy Nine only) including GST etc.
Period of contract execution	The duration of contract will be <b>One years (01) from signing of MOU and 'Period will be extendable annually for further period of one years on same rates, terms &amp; conditions' with the approval of Competent Authority.</b>
Earnest Money Deposit	Rs. 23,00,000/-
Document download start date & time	<b>19.10.2024 17:00 Hours.</b>
Bid submission start date & time	<b>19.10.2024 17:00 Hours.</b>
<b>Date for Pre Bid Clarification meeting with the prospective vendors</b>	<b>04.11.2024 11:00 Hours</b>
Bid submission closing date & time	<b>11.11.2024 14:00 hours</b>
Date & time of opening of tender(Technical Bids)	<b>11.11.2024 15:00 Hours</b>
Date & Time of Opening of Financial Bids (Price Bid)	<b>To be intimated later</b>

The tender document can be downloaded from CPP Portal (URL: <https://eprocure.gov.in>), and University Website ([www.curaj.ac.in](http://www.curaj.ac.in)). "Corrigendum" if any, would appear only on the above websites.

**The tender document, complete in all respects should be submitted offline.**

**Sealed envelope should contain 2 sealed envelopes marked A & B as prescribed as under:**

a) Envelop A containing the Technical Bid, EMD along with the supporting documents,

b) Envelop B containing the Financial Bid.

- Both the envelopes shall be placed in another envelope with due mention of Name of work, date & time of opening of tenders and to be submitted in the Tender Box, Dispatch Section Room No 101, Ground Floor, Administrative Building, Central University of Rajasthan up to period mentioned above.

*The Goods and Service Tax, Turnover Tax, Excise Duty, Work Contract Tax, Or any other Tax as applicable shall be paid by the contractor himself. The contractor shall quote his rates considering all such Taxes.*

**Minimum Eligibility Criteria:**

The interested eligible approved/registered/enlisted Agencies/Companies with CPWD, MES, BRO, State PWD etc. and Public Sector Undertakings set up by the Central or State government, meeting the following minimum qualifying criteria:

**The services shall be executed by the bidders as per the relevant code of practices of CPWD Work/Maintenance Manual, SOPs, and GCC 2023 as amended time to time.**

**Work Experience:**

Experience of having successfully completed similar works during the last 5 years ending previous day of last date of submission of tenders:

**Three similar works each costing not less than the amount equal to 60% of the estimated cost. OR**

**Two similar works each costing not less than amount equal to 80% of the estimated cost. OR**

a. One similar work costing not less than amount equal to 120% of the estimated cost

**"Similar works" shall mean "Comprehensive Annual Operation & Maintenance of buildings including round the clock security service, Mechanized Housekeeping, Civil, E&M, horticulture, Fire Fighting, , Sanitary installations, Pest Control, Lifts, DG sets, STP, RO Plants & Purifiers, Water Coolers, ICT system and UPS etc.**

The past experience in similar nature of work should be supported by certificates issued by the client's organization.

b. The value of executed works shall be brought to the current level by enhancing the actual value of work done at a simple rate of 7% per annum, calculated from the date of completion to previous day of last day of the submission of tenders.

**Financial Strength:**

- i) The bidder should have had average annual financial gross turnover not less than Rs. 9.72 Cr. on works during the last **three financial years**. Attested copy of audited balance sheets duly certified by chartered accountant for the last three consecutive financial years (2021-22, 2022-23, 2023-24) should be submitted along with the bid document. Year, in which no turnover is shown, would also be considered for working out the average.
- ii) Net Worth of the company/ firm as on 31st March of previous Financial Year should be

positive.

- ii) The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheets, duly audited and certified by the Chartered Accountant, should be submitted along with the bid document
- iii) The bidder should have **bidding capacity** equal to or more than the estimated cost of the work put to tender. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = \{[AxNx1.5]-B\}$$

Where,

A = Maximum turnover in Comprehensive Maintenance/ Services works executed in any one year during the **last seven years** taking into account the completed as well as works in progress. The value of completed works shall be brought to current costing level by enhancing at a simple rate of 7% per annum.

N = Number of years prescribed for completion of work for which bids have been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

- iv) The bidder has to submit a list of jobs in progress for **Comprehensive Annual Operation and Maintenance Services** and brief details of the scope of work, names and address (postal mail) of present clients.

#### 1) Set of Contract/Tender Documents:

1. The following documents will constitute set of tender documents:
  - i) Notice Inviting e-Tender
  - ii) Guidelines for submission of tender
  - iii) Scope of work
  - iv) Bill of quantities (BOQ)
  - v) Special conditions of contract
  - vi) Memorandum (Annexure-I)
  - vii) Acceptance of tender conditions (Annexure-II)
  - viii) Annexure- III of NIT -Affidavit for correctness of Documents/ Information
  - ix) Annexure IV - Proforma of Performance of Bank Guarantee
  - x) Financial Bid - Price Bid Submission Form.
  - xi) Addendum/Corrigendum, if any-duly signed by authorized person.
2. The bidders are required to quote strictly as per terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
3. The bidders are advised to submit complete details with their bids as Technical Bid Evaluation will be done on the basis of documents uploaded on website by the bidders with the bids. The information should be submitted in the prescribed proforma. Bids with Incomplete /Ambiguous information will be rejected.
4. The bidders are advised in their own interest to submit their bid documents well in advance from last date/time of submission of bids so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
5. The bidders to submit copies of all the documents including valid GST registration, EPF & ESIC registration, PAN No. as stipulated in the tender document.
6. If the bidder is found ineligible after opening of tenders, his tender shall become invalid.
7. Certificate of Financial Turnover: At the time of submission of tender, the bidders shall upload Affidavit / Certificate from Chartered Accountant mentioning Financial Turnover of last 5 years and further details if required may be asked from the bidders after opening of technical bids. There is no need to upload entire voluminous balance sheet.

8. The bidders if required may submit queries, if any, through E-mail or in writing to the tender inviting authority to seek clarifications within 7 working days from the date of uploading of Tender on website. CURAJ will reply only those queries which are essentially required for submission of bids. CURAJ will not reply to the queries which are not considered fit like replies of which can be implied/found in the NIT/Tender Documents or which are not relevant or in contravention to NIT/Tender Documents, queries received after 7 working days from the date of uploading of Tender on website, request for extension of time for opening of technical bids, etc. Technical Bids are to be opened on the scheduled dates as far as possible. Requests for extension of opening of Technical Bids will not be entertained. If tender opening day is declared a Holiday, the tender will be opened on next working day.
9. The track record of the contracting agency/contractor should be clean and should not be blacklisted or not have any involvement in illegal activities or financial misappropriation / frauds etc. by any Central/State Government/Public Sector Undertaking/Govt. Institute on any account. A self-certificate on Non-Judicial Stamp Paper shall be attached in this regard.
10. The bidder should have registration with Employee Provident Fund Commissioner and Employee State Insurance Corporation. The self-attested copies of same should be enclosed with the technical bid.
11. **This contract will be valid initially for a period of One year commenced after 15 days from the date of issue of letter of commencement of work.** However the contract further may be extended for one more year or part thereof on same terms and conditions, if the contractor's performance is satisfactory. The performance would be evaluated by the University.

#### **12. Earnest Money Deposit:**

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 23,00,000/- lakhs** by way of demand draft/ Bank Guarantee/ CURAJ Account only.

The demand drafts shall be drawn in favour of "Central University of Rajasthan" payable at Bandarsindri/Kishangarh. The demand drafts for earnest money deposit must be enclosed in the envelope containing the technical bid. The EMD of the successful bidder may be a part of Performance Guarantee and for unsuccessful bidder(s), it would be returned (without interest) after award of the contract. Tenders received without EMD shall not be accepted.

Details of University account for deposition of EMD: Name: Central University of Rajasthan  
Name of Bank: Bank of India                      Branch Name: Central University of Rajasthan  
Account No. 666110210000003                      IFSC: BKID0006667

#### **13. Performance Guarantee:**

The Contractor, whose bid is accepted, will require furnishing performance guarantee of **10% (Ten Percent)** of the tendered amount within 10 days from the date of issue of LoA.

14. **Association of Agency:** For Specialized Works of Civil, Electrical & Mechanical, Housekeeping, Security, Fire - fighting System, Pest Control, ICT, R.O. etc., the bidder, if required by the University, is allowed to execute the MOU with OEM / Authorized Service Agent of OEM or Sub-Contractors as applicable. Failing which, EMD/PG will be forfeited. The agency shall also be suspended for 02 years and shall not be eligible to bid at CURAJ from the date of issue of suspension order.

15. The contractor whose bid is accepted will also be required to furnish, either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No., if applicable and also ensure the compliance of aforesaid provisions by the sub-contractors (if any) engaged by the contractor for the said work.

16. No Running Account Bill will be paid till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board {The Building and Other Construction Workers (Regulation and

Conditions of Service) Act, 1996}, wherever applicable are submitted by the Contractor/Agency to the University at the time of start of work.

17. The bidder should have his own testing equipment/machinery for proper and timely execution of works and he should submit a list of these equipment/machinery. Else, he should certify that, he would be able to manage the equipment by hiring etc. and submit the list of agency/contractors with their consent from whom he proposes to hire. The name of equipment/machinery, serial number of the equipment should be submitted.
18. Tenders submitted shall remain valid for **90 days** from the date of opening for the purpose of acceptance and award of work.
19. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of works, equipment, etc. (so far as practicable), the form and nature of the site, the means of access to the site, the accommodation and other basic facilities they may require in general, shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bids.

A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra claims / payments consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining all materials, tools & plants, water, electricity, access to site, facilities for workers and all other services required for executing the works unless otherwise specifically provided for in the contract documents at their own cost.

Submission of bid by the bidder implies that, he/she has read this notice, contract documents and all other terms & conditions therein has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the government, mentioned if any in this tender document and local conditions and other factors having a bearing on the execution of the work. No claim whatsoever on such accounts shall be entertained by the University in any circumstances after award of tender.

20. Except writing rates and amount, the tenderer should not write any condition(s) or make any changes, additions, alterations and modifications in the printed/downloaded form of tenders. If any changes, additions, alterations, modifications are detected in the submitted bid even at a later stage when contract has been awarded, the contract will be liable to be void. The decision of Registrar, Central University of Rajasthan will be final & binding on the Contractor in this regard.
21. The authorized persons of the contracting agency/contractor must put his/her signature on all the pages of the tender documents invariably in having accepted all the terms and conditions in respect of this tender work.
22. The competent authority of CURAJ does not bind itself to accept the lowest or any other tender, and reserves itself the authority to reject any or all the tenders received, without assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected. The competent authority of CURAJ reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the quoted rate.
23. The contractor shall not be permitted to bid for the works in CURaj responsible for award and execution of contracts, in which his/her near relative is posted as an officer in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the CURaj. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
24. **The tender will be awarded to the L-1 bidder who will be qualified in bidding process technically as well as financially. The contractor/agency must ensure to quote the rates for all the services.**
25. Before submitting the bids, please go through complete tender document and terms & conditions on which the work will be awarded and shall be executed by the successful tenderer. The successful tenderer/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:- The

notice inviting tender, form of agreement, integrity pact, all the documents including drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto. Standard C.P.W.D. Form as mentioned in schedule(s) consisting of (a) various standard clauses with corrections up to the date stipulated in schedule(s) along with annexures thereto, (b) C.P.W.D. Safety Codes. No payment for the work done will be made, unless the contract is signed by the contractor.

26. Every care has been taken while preparing this document to cover all necessary information, matters, specifications, general conditions, special conditions & provisions for smooth and complete execution of works. However, in case of any omission in the tender/ contract document, the most recent version of general conditions of contract for CPWD Works, 2023, CPWD Work Manual, SOPs shall be applicable.

27. **List of Documents to be submitted with the bid documents:**

- a) EMD.
- b) Enlistment of Bidders.
- c) Bidding capacity document.
- d) Memorandum (Annexure-I) of NIT.
- e) Letter of Acceptance of Tender Conditions unconditional (Annexure II) of NIT on letter head of the bidder.
- f) Annexure-III of NIT –Affidavit for correctness of Documents/Information.
- g) Details of Work Experience Certificates
- h) Details of Similar Works
- i) Financial Details
- j) Documents regarding Net Worth of the Company/Firm.
- k) Power of Attorney of the person authorized for signing/submitting the tender.
- l) Valid GST registration, EPF registration, ESIC registration, PAN No.
- m) All pages of the entire Corrigendum (if any) duly signed by the authorized person.
- n) Integrity pact
- o) Registration Details of the contractor in the GST Act in the State at the location of the Project.

**NOTE: All the uploaded documents should be in readable, printable and legible form failing which the Bids shall not be considered for evaluation.**

28. Central University of Rajasthan reserves the right to reject any or all tenders or cancel/withdraw the invitation for bid without assigning any reasons what so ever thereof. CURAJ does not bind itself to accept lowest tender. The CURAJ reserves the right to award the work to a single party or to split the work amongst two parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by CURAJ after split up at the quoted/negotiated rates. No claim of the contractor whatsoever shall be entertained by CURAJ on this account.

29. Canvassing in connection with the tender is strictly prohibited, and such canvassed tenders submitted by the contractor will be liable to be rejected and his earnest money shall be absolutely forfeited.

30. In case of any query, please contact Prof. Vipin Kumar, Registrar on Mobile No. 8107742606 during the Office hours.

**Registrar(I/c)**  
**Central University of Rajasthan**



**Memorandum**

<b>S.No.</b>	<b>Description</b>	<b>Values/ Description to be Applicable for Relevant Clause(s)</b>
1	Name of Work	Tender for Comprehensive Annual Operation and Maintenance Services (Day to Day) including Round the clock Security Services; all Civil Repair & Maintenance Works (buildings, roads, hard standings, paths, security wall, sewer lines, plumbing, drainage works, sanitary/pantry fittings/fixture, other related items etc.); All Electrical Repair & Maintenance Works (Internal & External Electrical Wiring, Fitting & Fixtures, Panels, Overhead & Underground Electric Lines, Fans, Motors & Pumps, Road Lights, etc.); Operation and CAMC of Electric Sub-Stations, DG Sets, Specialized E&M equipment, HVAC System, Passenger Lifts; Online UPS , Water Coolers, RO Plants, STP Plants, General Pest Control and Anti-Termite Services, Rainwater Harvesting System, Fire Fighting System with Wet Riser, Sprinkler & Fire Alarm, Internal Water Supply System; ICT Services (CCTV cameras, LAN System, Wi-Fi System, EPBAX System, Public Address System, Operation & CAMC of Audio & Video Conferencing System, Networking, Switches, Active & Passive Network components, Computer Peripherals etc.); Mechanized Housekeeping Services and Garbage Collection & Disposal Services; Horticulture Maintenance and O&M of Drip Irrigation System as mentioned in the tender document at Central University of Rajasthan.
2	Earnest Money Deposit	The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of <b>Rs. 23,00,000/- lakhs</b> by way of demand draft/ Bank Guarantee/ CURAJ Account only.
3	<b>Period of execution contract</b>	The duration of contract will be one year from signing of MOU and <b>'Period will be extendable for further period of one year on same rates, terms &amp; conditions' with the approval of Competent Authority.</b>
4	Mobilization Advance	Nil
5	Validity of Bid	90 days
6	<b>Performance Bank Guarantee</b>	<b>10% (Ten Percent Only) of contract value within 10 days from the date of award of LoA.</b>
7	General Conditions of Contract	Govt. of India Guideline for respective services.

**ACCEPTANCE OF TENDER CONDITIONS**

From: (On the letter head of the company by the authorized officer having power of attorney)

To

The Registrar  
Central University of Rajasthan, NH-8, Bandarsindri,  
Teh.- Kishangarh, Ajmer, Rajasthan - 305817

**Subject:** Tender for Comprehensive Annual Operation and Maintenance Services (Day to Day) including Round the clock Security Services; all Civil Repair & Maintenance Works (buildings, roads, hard standings, paths, security wall, sewer lines, plumbing, drainage works, sanitary/pantry fittings/fixture, other related items etc.); All Electrical Repair & Maintenance Works (Internal & External Electrical Wiring, Fitting & Fixtures, Panels, Overhead & Underground Electric Lines, Fans, Motors & Pumps, Road Lights, etc.); Operation and CAMC of Electric Sub-Stations, DG Sets, Specialized E&M equipment, HVAC System, Passenger Lifts; Online UPS , Water Coolers, RO Plants, STP Plants, General Pest Control and Anti-Termite Services, Rainwater Harvesting System, Fire Fighting System with Wet Riser, Sprinkler & Fire Alarm, Internal Water Supply System; ICT Services (CCTV cameras, LAN System, Wi-Fi System, EPBAX System, Public Address System, Operation & CAMC of Audio & Video Conferencing System, Networking, Switches, Active & Passive Network components, Computer Peripherals etc.); Mechanized Housekeeping Services and Garbage Collection & Disposal Services; Horticulture Maintenance and O&M of Drip Irrigation System as mentioned in the tender document at Central University of Rajasthan.

Sir,

- i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.
- ii) I/we are eligible to submit the tender for the subject tender and I/We are in possession of all the documents required.
- iii) I/We have viewed and read the terms and conditions of this GCC carefully. I/We have downloaded the following documents forming part of the tender document:
  - a) Notice Inviting e-Tender
  - b) Guidelines for submission of tender
  - c) Scope of work
  - d) Bill of quantities
  - e) Special conditions of contract
  - f) Memorandum (Annexure-I)
  - g) Acceptance of tender conditions (Annexure-II)
  - h) Annexure-III of NIT- Affidavit for correctness of Documents/ Information.
  - i) Annexure IV - Proforma of Performance of Bank Guarantee
  - j) Financial Bid - Price Bid Submission Form
  - k) Addendum/Corrigendum, if any-duly signed by authorized person
- iv) Should this tender be accepted, I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay CURAJ, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

- v) If I/we fail to commence the work after the date of issue of Letter of Award and/or I/we fail to sign the agreement as per Clauses of Contract and/or I/we fail to submit performance guarantee as per of Clauses of Contract, I/we agree that CURAJ shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

Yours faithfully,

(Signature of the bidder with rubber stamp)

**AFFIDAVIT**

**(To be submitted in original by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only) duly attested by Notary Public)**

**(To be submitted in Envelope-I)**

Affidavit of Mr. ....s/o.....I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s. .... Having its Head Office/Regd. Office at .....
2. That the information / documents / Experience certificates submitted by ..... along with the tender for ..... (Name of Work) ..... to Central University of Rajasthan are genuine & true and nothing has been concealed.
3. I shall have no objection in case CURAJ verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case Central University of Rajasthan demands so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect /false/ fabricated, CURAJ at its discretion may disqualify/ reject/ terminate the bid/contract and forfeit All dues.
5. I shall have no objection in case CURAJ verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards Performance Guarantee from the Zonal Branch
6. /office issuing Bank and I/We shall have no right or claim on my submitted PBG before Central University of Rajasthan receives said verification.
7. That the Bank Guarantee issued against the PBG issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, Central University of Rajasthan shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.
8. I hereby confirm that our firm/company is not blacklisted/barred/banned from tendering by the Government / PSUs. If this information is found incorrect, CURAJ at its discretion may disqualify / reject/ terminate the bid/contract.
9. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of his acts and omissions in the tender.

I, ....., the Proprietor / Authorized signatory of M/s..... do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

Verified at .....this.....day of .....

DEPONENT ATTESTED BY (NOTARY PUBLIC)

**PROFORMA OF PERFORMANCE BANK GUARANTEE**

(Judicial Stamp paper of appropriate value as per stamp Act-of respective state)

To,

The Registrar  
Central University of Rajasthan,

Whereas Central University of Rajasthan situated at NH-8, Bandarsindri, Kishangarh, Ajmer (Rajasthan) - 305817 (hereinafter called "CURAJ") which expression shall include its successors and assigns) having awarded a work order/contract / supply order No. dated..... (hereinafter called the contract) to M/s. .... (hereinafter called the contractor / supplier) at a total price of Rs..... subject to the terms and conditions contained in the contract.

WHEREAS, the terms and conditions of the contract require the contractor to furnish a bank guarantee for Rs..... (Rupees.....) being 10% of the total value of the contract for proper execution and due fulfillment of the terms and conditions contained in the contract.

We, the Bank, (hereinafter called the "Bank") do hereby unconditionally and inévocably undertake to pay to CURAJ, immediately on demand in writing and without protest/or demur all moneys payable by the contractor/supplier to CURAJ in connection with the execution/supply of and performance of the works/equipment, inclusive of any loss, damages, charges, expenses and costs caused to or suffered by or which would be caused to or suffered by CURAJ by reason of any breach by the contractor/supplier of any of the terms and conditions contained in the contract as specified in the notice of demand made by CURAJ to the bank. Any such demand made by CURAJ on the bank shall be conclusive evidence of the amount due and payable by the bank under this guarantee. However, the Bank's liability under this guarantee, shall be limited to Rs.....in the aggregate and the bank hereby agrees to the following terms and conditions:-

- (i) This guarantee shall be a continuing guarantee and inévocable for all claims of CURAJ as specified above and shall be valid during the period specified for the performance of the contract.
- (ii) We, the said bank further agree with CURAJ that CURAJ shall have the fullest liberty without our consent and without affecting in any manner our obligations and liabilities hereunder to vary any of the terms and conditions of the said contract or to extend time for performance of contract by the contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by CURAJ against the contractor/supplier under the contract and forbear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variations or extension being granted to the contractor or for any forbearance, act or omission on the part of CURAJ or any indulgence by CURAJ to the contractor or by any such matter or thing whatsoever, which under the law relating to the sureties would, but for this provision, have effect of so relieving us.
- (iii) This guarantee / undertaking shall be in addition to any other guarantee or security whatsoever CURAJ may now or at any time have in relation to the performance of the works/equipment and the company shall have full re-course to or enforce this security in performance to any other security or guarantee which the CURAJ may have or obtained and there shall be no forbearance on the part of the company in enforcing or requiring enforcement of any other security which shall have the effect of releasing the Bank from its full liability. It shall not be necessary for CURAJ to proceed against the said

contractor/supplier before proceeding against the Bank.

- (iv) This guarantee/ undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the supplier/ contractor, but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to
- (v) CURAJ in terms thereof are paid by the Bank.
- (vi) The Bank hereby waives all rights at any time inconsistent with the terms of this Guarantee and the obligations of the bank in terms hereof, shall not be otherwise effected or suspended by reasons of any dispute or disputes having been raised by the supplier/contractor (whether or not pending before any Arbitrator, Tribunal or Court) or any denial of liability by the supplier/contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to CURAJ in terms hereof.

We, the said Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of CURAJ in writing upon expiry of which, we shall be relieved from all liabilities under this guarantee thereafter.

Signed this ..... day of ..... at.....

For and on behalf of Bank

WITNESS.

1. ....

2. \_\_\_\_\_

Note: Validity- Bank Guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Contractor.

## **SPECIAL CONDITIONS OF CONTRACT (SCC)**

1. The contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of the tenderer and the Central University of Rajasthan together with the documents referred to therein including these conditions and instructions issued from time to time. All these documents taken together shall be deemed to form one contract and shall be complementary to one another. In case of difference, contradiction, discrepancy, dispute with regard to General Conditions of Contract, the provision made in the Special Conditions of Contract (SCC) will prevail.
2. The duration of contract will be 01 years from the date of start of work extendable further period of one year on the same rates, terms and conditions at the sole discretion of the CURAJ if it is fully satisfied with the performance of the agency and if it is required.
3. The tenderer shall visit the site and shall satisfy him-self as to conditions under which the work is to be performed. He shall also check and ascertain the condition of the complete Housekeeping, Horticulture, Sanitary & Electrical Installations, Operation of Lifts, AMC of Rodent & Pest Control, Refilling of Fire extinguishers & their defective parts and the locations of any existing structures or equipment or any other situation, which may affect the work. No extra claim for ignorance or on the ground of insufficient description will be allowed at a later date.
4. The agency shall be responsible to collect the feedback forms from each allottee every month (specimen of feedback form placed at Technical specification and scope of work). Based on the observations, if any, recorded by the allottee, necessary action shall have to be initiated by the agency and defects/deficiencies shall have to be attended immediately and is to be brought to the notice of the Central University of Rajasthan.
5. No extra payment shall be made by the Central University of Rajasthan if tenderer chooses to deploy more workforces to maintain the service quality than mentioned in the tender documents. If any short supply of any category of worker then recovery per worker per day shall be deducted from the RA bills as specified in the scope of work.

### 6. **MINIMUM WAGES**

It shall be the responsibility of tenderer to pay minimum wages to the workers as applicable/ revised from time to time during the period of the contract.

### 7. **BIOMETRIC ATTENDANCE**

The tenderer shall install a Biometric Attendance Machine for his workforce and attendance record to be given with the monthly Running bill. List of staff being posted to be given with their experience and credentials.

### 8. Timeline for attending the defects and penalty for the delay;

The tenderer has to attend any breakdown in any of the equipments within definite timeline so that office work does not suffer for non-availability of these services. He has to ensure that all minor breakdowns/complaints are set right within 4 hours of its occurrence on the same day from the time it is reported /informed to the tenderer through complaint monitoring system or by telephone (Extension) or by verbal complaints by the Central University of Rajasthan. A simple telephonic call by clients(CURAJ) officers also will always be treated as a complaint for this purpose. From the time of reporting, all the defects have to be removed within 48 hours of its occurrence. The tenderer will keep all necessary spare parts of these

equipments ready in the stock. If the tenderer fails to deliver the services within the time, Liquidated Damages will be charged @ 0.5% per week or part of the week of delayed period not exceeding 5% of the contract value.

9. The rates shall be quoted in Indian rupees, both in figures and in words. In case of discrepancy in the two, price quoted in words will be taken as valid.

10. The service charges quoted by bidders shall be firm and fixed throughout currency the coverage of the contract.

11. The tenderer shall be responsible for the compliances of the following statutory requirements, which are applicable at present:

- i) EPF - 12% of total wage for employer- employee share and may be released as ECR, challan submitted to the contractor. If contractor fails to submit proof of ECR, same shall be recovered from Running Bills.
- ii) EPF Admn ./ Service charges
- iii) ESIC Charges 3.25 %
- iv) Bonus 8.33% of monthly wages.
- v) Weekly off- 4 days per month for the worker deployed for 7 days a week by the contractor
- vi) GST@ 18% or as applicable.

Tenderer is fully responsible for compliances of above statutory requirements, as revised time to time if revised by concern authorities.

The tenderer shall give the liveries to all workers at his own cost as per following details:-  
Uniform of approved colour: 2 Set of stitched pant and full sleeve shirt every year  
One Pair Leather shoes with socks -Once in a year Woolen sweater/Jackets - Once in a year  
Raincoat to Security Personnel and Horticulture staffs - Once in a year.

The above shall be complied by the agency within 15 days from the date of start of work, without any fail. Tenderer is fully responsible for any consequences if arise any. No extra claim, whatsoever, in this regard, shall be entertained.



## SCOPE OF WORK

Comprehensive Annual Operation and Maintenance Services (Day to Day) including Round the clock Security Services; all Civil Repair & Maintenance Works (buildings, roads, hard standings, paths, security wall, sewer lines, plumbing, drainage works, sanitary/pantry fittings/fixture, other related items etc.); All Electrical Repair & Maintenance Works (Internal & External Electrical Wiring, Fitting & Fixtures, Panels, Overhead & Underground Electric Lines, Fans, Motors & Pumps, Road Lights, etc.); Operation and CAMC of Electric Sub-Stations, DG Sets, Specialized E&M equipment, HVAC System, Passenger Lifts; Online UPS , Water Coolers, RO Plants, STP Plants, General Pest Control and Anti-Termite Services, Rainwater Harvesting System, Fire Fighting System with Wet Riser, Sprinkler & Fire Alarm, Internal Water Supply System; Operation & CAMC of Audio & Video Conferencing System, Networking items for LAN and Wi-Fi systems like Switches, Active & Passive network components, Smart classrooms Equipments including PA Systems, Hardware and Software maintenance of Computers, Laptops, Printers, Projectors, Servers, CCTV systems, Mechanized Housekeeping Services and Garbage Collection & Disposal Services; Horticulture Maintenance and O&M of Drip Irrigation System as mentioned in the tender document at Central University of Rajasthan.

The details of the Buildings are as under:-

S. No.	Details of Buildings	Build up area in sqm.
1.	Guest House (G + 2)	7,951.92
2.	Academic Building 4A4 (G+2)	7,923.18
3.	Administrative Building (G+2)	6,469.64
4.	Hostel Boys (G+3) (8A-2)	8,916.06
5.	Hostel Boys (G+3) (8A-1)	8,723.05
6.	V.C. Residence (G)	706.39
7.	Academic Building 4A3 (G+3)	10,993.31
8.	Hostel Boys 8A-6 (G+3)	8,655.87
9.	Academic Building 4A-5 (G+2)	7,923.18
10.	Academic Building 4A-6 (G+3)	10,994.35
11.	Estate Building (G+1)	3,278.39
12.	Dining Block (9.2) (G)	1,685.77
13.	Utility Building (19.1) (G)	1,111.76
14.	Utility Building (19.2) (G)	1,258.19
15.	ESS Block (20.1) (G)	978.20
16.	ESS Block (20.7) (G)	978.20
17.	Faculty Housing Type-B Block-12B-9 (G + 2)	1,429.64
18.	Faculty Housing Type-B Block-12B-10 (G + 2)	1,429.64
19.	Faculty Housing Type-B Block-12B-11 (G + 2)	1,429.64
20.	Faculty Housing Type-B Block-12B-12 (G + 2)	1,429.64
21.	Faculty Housing Type-C Block-12C-2 (G + 2)	898.28
22.	Faculty Housing Type-C Block-12C-4 (G + 2)	898.28
23.	Faculty Housing Type-D Block-12D-1 (G + 3)	1,942.92
24.	Faculty Housing Type-D Block-12D-2 (G + 3)	1,942.92
25.	Girls hostel No.1,2,3,4	23,400.00
26.	Semi- permanent Structure SP-1,2,3 & 4	11,700.00
27.	Health Centre	340.00
28.	OBC Girls Hostel	2,660.00
29.	16 Nos. Type -II and 36-Nos. Type-III Residential Staff Quarters	4,000.00
30.	Central Instrumentation Laboratory Building	1,560.00
31.	School of Education and Dept. of Yoga Science Building	1,822.98
32.	Academic Building 4A-2	10,515.00

Details of Services covered in this contract:-

- a) Civil Maintenance Services i/c internal & external maintenance of buildings such as internal / external plaster repair, tile repair of floor / toilet / walls, Toilets, roads, Tiled Path, drains works, Internal / External Water Supply Pipelines, Internal / External Sewerage Pipeline, Boundary wall, Ornamental Stone Walls etc.
  - b) E & M Services including Internal & External Electrical Wiring, Fitting & Fixtures, HT / LT Panels, Electric Rooms, Overhead & Underground Electric Lines, Fans, Road Lights etc.
  - c) Comprehensive Annual O & M of four numbers 11/0.433 kV Electric Sub-stations.
  - d) Comprehensive Annual O & M of five numbers DG Sets.
  - e) CAMC of 40 numbers online UPS .
  - f) CAMC of 86 numbers Water Coolers.
  - g) CAMC of HVAC System (Ductable / VRV-VRF / Cassate / Split / Tower / Window Type Air Conditioners and ETAC System).
  - h) CAMC of ETAC System.
  - i) Comprehensive Annual O & M of 14 numbers Passenger Lifts.
  - j) CAMC of Fire Hydrant Systems.
  - k) Fire Fighting Services.
  - l) Horticulture, Mechanized Housekeeping, Pest Control etc.
  - m) Operation & CAMC of Audio & Video Conferencing System, Networking items for LAN and Wi-Fi systems like Switches, Active & Passive network components, Smart classrooms Equipments including PA Systems, Hardware and Software maintenance of Computers, Laptops, Printers, Projectors, Servers, CCTV systems.
  - n) 24x7 Security Services & providing searching mirror, metal detector and walky talky for safety and security of the University and for disaster management, firefighting operations, parking facilities etc.
  - o) Comprehensive Annual O & M of Water Supply Systems i/c Pumps, Sewerage System/Network Pipeline.
  - p) CAMC of RO Plants.
  - q) 750 KLD Sewerage Treatment Plant. (Bio Remediation Based Technology)
  - r) Horticulture Maintenance and O & M of Drip Irrigation System,
  - s) Mechanized Housekeeping, Garbage Collection and Disposal, Pest Control and Anti Termite Treatment etc.
  - t) CAMC works of RO Plants and Purifiers.
  - u) 24x7 Security Services & providing searching mirror, metal detector and walky talky.
1. The tenderer will deploy a Facility Manager (FM) at site in general shift on all working and nonworking days, who will coordinate all the above services to be provided at CURAJ premises at no extra cost. He will be responsible to see that there is no deficiency in the work, will take & implement all instructions from the Central University of Rajasthan. The FM must be **Graduate** with minimum **5 years of experience** in the such comprehensive maintenance contracts. In case FM is found absent from his duty, a penalty @ Rs. 2000 per day shall be made.
  2. Work shall be carried out as per CPWD specifications wherever applicable. Safety procedure as indicated in CPWD specification of Civil/Electrical work Water Supply System, STP Work/HVAC work and DG Sets & Sub Station work, Lifts Work/Fire Fighting/ Fire Alarm Work/I3MS/ Wet Riser/ Sprinkler & IT & AV Works and IPPBX etc. should be strictly followed.
  3. The tenderer shall take all precautions for safety of the workmen. If any accident / miss-happening occur, the CURAJ shall not be responsible for the same. If any compensation is to be paid to the victim, the tenderer shall pay the same and no claim in this account shall be entertained by the CURAJ.
  4. The tenderer shall furnish name & contact number of the persons, who should be contacted during emergency.
  5. All the malba or rubbish, sweeping waste, construction waste, complete horticulture waste, household waste of the entire campus, or any other waste collected/ obtained from dismantling or otherwise during the maintenance and execution of the work have to be collected at the

centralized place and to be disposed of outside the campus to a place to be arranged by the tenderer. Nothing extra shall be paid for transportation and arrangement of disposal place except otherwise mentioned in BOQ item, if any. Further, all the malba or rubbish, sweeping waste, construction waste, horticulture waste, house hold waste, or any other waste collected/ obtained from dismantling shall be brought down through the staircase and shall not be thrown to the ground directly.

6. All the dismantled materials such as water tapes, plumbing / carpentry fittings / fixtures, gate valves and any other costly materials shall be the property of Central University of Rajasthan only. Contractor is advised to deposit the same at the Central Store of the University.
7. No temporary huts/ structures will be constructed by the tenderer at the site of work or at any Government land. Such structures, if any found at the site or at Government land will be demolished and removed without any notice. The tenderer will not pitch up tents for labourers, materials and his stores etc.
8. The tenderer shall prepare a Sub Head wise "fortnightly/Monthly" duty chart with name and duty hours stated therein. The same shall be submitted to the concerned officials at least seven days in advance.
9. In case of any damage to any equipment due to negligence of the tenderer's staff, the same will have to be made good by the tenderer at his cost. Failure to which recovery of the cost will be made from the tenderer's bill as decided by the Central University of Rajasthan.
10. Regular preventive maintenance for all services shall be carried out by deputing exclusive preventive maintenance teams. Payment on this account shall be inclusive in quoted rates and nothing extra shall be paid on this account.
11. The tenderer shall replace the staff immediately, in the event of misconduct by him/her.
12. The tenderer is advised to visit the site of work before quoting the rates, in order to ascertain the quantum and location of works.
13. For the purpose of categorization of staff as highly skilled, skilled, semiskilled and unskilled, the sweepers/ Beldar/ Helper shall be taken as unskilled, plumber, carpenter, wireman, electrician, shall be taken as skilled and IT Engineer, Supervisor, shall be taken as highly skilled. They should wear different dresses as per University office order No. 170 dated 13.04.2022, if applicable. Identity cards duly signed by tenderer or his representative shall be issued to each personnel by the tenderer.
14. It shall be entirely the responsibility of the tenderer to ensure that no unlawful acts done by his persons while on duty. In case any theft/loss of departmental property take place due to the negligence or carelessness of his personnel, the tenderer will be held responsible and shall make good of the same.
15. Tenderer should have established the complaint cell within the University campus. University will provide the space for the complaint cell free of cost. The Tenderer must has to ensure for providing services of Enquiry Clerk (minimum qualification graduate) having knowledge of computer (Shift-One 6.00 AM to 2.00 PM) (Shift-Two 2.00 PM to 10.00 PM) and (Shift-Three 10.00 PM to 6.00 AM) (computer & peripherals including operating staff and necessary consumable/software shall be arranged by the Tenderer at his own cost). Agency shall arrange the Computer system, telephone/Mobile & internet/broadband connection as required with furniture. Payment of mobile/internet bills for the same shall be borne by the agency itself. Followings jobs are required to be performed to the entire satisfaction and as per direction of the University:-
  - a) Download/Register the complaints received on daily basis and assigning the work to the workers of respective trade as per the benchmark time defined.
  - b) Recording the complaints received at service center in person or through telephone and logging these complaints at Call Centre and assigning the work to the workers of respective trade.
  - c) Submitting the status of attending of the complaints on daily basis to the University officials.
  - d) Preparing the abstract of attended / unattended complaints on daily, weekly and monthly basis and submitting the same to the concerned Official in-charge` of the service center or his authorized representative.
  - e) Any other miscellaneous works connected with above as per direction of the University.

f) Supervising the staff and work completely.

16. **Terms of payment and other facilities for workers:-**

- i) The tenderer is bound to disburse the salary/ wages to his workers up to 7<sup>th</sup> of each month, positively, by cheque or IMPS/NEFT/RTGS as feasible and has to furnish a certificate to this effect on prescribed format. In the absence of this certificate, no payment shall be made / released.
- ii) The tenderer shall be responsible for payment of compensation to the workers, if required, and keep the CURAJ informed.
- iii) The tenderer shall take all precaution for safety of the workmen. If any accident / miss-happening occur, the CURAJ shall not be responsible for the same. Tenderer is required to take insurance cover under the Workman Compensation Act, 1923 as amended from time to time from an approved insurance company within 10 days of signing of MOU and pay premium charges thereof.

17. **Terms of Payment for the contractor**

The healthiness of the complete system shall be evaluated on the method detailed in additional terms and conditions of individual Sub Head. Production of Bill on Electronic measurement book along with re-writeable CD and Bill in triplicate by 5<sup>th</sup> Day of the Every Month. Payments to the tenderer shall be made, 'on monthly basis' after production of following proof:

- a) Documentary proof of disbursement of wages to the workers. The copy of wage register in the format shall be produced with RIA or final bill.
- b) Tenderer is advised to strictly adhere to prevailing laws.
- c) Challans in token of depositing EPF, ESIC with the concerned Authority.

18. **Inventory:**

The tenderer shall take over the detailed inventory from the CURAJ, which will be maintained by SITE IN CHARGE at their Site Office against each sub head mentioned in Schedule of work and, any short comings noticed at the time of taking over shall be brought out specifically to the notice of CURAJ. Rectification cost, if any shall be approved by CURAJ failing which it shall be presumed that the site has been taken over in perfect working order. On completion of work against each sub head mentioned in Schedule of work shall be handed over to Site-in Charge or any authorized representative. In case any short fall or damage to the installation is noticed, the tenderer shall make good of the same with same make equipment or as directed by the CURAJ, failing to do so, the recovery shall be affected from any payment due to the tenderer. The decision of the CURAJ shall be final and binding. Unserviceable items, if any shall also brought in the notice of CURAJ for further necessary action.

**19. Consumables:**

- i) Consumables: All consumables required for day to day, preventive maintenance & Comprehensive maintenance shall be arranged by the tenderer as per BOQ.
  - ii) Cost of the tools & tackles required for workers for attending complaints shall be borne by the tenderer. No Claim of such tools & tackles shall be paid to him.
  - iii) The tenderer should maintain a stock register for material purchased and consumed for maintenance work. This register should clearly indicate date wise receipt of material and material consumed on work. The tenderer should also maintain a register for un-serviceable material received during repair work, which shall be the property of the Central University of Rajasthan.
20. All tools & tackles and machineries whichever is required for maintenance work shall be provided by the tenderer and nothing extra shall be payable on this account by the Central University of Rajasthan.
  21. Working hours would be normally 8 hours per day during working days and ½ hour lunch break (six days a week). However, the concerned person may have to work beyond office hours, in case of the exigencies of work and may be called weekends and other Gazetted holidays, if required.
  22. The contractor will assist each new manpower, in the opening of EPF/ESI account and bank account. The contractor has to maintain EPF account with the Regional Provident Fund Commission, in respect of each deployed personnel. The contractor will be responsible for any queries from the Regional/Assistant Labor Commissioner or other such authorities, on issues related to EPF/ESI etc.
  23. Contractor will ensure of providing ESI cards (if applicable) to all the workmen within three months of commencement of work under this contract to enable them to avail of the entitled medical facilities.
  24. The Contractor will ensure that all payments will be made through e-transfer only as per the notifications issued by Regional Labor Commissioner from time to time. Payment in cash is totally prohibited. A certificate that the remuneration has been paid in accordance with the said notification should invariably be furnished by the contractor every month along with the monthly bill to the University.
  25. Disputes, grievances, if any, between the contractor and personnel deployed by her/him have to be settled by the contractor only.
  26. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation, legal proceeding or any other liability solely rests with the contractor.
  27. In case, the contractor fails to discharge her/his primary liabilities, the Security Deposit /other dues and the amounts due against running bills under the contract will be utilized by the University for meeting such liability.
  28. The contractor or its representative will remain available for contacting at all the times via Mobile/E-Mail/ Fax/ Special Messenger and respond to the University on the same day.
  29. The contractor will not assign, transfer, pledge or sub contract the work/performance of services without prior written consent of the University.
  30. In case, the contractor does not execute the work as per the terms and conditions of the work order /Agreement, the same will be got executed by some other contractor/agency and the expenditure, 'if any', incurred in this regard will be recovered from the Contractor's Security Deposit/Pending bills or otherwise.



## Additional Terms & Conditions of Civil Maintenance (Sub Head-I)

Day to Day Civil Repair and Maintenance Works as specified in Schedule of Work and as directed by the Site In-Charge or his representative.

### **1. Scope of Work:-**

- (i) The work involves day to day civil repair and maintenance works of all the Buildings premises including minor civil maintenance and repair work, earth work, dismantle work of tile/concrete / masonry/ plaster, concrete work, carpentry work, patch painting, repairing, patch plaster, tiling of floors, walls and toilets, flooring of marble, granite, kota stone, tile grouting, aluminum / UPVC doors repair and maintenance work such as replacement of broken glass, glazing, façade galazing, toughened glass/door, floor machine, aluminium snap beading, rubber etc. and all other civil & interior works (Fittings and Fixtures installed in aluminium / flush doors at CURAJ Campus) and shall be done within the quoted rates.
- (ii) Maintenance of water tanks including cleaning, disinfection etc., water pipe lines, drainage lines, toilet W/C Indian and European on same make and washbasin, urinals, W/C, Choke up of flushing, replacement/ alteration of components, rectifications of leakages of pipes, fittings / fixtures and repair of entire sewage system of the buildings, repair and maintenance of internal / external water supply pipelines inclusive all etc.
- (iii) The tenderer shall clean the all types of water tanks (O/H & U/G), rain water lines, sewerage lines, manholes etc. of the University premises at every six months duration and record of the same shall also be maintained and checked by the Site in-Charge. The tenderer shall record the date of cleaning and next date due for cleaning on all the terrace tanks, underground sump and overhead tanks with paint within 2 days of the completion of the cleaning operation. The cost of the same is inclusive in the head of civil maintenance and nothing extra shall be paid to the contractor on account of this work.
- (iv) Checking all the area for damaged false ceiling, repairing and re-fixing of damaged false ceiling in all respect according to the specification, floor carpet tiles, glazing, wooden doors, Aluminum doors & window and re-fix/replace/repair wherever necessary.
- (v) Check the glass door & its functional aspects i.e. Floor springs, handle etc. and re-fix/repair/replace where ever necessary.
- (vi) Check all the water tanks and to provide broken tank covers, float valves wherever necessary.
- (vii) Maintenance of indoor and outdoor water supply pipeline inclusive replacements of valves, coupler / socket, union, FABT, MABT, and Elbow etc. wherever required.
- (viii) Removal of any debris fallen trees or any part of structure there which is unwanted inside the fencing of premises/ repairs thereof.
- (ix) Operation and Maintenance of 750 KLD Sewerage Treatment Plant (Bio remediation based technology) by 24x7 hrs. Inclusive consumables required (NSDL liquid) etc. and nothing extra will be provided against this.

**2. Staff deployment and their qualifications:** The tenderer shall depute qualified and experienced staff for attending the day to day maintenance work; nothing extra shall be paid for the same.

S. No.	Designation	Experience	Duty
1	Site Supervisor	Five Year	As per requirement
2	Plumber	Three Year	
3	Carpenter	Three Year	
4	Mason	Three Year	
5	STP Operator	Three Year	

6	Sewer Man	Three Year	As per requirement
7	Helper for Plumber, Mason and carpenter	One year in the same field	
8	Painter		As and when required
9	Welder		As and when required

3. The prescribed complaint register and workers diary shall be provided by the tenderer and these shall be neatly maintained by tenderer. All complaints are to be attended promptly and the complaints not attended in the same day shall be reported to Site In Charge and carried forward to next day till these are not attended. The complaint register should be got checked regularly by the Site In Charge.

4. After the expiry of the contract, the tenderer shall have to hand over complete installation to the University in proper working order. All defect and deficiencies shall have to be rectified by the firm to the entire satisfaction of the Central University of Rajasthan failing which the work shall be got done at the risk and cost of the tenderer and penalty shall be imposed Rs. 1000/- per complaint per day.

## **Additional Terms & Conditions for Electrical Maintenance(Sub Head-II)**

### **Sub Head II (A&B)**

This comprises the following:

1. Annual preventive and day to day maintenance, to upkeep all the electrical internal & external installations, fittings, fixtures, wiring, Lights, Fans, Geysers etc. functional in the CURAJ campus, for all days in a month, including Sundays and Holidays, including manpower, labour, machinery, consumables, tools & plants etc. complete in all respects under supervision of Electrical Supervisor, as per standard practice and directions of Engineer-In-Charge.
2. Comprehensive Annual Operation, Repair, Maintenance and Periodic Servicing Works of pump houses and other water & booster pumps/motors/starters along with associated panels and accessories for all days in a month including Sundays and Holidays, including manpower, machinery, spare parts, consumables, tools & plants etc. complete in all respects, as per standard practice and directions of Engineer-in-Charge.
3. All Electrical consumable items cost including all as detailed in the financial bid. The cost of the consumables items will be reimbursed to the agency/contractor on production of duly verified work reports/records.

#### **1. Scope of Work:-**

- (i) Deputing the qualified and experienced technical staff as per the site requirements and indicated hereunder.
- (ii) To attend day to day electrical complaints of Internal/External E.I., fittings, fixtures, all type of fans, water pumps, all type of lights (Conventional/LEDs/HVSV/MVSV etc.), sports ground lights, Auditorium Stage Lights, main boards, DB's, Electric Panel Rooms, Electric/Solar Water Heaters, compact rising mains etc. installed in the University Campus, maintenance of records, complaint register and worker diaries etc.
- (iii) Repair & Maintenance of Overhead and Underground Electric Lines/Cables within a minimal time period in order to restore the supply of the affected building/area as per the financial bid document. Till completion of such work, the agency/contractor must have to make the alternative arrangements immediately at his own level and nothing extra in this regard shall be paid extra.
- (iv) Liaisoning with local Authorities in case of faults / breakdown etc.
- (v) Taking steps for preventing maintenance
  - (a) Checking of Electrical panels rooms, DB's main board, rising maintenance etc.
  - (b) Checking and maintenance of fans and fittings.
  - (c) Insulation test.
  - (d) Earth test etc.
- (vi) Comprehensive Annual O & M of two numbers pump houses and other water motors & pumps, which includes operation of water pumps installed in the University at various locations, their preventive electric maintenance along with repairing of pumps / starters and associated panels etc. as required considering the provision of immediate alternative arrangements in case of major faults.
- (vii) Maintenance activities carried out as per schedule should be noted in the maintenance register. When tests are carried out the test results should be recorded with appropriate identification reference.
- (viii) Cleaning and preventive maintenance of Solar /Electric Road Lights.



- (ix) Tenderer has to arrange day to day consumables/minor/petty materials i.e. Bulbs, tubes, PVC wires, CFL, ballast, conduits etc. required for attending the complaints of electrical work etc. by his own within his quoted rates. The quality/make of material/item shall be same as originally installed or the equivalent make as approved by Site-In-Charge. Nothing extra shall be paid to the tenderer on this account.

**All electrical consumables items are to be arranged by the tenderer and reimbursed accordingly as per BOQ. All stationary, general cleaning material, insulation taps, nut-bolts, lugs of all types, anti-rust/corrosion sprays, sundry, tools, tackles and machineries etc. required for all electrical maintenance work shall be arranged by the tenderer and nothing extra shall be payable on this account.**

Staff deployment and their qualifications.-The tenderer shall depute qualified and experienced staff as per requirement. Before starting the work, the tenderer will submit list of workers with their qualifications and address etc. along with valid police verification report.

2. The tenderer shall depute staff with minimum qualification and experience at all days including Sundays and Holidays as detailed here under:-

S No	Manpower	Category	Minimum Qualification and Experience	Duties	Tentative Numbers
1	Electrical Supervisor	Highly Skilled	1) Diploma in Electrical Engineering with minimum three years relevant working experience. OR ITI in Electrician Trade with minimum five years relevant experience. 2) Basic knowledge of Computer applications (MS office). Note: The Candidate must have valid Electrical Supervisor License. (Here relevant experience means experience in Electrical O&M Works upto 33kV substations and allied equipment etc.)	Overall supervision of electrical works in general shift and as per the requirement along with a mobile phone & valid sim card.	01 No.
2	Wiremen	Skilled	ITI in electrician/wireman trade with minimum three years relevant working experience. (Note: The Candidates must have valid Wireman License)	Day to Day Electrical Maintenance on 24*7 basis including Sundays and Holidays of 60,000 plus electric light and power points, allied electrical fittings & fixtures, lights, fans, wiring, road lights, panels etc. installed in various buildings	05 Nos.

				and playgrounds of the University Campus.	
3	Pump House Operators	Skilled	ITI in electrician/wireman trade with minimum three years relevant working experience.	Operation of water motors & pumps and associated valves etc. twice a day or as per the requirement including Sundays and Holidays at Pump House No-01 & 02.	04 Nos.
4	Khalasi	Unskilled	10 <sup>th</sup> Pass with exposure to the electrical works.	Assist the Wiremen/Electrician during the works etc.	05 o s.

3. The number of staff mentioned above is only indicative and may increase as per site requirement and nothing in this regard shall be paid extra. The prescribed complaint registers and worker's diary shall be provided by the contractor/agency and these shall be neatly maintained by contractor and staff. All complaints are to be attended promptly and the complaints not attended in the same day shall be reported to SITE IN CHARGE/Engineer in charge and carried forward to next day till these are not attended. The complaint register should be got checked regularly from the Site In Charge.

4. All the installed electrical fittings/fixtures etc. shall be handed over on, as is where basis is, and nothing extra shall be paid.

1. After the expiry of the contract, the firm shall have to hand over the complete installation to the department in proper working order. All defects and deficiencies shall have to be rectified by the firm to the entire satisfaction of the Central University of Rajasthan with in a time limit, failing which the work shall be got done at the risk and cost of the contractor.

2. Insulation test shall be done during monsoon season, as per clause of CPWD specifications.

3. Any staff found missing from duty shall be marked absent and recovery shall be made for the day at the rates given below. (It is the responsibility of the tenderer to make alternative arrangement, in case any staff proceeds on leave / for reliever duty), on failure, the (penalty) shall be made from bill at the rate given below:-

- a) Highly skilled category - @Rs. 1600/- per day/per shift
- b) skilled category - @ Rs. 1200/- per day
- c) Semi-skilled category - @800/- per day

### **Comprehensive Annual Maintenance Contract of Online UPS (SH: II – C)**

1. Under this schedule, the agency/contractor has to carry out the Comprehensive AMC Work of Online UPS installed in various buildings of CURaj.
2. An indicative list of available online UPS is as under:

S. No.	Description of Item	Qty	Unit
1	1 KVA Online UPS	14	each
2	2 KVA Online UPS	5	each
3	3 KVA Online UPS	3	each
4	5-7.5 KVA Online UPS	8	each
5	10 KVA Online UPS	2	each
6	15 KVA Online UPS	1	each
7	20-30 KVA Online UPS	5	each
8	40 KVA Online UPS	2	each
	Total	40	each

Note: CURaj reserves the right to increase or decrease the quantity of contracted items any time during the currency of the contract. Accordingly, charges would be increased/ decreased on the pro-rata basis. Makes of Online UPS installed at site are: Luminous, BPE, Uniline, APC etc.

3. This is Comprehensive AMC and shall include repair/replacement of all spare parts, sub-assemblies and connecting electrical wires etc. The agency/contractor shall use good quality spare parts preferably of the same brand as available in the original system.
4. All the consumable articles/parts such as material required for cleaning of equipment and machinery, repair/replacement of spare parts and maintenance will be provided by the service provider at no extra charge.
5. The contract shall also include dismantling, shifting and re-installation of existing Online UPS System(s) along with battery bank and other accessories with in the Campus as per the requirement of University and to update the installed Online UPS if required, without any extra charge.
6. Breakdown Calls – The Online UPS should be attended within stipulated time as and when the fault is reported.
7. The old damaged / faulty spare parts shall be the property of the University.
8. The CMC Work of all the Online UPS shall be carried out as per the prescribed guidelines of respective Original Equipment Manufacturer / Authorized Service Agent of OEM and directions of EIC..
9. Any damage or loss caused to the Online UPS (s) or their parts during repair work; due to negligence, miss-handling by the contractor, shall be borne by the agency/contractor, either by paying the prevailing market price of that item(s) or buy a new one in the name of CURAJ (from OEM) of the same make and same or better specifications.
10. The reports of preventive maintenance, preventive maintenance register/file shall be submitted to the EIC. Apart from the preventive maintenance visits, any breakdown calls in between emanating from the user will also be attended to without any additional charge.
11. It shall be the responsibility of the agency/contractor to maintain the Online UPS (s) in working condition and checking of connections of battery bank and their general maintenance throughout the contract period and to hand over the same in working condition to the new tenderer/CURAJ after expiry of the contract.
12. The Systems that are not serviceable/repairable by the agency due to complete damage / obsolescence of technology or non-availability of parts/assemblies/components will be withdrawn from the maintenance contract. The decision of CURAJ in this regard will be final. Withdrawal of

such systems shall be intimated to the agency and unit CMC charges shall be deducted proportionately.

13. The number of items covered under CMC may decrease or increase during the period of contract, in which case the payment will be made on pro rata basis.

14. Penalty Clause:

- a) In case of minor breakdown/fault in the Online UPS, the issue must be resolved within 03 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per unit shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.
- b) In case of major breakdown/fault in the Online UPS, the issue must be resolved within 07 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per unit shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.

## Comprehensive Annual Maintenance Contract of Water Coolers(SH: II – D)

1. Under this schedule, the agency/contractor has to carry out the Comprehensive Annual Maintenance of Water Coolers installed in various buildings of CURaj as per standard practice and directions of EIC.
2. The agency/contractor shall use the spare parts & material of IS and reputed brands/OEM.
3. Indicated quantity of water coolers is 86 Nos. of Make-Sidwal, Voltas, Usha etc.
4. This is Comprehensive AMC and shall include servicing cum repair/replacement of all spare parts, sub-assemblies, fan motor, compressor, condenser, relay, thermostat, drain pipe, green refrigerant charging and wiring works etc. as required on site.
5. All the consumable will be provided by the service provider at no extra charge.
6. The contract shall also include dismantling, shifting and re-installation of existing water coolers within the Campus as per the requirement of University, without any extra charge.
7. Breakdown Calls – The water coolers should be attended within stipulated time as and when the fault is reported.
8. The old parts removed from the water coolers will become the property of University.
9. The CMC of all the water coolers shall be carried out as per the prescribed guidelines of respective Original Equipment Manufacturer / Authorized Service Agent of OEM and directions of EIC.
10. Any damage or loss caused to the water coolers or their parts during repair work; due to negligence, miss-handling by the contractor, shall be borne by the agency/contractor, either by paying the prevailing market price of that item(s) or buy a new one in the name of CURAJ (from OEM) of the same make and same or better specifications.
11. The reports of preventive maintenance, preventive maintenance register/file shall be submitted to the EIC.
12. Apart from the preventive maintenance visits, any breakdown calls in between emanating from the user will also be attended to without any additional charge.
13. It shall be the responsibility of the agency/contractor to maintain the water coolers in working condition throughout the contract period and to hand over the same in working condition to the new tenderer/CURAJ after expiry of the contract.
14. The Systems that are not serviceable/repairable by the agency due to complete damage / obsolescence of technology or non-availability of parts/assemblies/components will be withdrawn from the maintenance contract. The decision of CURAJ in this regard will be final. Withdrawal of such systems shall be intimated to the agency and unit CMC charges shall be deducted proportionately.
15. The number of items covered under CMC may decrease or increase during the period of contract, in which case the payment will be made on pro rata basis.

### **15. Penalty Clause:**

- a) In case of minor breakdown/fault in the Water Cooler, the issue must be resolved within 03 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per Water Cooler shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.
- b) In case of major breakdown/fault in the Water Cooler, the issue must be resolved within 07 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per Water Cooler shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.

**Comprehensive Annual Maintenance Contract of HVAC System (SH: II – E)**

1. Under this schedule, the agency/contractor has to carry out the Comprehensive AMC Work of Ductable / VRV-VRF / Cassate / Split / Tower / Window Type Air Conditioners and ETAC System installed in various buildings of CURaj.
2. This CAMC Work includes servicing, repair & maintenance of HVAC System including manpower, machinery, tools & plants, consumables etc. complete in all respects as per standard practice and directions of EIC.
3. Brief description of available Ductable / VRV-VRF / Cassate / Split / Tower / Window Type Air Conditioners and ETAC System is as under:

Sr. No.	Description	Tentative Qty.	Unit	Location
1	Inverter technology based scroll compressor(s) 140 HP VRV/VRF type Air Conditioning Systems complete. Make: Hitachi	01	Each	40 hp at VC Secretariat, Admin Building, CURaj and 100 hp at CIL Building
2	11.0 TR capacity Ductable Air conditioning units with Scroll Compressor with R 410 A Refrigerant, vibration isolators etc. complete. Make: Hitachi	04	Each	Seminar Hall, 2nd Floor, A5 Academic Building, CURaj.
3	5.5 TR capacity Ductable Air conditioning units with Scroll Compressor, R 410 A Refrigerant, vibration isolators etc. complete. Make: Carrier	03	Each	NMR Lab, A4 Building, CURaj.
4	Ceiling-mounted 3.0 TR Cassette Air Conditioning units complete. Make: Bluestar	03	Each	NAAC Room, Admin Building, CURaj.
5	Window/Split/Tower type air conditioners.	400	Each	Various buildings of the University.
6	30000 CFM, Air ducting system (ETAC)	02	Each	Mega Mess
7	28000 CFM, Air ducting system (ETAC)	04	Each	B3 and B4 Hostel
8	10000 CFM, Air ducting system (ETAC)	02	Each	Mega Mess
9	4000 CFM, Air ducting system (ETAC)	02	Each	B3 and B4 Hostel Mess area

Note: CURaj reserves the right to increase or decrease the quantities of contracted items any time during the currency of contract. Accordingly, charges would be increased/ decreased on the pro-rata basis.

4. The agency/contractor shall use good quality spare parts, preferably of the same brand as available in the original system.
5. All the consumable articles/ spare parts such as material required for cleaning of equipment and machinery, repair/replacement of spare parts and maintenance shall be carried out by the agency/contractor under this contract.
6. Breakdown Calls – The HVAC System should be attended within stipulated time as and when the fault is reported.

7. The cost of general inspection & servicing, all the spares that are repaired/replaced in the HVAC System will be covered under the CMC.
8. All the repairs and servicing of equipment shall be carried out on site at the place where it is located. All necessary tools and consumables, worn out parts, broken parts and other replaceable parts etc. shall be borne fully by the contractor. In the event of any damage of any part/equipment of the HVAC System, the same will be replaced by the contractor at his own cost and HVAC System will be kept in fully operational state all times during the contract period.
9. **Preventive Maintenance:** The service personnel of agency/contractor will visit the installation sites for general checkup of all HVAC System and submit the reports to the EIC as per standard practice.
10. The agency/contractor shall be responsible for preventive and corrective repair & maintenance of all HVAC System covered under the contract. Preventive Maintenance will include cleaning and servicing of the peripherals, replacement of worn-out parts, perform thorough dusting and vacuuming of all cabinet interiors, run all diagnosis and correct the problems, clean and tighten all power connections at input and output terminals, checking the general performance of HVAC System. The reports of preventive maintenance, preventive maintenance register/file shall be submitted to the EIC.
11. It shall be the responsibility of the agency/contractor to maintain the HVAC System in working condition throughout the contract period and to hand over the same in working condition to the new tenderer/CURAJ after expiry of the contract.
12. The Systems that are not serviceable/repairable by the agency due to complete damage / obsolescence of technology or non-availability of parts/assemblies/components will be withdrawn from the maintenance contract. The decision of CURAJ in this regard will be final. Withdrawal of such systems shall be intimated to the agency and unit CMC charges shall be deducted proportionately.
13. The number of items covered under CMC may decrease or increase during the period of contract, in which case the payment will be made on pro rata basis.
14. The works are to be carried out as per standard practice and directions of EIC.
15. **Penalty Clause:**
  - a) In case of minor breakdown/fault in the HVAC System, the issue must be resolved within 03 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per Unit shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.
  - b) In case of major breakdown/fault in the HVAC System, the issue must be resolved within 07 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per Unit shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.

## Sub Head II – F (D.G. SETS AND SUB-STATION)

**This work involves Comprehensive Annual Operation and Maintenance of 04 Nos. 11/0.433 kV electric sub-stations and 05 numbers DG Sets along with associated panels etc.**

1. The Comprehensive Annual Operation and Maintenance work of 04 Nos. 11/0.433 kV Electric Sub-Stations and 05 numbers DG Sets along with associated panels etc. at Central University of Rajasthan shall be carried out through OEM/Authorized Service Agents of OEM only, being the specialized work.
2. For the purpose, the agency/contractor shall have to execute MOU with OEM / Authorized Service Agent of OEM in case of E&M Works (Non-Comprehensive Maintenance of ESS) within 15 days from date of award of LoA. Only on receipt and verification of the MOU, the University shall award the work.
3. All the works shall be carried out as per CPWD General Specifications for Electrical Works, Part-I (Internal)-2013, Part-II (External)- 2005, Sub-Station Part IV-2013 & DG Sets Part- VII and should also comply with relevant provisions of the Indian Electricity Rules /Acts as applicable, amended up to date.
4. For the items which are not covered under CPWD Specifications, special conditions of Indian Electricity Rules/ CEA norms/B.I.S. specifications shall apply. In this regard, decision of the Engineer-In-Charge shall be final. Wherever any reference is made of any Indian Standard, it shall be taken as reference to the latest edition with all amendments / revisions issued thereto up to date.
5. This work includes 24x7 manning at all 04 Nos. electric sub-stations and 05 numbers DG Sets along with associated panels etc. through experienced and qualified operators (skilled category) with comprehensive annual servicing, repair & maintenance of all electrical installation, switchgears and all incoming feeders at electric sub-stations and DG Sets
6. The substation and all other E&M installations are critical and will be functioning round o'clock, 365 days in a year on all holidays and Sundays. The contractor shall have to take care of exigencies that may be encountered promptly.
7. The maintenance of ESS and DG Sets shall be uninterrupted service, if any breakdown is attributed on part of the contractor/agency, suitable recoveries shall be made as per decision of Engineer-In-Charge.
8. Contractor shall ensure that, emergency spare parts are available on site readily for attending the breakdowns.
9. The agency/contractor shall be responsible for preparation & maintenance of all records, break down reports etc. and timely submission to the EIC as and when required.
10. The major components of 11/0.433 kV ESS are Transformers, VCBs, ACBs, Control Panels, HT/LT Panels and associated electrical installations and switchgears etc.
11. The Comprehensive Annual Maintenance of DG Sets involves Servicing of DG Sets complete with diesel engines, alternators, control panels along with associated accessories as per OEM norms, which includes general checking/inspection of all DG Sets on quarterly basis, attending unlimited breakdown calls, minor repair works and preventive maintenance including all checks replacement of filters, lub. oil, coolant etc. as recommended by respective OEM as per standard practice and directions of Engineer-in-Charge. This work includes all taxes, duties, labour, consumables, tools & plants, sundry etc. as required on site and excludes all major repair works and replacement of any type of spare part/component.
12. These DG Sets are comprised with Batteries, DG Set Control Panels with associated Air Washers, Coil Coolers, Fuel Tanks, Fuel & Water Piping, Axel Flow Fan and Alternators.
13. Comprehensive Annual Operation and Maintenance of 05 Nos. Diesel-Generator Sets shall be carried out as per the prescribed guidelines of respective Original Equipment Manufacturer (OEM) which are Cummins and / Kirloskar; and CPWD Specifications for D.G Sets 2013, Part VII, amended time to time.
14. The work is to be carried out to the entire satisfaction of the Engineer-In-Charge and his authorized representatives.



## 15. Execution of Work

Before starting the work the tenderer shall take over the inventory, any short comings noticed at the time of taking over shall be brought to the notice of CURAJ for suitable decision. Failing which it shall be presumed that the site has been taken over in perfect working order. After completion of the work against the agreement, the Inventory shall be handed over as per direction of the Central University of Rajasthan or his authorized representative. In case any shortfall or damage to the installation is noticed, the tenderer shall make good of the same with the same make of equipment or as per direction of the Central University of Rajasthan, failing to do so, the recovery shall be made from the bill of tenderer.

The routine preventive maintenance of Electric Sub-Station and DG Setequipment shall be carried out preferably during holiday/Sunday without disturbing the office working of client department.

DG Set Fuel required for the operation and testing of all D.G. Sets will be provided by the tenderer and it's cost including transportation and labour will be reimbursed on production of original bills base upon actual consumption and DG Log Books and shall be reimbursed to the agency/contractor by the University as per BOQ prime cost.

## 16. Penalty Clause :

1. In case of minor electric breakdown/faults in the E&M equipment of the 11/0.433 kV Electric Sub-Stations/DG Sets, the issue must be resolved and power supply be restored within six (06) hours of call/sms/email etc., failing to which, after that a penalty of Rs. 1,000/- per hour shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.
2. In case of major electric breakdown/faults in the E&M equipment of the 11/0.433 kV Electric Sub-Stations/DG Sets, the issue must be resolved and power supply be restored within twenty four (24) hours of call/sms/email etc., failing to which, after that a penalty of Rs. 1,000/- per hour shall be imposed and recovered from the RA Bills of the agency/contractor. However upto completion of the work the agency/contractor has to provide the possible alternative arrangements. The detailed report of the incident shall also be submitted to the EIC at the earliest.

## **ADDITIONAL TERMS & CONDITION FOR SUB HEAD II - G (LIFTS)**

1. The scope of work includes comprehensive annual operation and maintenance of 14 nos. Johnson make passenger lifts including manpower, material, repair & maintenance of spare parts, consumables etc. cost complete in all respects as per OEM specifications, standard practice and directions of EIC. The Comprehensive Annual Operation and Maintenance work of 14 nos. Johnson make passenger lifts along with associated panels etc. at Central University of Rajasthan shall be carried out through OEM/Authorized Service Agents of OEM only, being the specialized work.
2. For the purpose, the agency/contractor shall have to execute MOU with OEM / Authorized Service Agent of OEM within 15 days from date of award of LoA. Only on receipt and verification of the MOU, the University shall award the work.
3. The lift car shall be maintained properly. Following daily checks shall be performed and recorded before putting the lifts in operation:-
  - i) Landing Locks
  - ii) Movement of car with gate open.
  - iii) Try to open the gate when car is moving.
  - iv) Car gate switch
  - v) Movement of car with gate open
  - vi) Open the gate while car is moving
  - vii) Door operation safety, functioning of emergency stop button, call bell, car lights etc.
  - viii) ARD check etc.
4. The Agency / Contractor has to depute one (01) lift operator during contract period in general shift at all days including Sundays and holidays
5. The tenderer shall make alternate arrangement in case of absence of lift operator, failing which, a recovery shall be made at the rate of Rs. 1000/- per day.
6. After checking the safeties; operator shall make necessary entries in log book of lift Necessary remarks regarding Non-functioning of lift, repair carried out etc. should be recorded by the operator and reported to Site-in-Charge.
7. Any break down should be immediately reported to the firm to whom maintenance contract is awarded by the tenderer, and the matter should be immediately reported to SITE IN CHARGE concerned. Necessary entries in the maintenance register indicating time of occurrence of fault; nature of fault, time of its rectification etc. should be recorded.
8. Checklist as per logbook should be filled as per schedule i.e. daily check, weekly check, monthly check, quarterly check, annual check etc.
9. The agency/contractor shall liason and coordinates with the local authorities in order to get the clearance/safety certificates of lifts. The government fee, if any for the purpose, shall be borne by the University.
10. Any accident involving damage to human life, lift machinery equipment etc. due to mal-operation of lift, by the staff of the tenderer, will be the responsibility of the tenderer. The tenderer has to make good the losses, by way of replacement of machinery, equipment, compensation to the person etc. The decision of the Central University of Rajasthan in this regard shall be final and binding on the firm.
11. In case of breakdown or stopping of lift between the landings on account of any interruption in power supply or some other reason the rescue operation shall have to be performed by the lift operator within short period.
12. All consumables required for maintenance work such as tube light chock & fans etc. in the lifts are in the scope of work of contractor and nothing extra is payable on this account.

**13. Penalty Clause:**

- a) In case of minor breakdown/fault in the Lift, the issue must be resolved within 02 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per Unit shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.
- b) In case of major breakdown/fault in the Lift, the issue must be resolved within 07 days of call/sms/email etc., failing to which, after that a penalty of Rs. 200/- per day per Unit shall be imposed and recovered from the RA Bills of the agency/contractor. The detailed report of the incident shall also be submitted to the EIC at the earliest.

**ADDITIONAL TERMS & CONDITIONS FOR SUB HEAD - III**  
**(FIREFIGHTING SYSTEM)**

The following activities are intended to be covered under this contract:-

- a) Comprehensive Annual Maintenance Work of all Fire Hydrant System and Fire Alarm System including associated equipment installed in various building of the University as specified in Schedule of Work and as directed by the Site in Charge or his authorized representative complete in all respects including manpower, material, spare parts and consumables etc.
- b) The Fire Hydrant System and fire alarm system including associated equipment shall be checked / tested by the specialized persons on definite time intervals and maintained throughout the contract in working condition as per standard practice and direction of the EIC.
- c) All the repair / replacement of spare parts, consumables, manpower and machinery etc. as required on site are included and nothing shall be paid in this regard extra.
- d) The agency/contractor shall use good quality spare parts, preferably of the same brand as available in the original system.
- e) It shall be the responsibility of the agency/contractor to maintain the System in working condition throughout the contract period and to hand over the same in working condition to the new tenderer/CURAJ after expiry of the contract.
- f) The reports of preventive maintenance, preventive maintenance register/file shall be submitted to the University.
- g) It shall be the responsibility of the contractor/agency to liason and coordinate with the local authorities in order to get the clearance / safety certificates as required. The government fee for the same, if any, shall be borne by the University.

## **Comprehensive Annual Maintenance Contract for RO Plants/Purifiers Sub Head (IV)**

1. The scope of work includes comprehensive annual maintenance and servicing of RO Plants/Purifiers and submitting a report after every visit. The scope of work includes checkup of each Unit/system and general cleaning, chemical cleaning of cartridge, if required, replacement of all type of membrane, all type of filters, all pipes, S.V., TDS Controller, all type of sensors, pump etc. as per requirements of the University during the CAMC Period and as per the directions of the Engineer-in-charge.
2. In case of any complaint/ breakdown/fault in any equipment, the firm has to attend the fault within 24 hours of lodging of complaints. Failing to which, penalty may be levied as follows:
  - 2.1 Attending the complaint between 24 hours to 7 days of the intimation - Rs. 1000/- per day after expiry of 24 hours period of each complaint of each R.O. unit.
  - 2.2 Attending the complaint beyond 7 days from the date of the intimation - Rs. 2000/- per day after expiry of 7 days period of each complaint of each R.O. unit.
3. The CAMC is for preventive as well as for break down maintenance and includes repair and replacement of the following parts (related to RO system) free of charge during the CAMC Period by the contractor:-
  - 3.1 All kinds of Filters
  - 3.2 Pre-filter candle
  - 3.3 All type of Compressor/Motor/Pump/Capacitor/Pipes/Wire
  - 3.4 Thermostat.
  - 3.5 Relay
  - 3.6 Carbon filter/ activated carbon
  - 3.7 Worn out parts etc.
  - 3.8 All kind of Membrane
  - 3.9 All kind of TDS Controller
  - 3.10 All kind of sensors, valves
  - 3.11 Other Part - as required for the each unit
  - 3.12 Anti-Scaling chemical and other such consumables for proper functioning of RO Plants.
  - 3.13 All other parts of the RO which are necessary to be repaired or replaced.
4. Free replacement of all consumables as described above such as cartridges, candles, post carbons, membranes etc. are mandatory, during the contract period as directed by Engineer in-charge to get the desired water quality.
5. Each RO must be inspected by authorized service personnel and maintained at least once every week during the contract period and the Engineer-in-charge may direct the vendor to make extra visits to ensure good quality of water and the bidder/agency have to fulfill that without any delay and submit the report to the Engineer-in-charge.
6. The membranes of RO System are to be replaced after an interval of six months and as per the requirement to ensure good quality of water.
7. The TDS of water of RO System must be maintained below **150 TDS**. Otherwise the service will be considered as not resolved and penalty will be applicable as above.
8. The repair work is to be carried out within the premises of the University. In the event of major repairs, if any of the machines required to be taken outside the University premises, the same will be allowed to be taken outside only with the written permission of the University. No separate charges on account of labour and transportation would be paid by the University for that purpose.
9. During the concurrency of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/ property.
10. In case of repairs/ replacement of working parts in the water purifiers/RO unit, only genuine spare parts with ISI marking should be used and signature of user/ location in-charges/Engineer in-charge should be obtained in the job cards/slips.
11. In case any water purifier/R.O. is shifted from one location to another or is to be removed from any location, the contractor shall be liable to provide all infrastructures/services/manpower etc. for which no additional charges will be paid by the office. However, no machines will be shifted without the knowledge of the University Engineer-in-charge.

12. The contractor shall be responsible for behavior and conduct of its workers. Worker with doubtful integrity or having a bad record shall not be engaged by the contractor. In this regard, it is also to be stated that the antecedents of the mechanics/ labourers to be deployed by the firm for execution of AMC work, may be verified from the local police.
13. All the sub-standard material if brought by contractor shall be rejected and the contractor shall have to be removed that by himself at their own cost from the site immediately and this office/University will not be responsible for the safe custody of the same.
14. The awardee/successful bidder shall provide a warranty that all water purifiers are serviced adequately, and any necessary repairs or part replacements have been carried out in accordance with the specifications outlined in the contract agreement. Additionally, the workmanship must meet industry standards.
15. Bidder shall be submitted the water testing report of Govt. approved laboratory/CURAJ Department laboratory on quarterly basis.
16. Detailed list of the RO Water Purification System at Central University Of Rajasthan are as follows:

S. No.	Description	Quantity (In Nos.)	Unit	Location
1	Reverse Osmosis Plant 300 LPH (RO-300 SS) of Make- Hi-Tech Sweet Water Technologies Pvt Ltd installed in year 2011	2.00	Nos	Girls hostel building no. 1 & 4
2	Reverse Osmosis Plant 300 LPH (RO-300 SS) of Make- Hi-Tech Sweet Water Technologies Pvt Ltd installed in year 2012	2.00	Nos	Girls hostel building no 2 & 3
3	Reverse Osmosis Plant 300 LPH (RO-300 SS) of Make- Hi-Tech Sweet Water Technologies Pvt Ltd installed in year 2013	2.00	Nos	Boys hostel building no 5 & 6
4	Reverse Osmosis Plant 300 LPH (RO-300 SS) of Make- Hi-Tech Sweet Water Technologies Pvt Ltd installed in year 2014	2.00	Nos	Boys hostel building no 7 & Mega mess
5	Reverse Osmosis Plant 50 LPH-Eureka Forbes , installed in year 2021	2.00	Nos	Hostel building no B8
6	Reverse Osmosis Plant 25 LPH-Eureka Forbs , installed in year 2017-18	8.00	Nos	Academic Block 4A3-4 nos., 4A6- 4nos
7	Reverse Osmosis Plant 15 LPH-Kent/Eureka Forbes, installed in year 2013-14	8.00	Nos	Health center-1nos, VC Residence-1nos, KV Building-1nos First Floor, ESS No. 01-1nos, Guest House- 1nos, Admin building-3 nos.
8	Reverse Osmosis 12 LPH- Aqua Fresh installed in year 2019	1.00	No.	Admin Block-Second Floor
9	Reverse Osmosis 12 LPH- Eureka Forbes installed in year 2015	1.00	No.	Department of Environmental Science, Academic Block 4A6
10	Reverse Osmosis Plant 10 LPH	1.00	No.	Pantry of Registrar Office-First Floor-Admin Block
11	Reverse Osmosis 250 LPH-	1.00	No.	SP-1 Building

	Aquaguard installed in year 31/01/2023			
12	<p>Supply and Installation (Replacement) of Reverse Osmosis Plant of 50 LPH Capacity - Make Eureka Forbes</p> <p>Note: Old Reverse Osmosis Plant of 50 LPH Capacity - Make Eureka Forbes will be the property of the Contractor. Hence contractor may be advised to quote their rates accordingly.</p>	10.00	Nos	Academic Block 4A4- 3 nos., 4A5-3 nos., Canteen area-1 nos., Guest house-3 nos.

## Additional Terms & Conditions for Sub Head- V

(IT & AV System, IPEPBX, CCTV and other IT & Networking Equipment etc.)

1. Scope of work: The following activities are intended to be covered under this contract:-
  - a) Operation & CAMC of Audio & Video Conferencing System, Networking items for LAN and Wi-Fi systems like Switches, Active & Passive network components, Smart classrooms Equipments including PA Systems, Hardware and Software maintenance of Computers, Laptops, Printers, Projectors, Servers, Biometric Access control systems, IPPBX Telephone system CCTV systems, and, or, as specified in Schedule of Work or as directed by the Central University of Rajasthan.
  - b) Performing the daily/weekly/monthly checks & taking remedial action for proper maintenance.
  - c) O & M work shall be done as per agreement and as directed by the concerned official.
  - d) All consumables petty materials are in the scope of the tenderer and nothing extra shall be payable on this account.
2. Indicative deployment of Manpower:-The tenderer shall depute the following staff with minimum qualification and experience as detailed hereunder:

IT Engineer (For general shift for all days except Sunday and national holidays) - 01

Network Engineer (For general shift for all days except Sunday and national holidays) - 01

CCTV Engineer (For general shift All days) - 01

### **Qualification:-**

IT Engineer: A Computer Science / IT Engineering graduate and must having 2 years' experience in same field Having Diploma in Computer Hardware or Equivalent

Network Engineer: A Computer Science / IT Engineering graduate and must having 2 years' experience in same field Having Diploma in Networking or Equivalent

CCTV Engineer: ITI/ Diploma/Degree in respective field with minimum experience of 3 years in the operation of CCTV operation and maintenance or relative field.

### **3. BREAKDOWN:-**

1. In case of any breakdown of the system certified person will visit the site and repair within 24 working hours. Equipment will be thoroughly inspected and repaired, on working days.
2. For major works, the time is a major parameter and the breakdown shall be completed within stipulated time as decided by the Central University of Rajasthan and if there is delay in repair work, penalty shall be imposed as decided by the Central University of Rajasthan.
3. For any major replacement of part of any system is not covered under this head but this shall be the responsibility of tenderer to arrange the same on basis of actual reimbursement of the part. The material / major part replaces shall be same make as installed.
4. Tenderer must submit Authorization letter from OEM with the tender for Low Voltage/IT Items. Terms and Condition of the agreement must be as per the standards of OEM and site requirements.
5. In case of non-complying with requirements or rectification of breakdown under CAMC/AMC head by the contractor within 24 hours (exclusive of any major fault, which may require complete overhauling of multiple interconnected system), deduction shall be made as penalty on pro-rata basis under particular head of the AMC/CAMC till rectification.
6. Penalty shall be imposed @ Rs 2000 per day for non-availability of IT Engineer, Network Engineer, CCTV Engineer.



**Additional Terms & Conditions for Sub Head – VI**  
**(Comprehensive Horticulture Maintenance and Operation Maintenance of Drip Irrigation System)**

The Scope shall include but not limited to the following:

- Complete maintenance of Trees, Plants and peripherals, shrubs, hedge, lawns, (Including cricket ground, hockey ground and football ground etc.) cemented potted plants, flower beds, creepers etc. within the campus of the Central University of Rajasthan.
- Maintenance includes weeding, pruning, gap filling, watering, mowing of lawn, hoeing, hedge-clipping, application of insecticide & pesticide, top dressing of lawn with good earth and manure including other maintenance work as directed by the University from time to time.
- Fertilizers, Manures, plant protection materials etc. will be provided by the contractor nothing extra shall be paid in this regard.
- The Contractor/Agency shall provide all tools and machineries for Horticulture maintenance work. However, University will provide the electricity free of cost. Cost of fuel and maintenance charges of machineries will be borne by the Contractor.
- Maintenance of Drip Irrigation System, (water sprinkler system installed at cricket, football and hockey grounds and another places of the University etc.) periodical checking of the system cleaning, oiling, greasing, routine maintenance, realignment, necessary safety arrangements & repair/ replacement of consumables such as Super flow screen filters, Gravel filters, Pressure relief valve, Non return valve, stainless steel pressure gauges, by pass valve PP, PVC control/ball valves, sub main flush valve, Reinforced nylon air release valve CPVC gate valves, super flow disc clean filters, PVC pipes and fittings etc. as per direction of Engineer-in-charge. This shall include all cost involved in maintenance except for electricity for operation, which shall be provided by the University free of cost.
- Contractors should engage experienced manpower/person for operating the water pumps set/ drip irrigation system for watering the plants. For the records and maintenance purpose of water pump, Contractor should maintain the register for operation of water pumps including cricket and football grounds.
- The contractor must retain sufficient manpower to cater the vacancy arisen on account of leave, weekly offs, medical problems, holidays or any other exigencies.
- Agency shall be responsible to maintain the records of daily attendance of the staff deployed by them. However, the University reserves the right to inspect the record and verify attendance as and when required or deemed fit through its officer.
- Tentative 51 manpower including experienced Supervisor should be deployed for to carry out the Comprehensive Horticulture Maintenance and Operation Maintenance of Drip Irrigation System of the University. The number of manpower is indication only, wherever additional manpower required for carrying out the task shall be provided by the tenderer, nothing extra shall be paid by the University in this account.

Tenderer shall engage experienced and required number of skilled workers as mentioned in the specifications familiar with the landscaping operation for undertaking landscaping and gardening work at site premises covered under the contract and shall develop and maintain, garden, trees, outdoor and indoor plants on regular basis and shall arrange all durables, consumables, tools, equipments and machines required for gardening/ maintenance.

The tenderer shall provide seasonal plants and flowers & changing of plants including potted plants whichever is required, and quantity as approved by University.

Creepers and other plants in green wall / façade / boundary wall shall be replaced wherever needed including removal of grass/weed and dry leaves.

Penalty shall be imposed @ Rs 1600 per day for non-availability of Gardner and @Rs. 1200 per day for helper.

<b>Scope of Work:</b>																						
<b>Horticulture Maintenance</b>																						
	<p>Note All Manpower, tools &amp; plants and Machinery (spray machines, grass cutting machines, fuel etc.) shall be provided by contractor for carrying out complete maintenance of horticulture work.</p>																					
1	<p>a) The maintenance of lawn includes (Cricket Ground, football Ground, Hockey Ground etc.), weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc and patch work by planting the doob grass where dead. (Insecticide, manure, good earth, pesticide for Lawn area - 20 Acre shall be provided by the contractor).</p> <p>b) The maintenance of trees, shrubs and creepers include the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by one and to ensure enough supply of air and water. Circular kiaries around the tree trunk are to be prepared. The creepers across wall are to be provided support by rope and other trees and shrubs by bamboo sticks as required.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Trees</td> <td style="width: 15%;">10</td> <td style="width: 15%;">years</td> <td style="width: 15%;">old</td> <td style="width: 15%;">-16887</td> <td style="width: 15%;">Nos.</td> </tr> <tr> <td>Trees</td> <td></td> <td>below</td> <td></td> <td>three</td> <td>year-</td> </tr> <tr> <td>Hedge</td> <td></td> <td>-</td> <td></td> <td>8749</td> <td>Rft</td> </tr> </table> <p>Shrubs - 11847 Nos.</p> <p>c) The Potted Plants are to be maintained at least at the present level of maintenance in the building, both inside the Corridors on all floors and around the building including university nursery. Flower pots -200</p> <p>d) Cleaning jungle including uprooting of rank vegetation, grass, brush wood etc. on periphery of cement concrete road and tiled path up to 50 feet wide strip on both side ( length of road = 16Km )</p> <p>e) Removal of Horticulture waste by mechanical transport including loading by tractor trolley, unloading and stacking with all leads and lift as per direction of engineer in charge.</p> <p>f) Providing uniform to deployed manpower as per following details-  <b>Male-</b> Rustic orange shirts &amp; Paints, black formal leather laces shoes, nameplate name &amp; designation)  <b>Female-</b> Rustic orange saree/salwar &amp; kameez, black sandals/shoes, name plate (name &amp; designation)  Uniform including- Shirt(02nos.) + pant (02nos.) + winter /sweater (01no.) + shoes(01no.) + belt (01 no.)+ Name plate (1 no.) +</p> <p><i>* It is Mandatory for the contractor to provide all required items under this sub-head to all the deputed staff.</i></p>				Trees	10	years	old	-16887	Nos.	Trees		below		three	year-	Hedge		-		8749	Rft
Trees	10	years	old	-16887	Nos.																	
Trees		below		three	year-																	
Hedge		-		8749	Rft																	
2	Supplying and stacking of good earth at site including royalty and carriage upto 5 km lead complete (earth measured in stacks will be reduced by 20% for payment).	200 CUM																				
3	Supplying and stacking of well decayed cattle manure at site including royalty and carriage upto 5 k.m.lead complete (Cattle manure measured in stacks will reduced by 8% for Payment).	100 CUM																				
4	Providing & treatment of anti-termite (Chloropyriphos) for trees and shrubs, insecticide, fungicides etc.	As per need																				
5	<p><b>Maintenance of Drip Irrigation System :</b>  Maintenance of Drip Irrigation System installed in the University around 16 KM peripheral, periodical checking of the system cleaning, oiling, greasing, routine maintenance, necessary safety arrangements &amp; consumables such as Super flow screen filters, Gravel filters, Pressure relief valve, Non return valve, stainless steel pressure gauges, by pass valve PP, PVC control/ball valves, sub main flush valve, Reinforced nylon air release valve CPVC gate valves, super flow disc clean filters etc. as per direction of Engineer-in-charge. This shall include all cost involved in maintenance except for electricity for operation, which shall be provided by the University free of cost.</p>																					

Additional Terms & Conditions for Sub Head – VII (A) (Housekeeping Services)

**A) For providing Mechanized Housekeeping Service and Waste Disposal**

**Scope of Work:**

1. Scope of Services
  - i) Mechanized Housekeeping Service
  - ii) Waste Disposal
2. Housekeeping Service include machine enabled cleaning, sweeping, wiping, dusting, mopping, freshening, garbage collection, segregation & disposal to Government Approved Garbage Treatment Plant, vacuum cleaning, scrubbing and any other similar tasks as assigned by CURAJ authorities from time to time
3. Frequency of House Keeping Services will be different for various elements i.e. daily, weekly, monthly, tasks as described in succeeding paras for each segment.

Approximate areas and number of buildings of the University for Housekeeping services are as under:-

i)	Carpet Area (For cleaning and up-keeping purpose)	105984.46 Sq.m.
ii)	6 mtr. Wide C.C. road with 1.5 Mtr wide tiled path and bituminous road including car parking area of the campus.	Road length 9.8 KM
iii)	Number of Buildings & Structures	32

4. Schedule of Work for Mechanized Housekeeping Services:

The scope of Work and the Schedule of services shall include all works but not limited to cleaning (building, open area surrounding the buildings and approach road surface), sweeping, mopping of floors, vacuuming of carpets, dusting of furniture and equipment (other than students rooms in hostels).

Scope of Work					
Sl.No.	Activity	Frequency			Machines/ Equipment
		Daily	Weekly	Monthly	
1	Floor Cleaning	Mopping with wet cloth (Pocha) mixed with Water and consumable as per list of consumables in all the circulation area inside the building	Scrubbing & Drying with Single Disk & Wet Dryer	Deep Cleaning	Single Disc & WD VC
2	Corridor Cleaning	Mopping with wet cloth (Pocha) mixed with Water and consumable as per list of consumables in all the circulation area inside the building	Deep Scrubbing & Drying with Auto Scrubber Dryer	-	Auto Scrubber Dryer, Dust Controller.
3	Classroom Cleaning	Mopping with wet cloth (Pocha) mixed with Water and consumable as per list of consumables in all the circulation area inside the building	Scrubbing & Drying with Single Disk & Wet Dryer	Deep Cleaning	High Pressure Jet & Wet & Dry Vacuum

4	Rooms Cleaning	Mopping with wet cloth(Pocha) mixed with Water and consumable as per list of consumables in all the circulation area inside the building	Scrubbing & Drying with Single Disk & Wet Dryer		
5	Doors handles Cleaning		Dusting	Deep Cleaning	Manually
6	Wash basin Cleaning	Washing	Scrubbing & Drying with scrubber & WC		High Pressure Jet & WD VC
7	Mirror Cleaning	Washing & Drying with Glass Kit	-		-
8	Toilet Cleaning	Washing	High Pressure Cleaning with High Pressure Jet (including wall tiles)	-	High Pressure Jet & WD VC
9	Urinals Cleaning	Washing	High Pressure Cleaning with High Pressure Jet	-	High Pressure Jet & WD VC
10	Dustbin Clearance & Cleaning	Garbage Collection & Removal	Washing of Dustbins	-	Manually
11	Cleaning of electrical fittings & fixtures	-	-	Manually	Dry Vaccume Cleaner
12	Staircase Cleaning		Hand Scrubbing & Drying with scrubber & Wet vacuum		Hand Scrubber
13	Outer Area		Sweeping & cleaning		Manual Sweeper/Machine
14	Window Glass		Washing & Drying with Glass Kit (Section wise)		Glass Kit
15	Cleaning of internal pipe sewer line as and when required	yes	yes	Yes	High pressure jet/ Manual

16	Road Cleaning & sweeping of internal functional area of roads		9.8 KMs.	6.2 KMs.	by Machine
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5. Schedule of Work for Garbage Collection & Disposal Services:

It will be responsibility of bidder to collect solid waste and dispose the non-recyclable part in the designated land fill site, which will be outside the CURAJ Campus, using its own manpower and vehicle. Disposal of the waste at outside the University campus will be decided by the University authority.

- a) Collection & disposal of all garbage on regular basis at least once in a day from all the above buildings including Staff quarters, mess and Mega Mess wherever dust bins are kept. Responsibility of primary disposal shall be outside CURAJ campus
- b) Maintain hygiene in the premises by routine garbage collection & disposal by safe & secured manner.
- c) Recycling Documents –University authority will ensure that all papers, CDs, memory devices will be shredded before they are disposed.
- d) The waste from the dumping point shall be collected by the agency for collection and dispose it off to the corporation disposal point through their vehicles.

6. Housekeeping Monitoring and Control:

For better management and smooth services, the following monitoring mechanism will be adopted by the contractor:-

- a) Toilets Checklist:-This is to be attached on the back of the each toilet door. It is to be daily filled up by the Contractor supervisor on duty.
- b) Housekeeping Complaints Report: This is to be filled up by the staffs of the Contractor who receive/observe the complaints through email or verbally from University Officials/as per schedule or due date and requirements for any of the Services. The contractor will take immediate action to resolve the same failing which the Penalty Clause will be invoked. Lifting, carrying and disposing off the dead birds, animals, rodents, reptiles, insects etc. if found in and around the campus.
- c) Housekeeping Record Register: - This register is to be completed on the basis of information received by the Housekeeping Supervisor from University Officials through the inspection of the site, material on site, attendance sheet of the staff and as per format provided by University etc..
- d) Garbage Disposal: The Contractor shall collect garbage in specified color coded bags from all dustbins Garbage Collection within the university campus and Disposal it to outside the University campus.
- e) Terrace Cleaning: The Contractor shall clean the terrace periodically as per instructions. The Contractor's quoted rates should be inclusive of this item. No extra payment what so ever will be made on this account. In case the terrace drain spouts are clogged due to improper cleaning of the terrace, necessary penal action may be taken against the vendor.

7. The Contractor has to provide the details of deployment of staff with the technical bid at least one housekeeping staff is to be deployed for every 2500 Sqm area in shifts as decided by University.

8. The Contractor shall ensure that only those machineries are provided for executing mechanized housekeeping services in Client's premises that are technically brand-wise specified and defined in the bid document. The Contractor shall also ensure that the supplied machineries are in good working condition.

9. The building and its surrounding areas shall always be kept in well hygienically clean and

disinfected conditions.

10. The Contractor shall also ensure that all the monthly requirements of Chemicals and Cleaning Materials (Consumables), as defined in the bid document, are provided on 1st of each month and as per the requirements to the Client's office in totality. In case it is found that any chemical or cleaning material of the inferior quality or sub-standard quality, or the brand other than those specified in the tender document, is supplied ; or if the branded items as per the tender document are NOT supplied in the proportion to the requirements for executing the housekeeping services for the standards of the Client, the Client shall be at liberty to treat the action of the Contractor as breach of Contract and shall terminate the Contract besides imposing penalties under the provisions of the Contract / Tender Document and forfeiting the Performance Guarantee.
11. The Contractor shall ensure that
- All toilets are provided with all consumables / items every time.
  - The stock of all the Cleaning materials / consumable / chemicals is maintained in Client's premises.
  - The stock details i.e. Receipt and Issue of the cleaning materials / consumables are maintained by the Contractor's Supervisors / Facility Manager and are verified by the University representative of the Client on a day to day basis.
  - The Cleaning Material / Consumable / Chemicals are supplied to meet the full requirements of the office.
12. Area details of buildings covered under the scope of work.

S.N	Category	Qty.	Unit
1	Girls Hostel Buildings(G+2) No.1, 2, 3 & 4 Building no. 1 & 2- 4926.38 sq.mt each Building no. 3 & 4- 4472.38 sq.mt each Note: The above area does not included student room's area at all floors and Kitchen area at GF.	18797.52	Sqm per month
	Semi-Permanent buildings (Ground floor) No 1, 3 & 4 SP I - 3000 sq.mt SP III- 2500 sq.mt SP IV- 2700 sq.mt	8200.00	Sqm per month
	Semi-Permanent building(Ground floor) No. II (Auditorium & Library)- 3000 sq.mt	3000.00	Sqm per month
	Hostels(G+3) B- 5,(5157.92Sqm) Hostel(G+3) B- 6(5091.38Sqm) Hostel(G+3) B-7( 5217 Sqm) Note: The above area does not included student rooms at each floor and Pantries at each floor.	15466.32	Sqm per month
	Health Centre(G+1)- 340 sq.mt	340.00	Sqm per month
	Shopping center area(ground floor)- 259 sq.mt	259.00	Sqm per month
	Guest House(G+2)- 7128.12 sq.mt	7128.12	Sqm per month
	VC Residence - 698 sq.mt	698.00	Sqm per month
	Academic Block(G+2) 4A-4 and 4A-5 (7613 sq.mt each)	15226.00	Sqm per month
	Academic Block(G+3) 4A-3 and 4A-6 (10878 sq.mt each)	21756.00	Sqm per month
	Electric Sub Station (Gym) 978 Sqmt	978.00	Sqm per month
	Administration building(G+2)	6469.64	Sqm per month

	OBC Girls Hostel (G+1)-1277.2Sqm (Note: Above area does not included the student rooms and kitchen)	1277.20	Sqm per month
	School of Education and Department of Yoga	1600	Sqm per month
	Central Instrumentation facility Building	1560	Sqm per month
	B7 transit mess	1211.62	Sqm per month
	Common area of staff quarters Type B,C,D, Type II and III Type III – 281.98 sqm Type II – 147.02 sqm Type B – 1037.91 sqm Type C – 320.03 sqm Type D – 230.10 sqm Note: Quarters, inside the flats, balconies, and toilets are not covered under this service.	2017.04	Sqm per month
	Academic Building 4A-2 (G+3) Note: The construction of said building is likely to be completed and to be added in the scope of work.	10515	Sqm per month
	6 mtr. Wide C.C. road with 2 Mtr wide tiled path and bituminous road of the campus	Functional area of the campus	per month
2	Garbage Collection within the university campus and Disposal it to outside the University campus	1 job	Per month

**TENTATIVE LIST OF CHEMICALS AND CONSUMABLES TO BE USED IN HOUSEKEEPING SERVICES**

S.No.	Description of Chemicals required	Tentative Qty. per month	Unit
1	Bathroom Cleaner - R1 Eureka-Klar OR Johnson Diversey - Note: Concentrate solution	25	Ltr.
2	Hard Surface Cleaner– R2 Eureka - A Marine OR Johnson Diversey Note: (Concentrate solution)	20	Ltr.
3	Glass Cleaner– R3 Eureka - Plural Plus OR Johnson Diversey Note: Concentrate solution	25	Ltr.
4	Urinal & Bowl Cleaner– R6 Eureka - WC Rein OR Johnson Diversey Note: Concentrate solution	30	Ltr.
5	Floor Polisher- Terronova Eureka – Cris OR Johnson Diversey Note: Concentrate solution	15	Ltr.
6	Floor Cleaner Eureka - Clean 6000 OR Johnson Diversey	1000	Ltr.
7	Rust Remover Spiral -R1 Eureka-Klar OR Johnson Diversey Note: Concentrate solution	35	Ltr.
8	Room Freshner- R5 Eureka-Klar OR Johnson Diversey	As per requirement	Ltr.
9	R-9 (Water spot remover) Eureka-Klar OR Johnson Diversey	As per requirement	Ltr.
10	Suma Scal D-5.2 (For sewer cleaning) Eureka-Klar OR Johnson Diversey	As per requirement	Ltr.
11	Odonil	1000	Nos.
12	Naphthalene ball	20-25	Kg
13	Nylon scrubber	10	Doz.
14	Toilet brush	30-35	Nos.
15	Bucket	As per requirement	Nos.
16	Mug	As per requirement	
17	Duster- Table, Yellow and Floor	25-30	Doz.
18	Hard broom	25-30	Nos.
19	Phool broom	50-60	Nos.
20	Compound broom	30	Nos.
21	Wipers	20	Nos.
22	Dust control	20-25	Nos.
23	Kentuki mop and refill	As per requirement	Nos.
24	MOP Dry refill	As per requirement	Nos.
25	Hand gloves	35	Pair
26	Garbage bag	As per requirement	Kg
27	Cleanzo Phenyl	800-1000	Ltr.
28	Bruss Feather	12	Nos.
29	Handwash- Dettol or Savlone or Lifebuy	350-500	Ltr.
30	Dustpan	30	Nos.



31	Insect Killer- Hit or any other reputed brand	20	Nos.
32	Spray Bottle	15	Nos.
33	Buffing pad	As per requirement	Nos.
34	Bamboo brush	As per requirement	Nos.

Note : The above list is indicative only. Any other item required for proper housekeeping will also be arranged by the agency. The agency will deposit the above in University store on monthly basis and will be issued on daily basis.

### **LIST OF MACHINERY TO BE USED**

Sl. No.	Item	Indicative quantity to be deployed
1.	Auto Scrubbing machine driver driven with traction battery version, single disc brush, maintenance cleaning of surface minimum 3000 Sqm per hour	2
2.	A powerful Single Disk Scrubber with 43 cm working width gearbox driven with minimum 15 Ltr solution tank	20
3.	Hand scrubber electrical operated of cleaning area minimum 45 Sqm per hour	8
4.	Cold Water High Pressure Jet cleaner of pressure 160 Bar with minimum 660 Ltr per hour water flow	3
5.	Road cleaning machine driver driven battery operated- Suitable for removing dust and solid dirt cleaning of PCC and Bituminous road with productivity 4000 Sqm per hour. Minimum debris hopper capacity 65 Ltrs.	1
6.	Glass Cleaning Kit	3
7.	Steam cleaner with hot water with minimum 0.70 ltr boiler capacity and boiler pressure 6 Bar	1
8.	Wringer Trolley	10

Note:

1. The above list is indicate, any other item required for proper housekeeping will also be arranged by the agency.
2. Machinery should be of reputed brand and in good working condition.
3. The above are minimum requirement and the agency should deploy additional quantity as per actual requirement/ direction of the University. Nothing will be paid extra in this account.

## **Penalties and Fine**

In case of non-compliance of the standards of the services to be provided as per this agreement, the University would be at liberty to levy such penalty as deemed fit by the University.

**SCOPE OF SERVICES FOR PEST CONTROL:**

**General Pest Control:**

Which means eradication of Cockroaches, Mosquitoes, Flies, Lizards, General Termite, spider management, Rodent management etc. through permitted insecticides as per Government of India and WHO norms. The pest control should cover all the places like spray under the tables, chairs, Almirahs, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drain ducts, on all pantry rooms, in all stores and any; hidden space under the furniture and should leave no space unattended. Rodent Control: Rodent controlling should be done as per orders and instructions of the University authority. Agencies must ensure that the pest control once done shall remain effective up to next pest control failing which it shall have to be done again without any cost.

- i) Residual Spraying for control of Mosquitoes, spiders etc. in the Lift Lobbies, AHU Rooms, Electrical Rooms, Basement, Toilets, Staircases, Common areas, All other Service Rooms, Substation, office space, residential spacesuit.
- ii) Larvicidal Spraying for control of Mosquito & Fly Larvae in Drains Manholes in basement, substation, STP plant, in and around the building and Common areas etc.
- iii) Rodent control for control of Rats, Mice etc. in entire building including basement, Cable Trenches, Electrical Rooms, AHU Rooms, Substation, All the shafts Rooms Etc.
- iv) Disinfestations services in and around the building.
- v) Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
- vi) The pest controlling exercises are to be undertaken on fortnightly basis, preferably on Saturday/Sunday and as per the requirements.

All other services not listed in the categories pertaining to the building regarding pest control shall come under the purview of pest control. These activities shall be carried out in the entire campus buildings, as & when required but at least once in a month and a proper record maintained. The details of Buildings are as under:

S. No	Category	Qty
1	Old Hostel Buildings No.1, 2, 3 & 4 (total area 23400 sq.mt)	4 nos.
2	OBC Boys Hostel	1 No.
3	Semi-Permanent Buildings No 1, 3 & 4	3 nos.
4	Semi-Permanent building no II (Auditorium & Library) - area 3000 sq.mt	1 no.
5	New Hostels No. 5, 6 & 7	3 nos.
6	Estate Office (Presently used by CPWD & Kendriya Vidyalaya)	1 no.
7	Health Centre	1 no.
8	Guest House	1 no.
9	VC Residence	1 no.
10	Academic Block 4A-4 and 4A-5	2 nos.
11	Academic Building 4A-3 & 4A-6	2 nos.
12	Administrative Building	1 no.
13	05 Numbers Electrical Substation/Utility Buildings	5 nos.
14	Shopping Centre area (only open area & toilets )	1 no.
15	Mega Mess	1 no.
16	Yoga Building	1 no.
17	CIL Building	1 no.
18	Fitness Centre	1 no.
19	Academic Building 4A-2	01 Nos.
20	Staff Quarters Type, B, C, D, II & III only outer area of the Buildings	12Nos.

**Penalty:**

Any Call under this contract, the agency shall address the issue on site immediately within maximum 24 Hours of the email/message through any medium. In case of failure due to any unavoidable reasons/circumstances, the contractor has to address the issue with in next 24 hrs with consent of the Engineer-in-charge. Failing to which, penalty of Rs.500/- per day per complaint shall be imposed against the agency & recovered from the bill. After that the complaint will not be attached/enclosed after 7days penalty Rs.5000/- per complaint will be failing which university has right to carry out the work on the risk and cost of contractor and record double amount of expenditure incurred against the complaint. OR University may decide for the termination of the contract and forbidden of the Performance Guarantee.

**Additional Terms & Conditions for sub Head VIII (Security Services)**  
**(24x7 Security Services)**

**A) For Security Services**

The security agency shall perform the following duties in general within their quoted rates on 24x7 hours basis.

1. It shall be responsible for all thefts; pilferage of material and fixtures of the building means CURAJ Building.
2. Check and verify the identity of all the visitors to the campus/CURAJ Building.
3. Check the vehicles entering into the complex and keep the record of their movement in a register.
4. Check that the occupants park their vehicle only in their parking space and nobody makes any mischief with their vehicle.
5. Shall not allow any item to enter or exit without proper gate pass duly signed by the authorized representatives of CURAJ.
6. It shall keep the authorized representative of maintenance wing of CURAJ promptly informed about each activity within the campus that is related to security, firefighting, theft, case of fire or any dispute within the campus.
7. It shall be responsible for Disaster Management, firefighting operations, parking facilities etc.
8. Co-ordinate and assist the fire agency as required at no extra cost.
9. It shall keep in stock sufficient quantity of arms & ammunition, lathis, cane etc. to meet out any kind of emergent situation. Nothing extra on this account shall be paid for this.
10. It shall perform security and firefighting mock drills on regular basis and report to this effect shall have to be submitted to the University.
11. Depute the following workforce to attend to various jobs as per above scope of work.

The above workforce shall work on all 365 days of year (except as stated in the deployment schedule, necessary reliever for Sundays and Holidays shall be arranged by the agency at no extra cost.)

12. The tenderer will provide the following material at site at no extra cost.
  - a) Sticks, search lights, searching mirrors for inspection of vehicles, gumboots, rain coat, log book, stationeries etc. for security and maintenance of common areas.
13. The tenderer should keep additional workforce for relieving the others on holidays/ leaves and keep provision in their quoted rates for payment to their staff on account of attending the site on Sundays (as the case may be) I Gazette/ National Holidays. Nothing extra over the quoted rates shall be paid on this or similar accounts.
14. The tenderer shall be responsible to supply the required workforce for the works as decided by CURAJ. In case the number of manpower is on lesser side, at any point of time, penalty shall be imposed double to the salary paid to the concern deployment:
15. The tenderer shall provide a high-tech security services in the University Campus. It shall be responsible for all thefts and pilferage of material in the University and such losses shall be recovered from the dues payable to the agency.
16. Indicative Manpower Deployment Schedule (All Seven Days/8 Hours Duty)

<b>S No.</b>	<b>Description of workforce</b>	<b>Morning Shift</b>	<b>Evening Shift</b>	<b>Night Shift</b>	<b>Reliever</b>	<b>Total</b>
1	Security Supervisor	1	1	1	As per rule	3
2	Gun man	1	1	1		3
3	Security Guards	23	23	24		70
<b>G. Total</b>						<b>76</b>

Note: The tenderer shall have to quote the rate of guards considering availability of reliever as above. Nothing extra shall be paid for the reliever on Sundays and Holidays.

**General terms and conditions:**

1. The Security personnel will report to the Security Officer/designated person and follow the instructions.
2. The Bidder must be registered with the statutory Central and State authority viz., ESI, EPF, Income Tax, GST Registration etc., and should have a valid Central Labour License / obtain valid Central Labour License for supply of manpower as mentioned in the tender document. All existing statutory regulations of both the State as well as the Central Governments, shall be adhered to by the contractor and all records maintained thereof shall be available for scrutiny by this Office. Any failure to comply with any of the above regulations or any deficiency in service will render this contract liable for immediate termination without any prior notice.
3. The contractor should pay the personnel a minimum wage at the prevailing rate fixed under the Minimum Wage Act. During the contract period if any statutory increase of wages/ DA, etc is to be maintained based on the Circulars/Notifications issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time. Any breach of this condition will result in the immediate termination of the contract.
4. CURaj reserves the right to terminate the contract at any time without giving any notice or reasons whatsoever.
5. The service provider's person shall not claim any benefit / compensation / absorption / regularization of services from / in this office under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
6. The service provider shall not assign, transfer, pledge or sub contract the performance of such services without the prior written consent of this office.
7. The character of antecedents of each personnel of the service provider will be got verified by the service provider before their deployment and a certification to this effect will be submitted to the Office.
8. The Central University of Rajasthan, Bandarsindri may at its discretion at any point of time during the validity of the contract, require the service provider to dismiss or remove from the site of work, any person or persons, as employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements.
9. The security guards shall perform their duties diligently and afford protection to the entire premises of the offices indicated above that includes the open areas & the built up areas, its movable and immovable properties, check/frisk all vehicles, maintain entry/exit registers, give instructions to park private vehicles at proper place, watch the movements of public/visitors and alert the officer-in-charge concerned in alarming situations, apart from attending to such other duties as may be assigned by the security officer from time to time. The guards should be skilled in traffic management and handling of firefighting equipment's. The guards should be able to read, write and speak in Hindi.
10. The Security Agency will be responsible for the discipline of the Security Personnel employed by them. A senior officer of the Agency should visit and day/night check the Security personnel in different shifts periodically, monitor their performance and report to the security officer on a regular basis.
11. Only able bodied, physically fit, well-trained, disciplined personnel shall be appointed for duty. No Person shall be deployed below 25 years of age for Guard and for Supervisor not

beyond the age of 57 years and having valid driving license.

12. The University reserves the right to deploy security manpower at any post / place in the campus as well outside the campus considering the requirement/ emergent circumstances.
13. It is mandatory for the service provider to pay a minimum wage at the prevailing rate fixed under the Minimum Wage Act prescribed for Watch and Ward – without arms (Industrial worker), based on circular/Notifications/Order issued by the Office of the Chief Labour Commissioner, Ministry of Labour & Employment, Government of India from time to time.
14. CURAJ may terminate the contract, if it is found that the bidder was blacklisted on previous occasions by any of the Departments / Universities / Institutions /Public Sector Undertakings etc. of Central/State Government.
15. Payment shall be made as reimbursement on monthly basis after receipt of bill along with duly verified required attachments, conforming to all requirements properly and duly certified & recommended by designated officer of CURAJ.
16. Consumption of liquor, smoking cigarette, bidi, chewing pan/Gutkha etc. and items under NDPS Act are strictly prohibited inside CURAJ premises. Non-Compliance may lead to suitable penalty /termination of contract.
17. Employees of the service provider shall be adequately trained and perform the duties to the satisfaction of the University.
18. The Agency shall solely be responsible for payment of compensation under Workman Compensation Act either in the course of employment or out of employment. CURAJ no way shall be liable in this regard.
19. The Agency shall verify the antecedents of all security personnel deployed at University premises working in CURAJ, by police verification and shall keep antecedents and other relevant records at its cost and will produce these on demand by the University authority. The list containing the names/addresses of the personnel appointed by the Agency shall be made available to CURAJ authorities with their bio-data within 15 days from the date of deployment. The same shall also be provided in the form of CD giving out photographs and details of the staff within one month of commencement of work.
20. The Agency shall obtain a license under Contract Labour (R&A) Act, 1970 and also submit a copy of such license to CURAJ, duly attested. The Agency shall abide by all the relevant provisions of various Labour Laws/Acts namely EPF, ESI/Bonus, Workmen's Compensation, and any other laws and rules applicable in this regard, and adhere to all statutory requirements/compliance.
21. In case any person engaged by the Agency is found to be inefficient, quarrelsome, infirm and invalid or found indulging in unlawful activities, the Agency will have to replace such a person with a suitable substitute at the direction of CURAJ authority.
22. The security personnel who have not performed satisfactory services during his deployment at CURAJ during past years shall not be employed or engaged as a private security guard or supervisor.
23. No employee of the Agency shall work for more than 26 days in a month or as specified by Labour Laws. No employee of the Agency shall be deployed over time. No overtime wages will be paid by the University.
24. Maintenance of Individual Dossiers. Security Agency shall ensure that before deputing the security staff, they have verified the antecedents of all their staff and shall provide to Institute, a complete Dossier of each security personnel proposed to be deployed along with their records of police verification, and medical examination certificate in original.

Non-compliance with this provision will be deemed to be violation of contract and shall render the security Agency for penal action against it.

25. CURaj, through its designated security officials shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, action will be taken against the Agency as per penalty clauses.

26. CURAJ reserves the right to:

- a. Amend the scope and value of any contract under this service.
- b. Reject or accept any application without assigning any reasons thereof.
- c. Reject all applications and cancel the Tender.
- d. Consider the age relaxation to the security personnel.
- e. In case of unsatisfactory performance, the service provider shall be barred from bidding for any service in CURAJ for next five years.
- f. If the performance of the Agency is found to be non-satisfactory after periodical review.

27. The University shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Registrar/Security Officer of CURAJ. CURAJ shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

28. There shall be integrity pact to be signed by both the party as per CVC guidelines.



**Additional Terms & Conditions for sub Head IX (Hiring Manpower with fixed remuneration through outsourced agency)**

**General Terms & Conditions:**

1. The contractor should maintain all the records/ registers / documents which are necessary under various labor laws applicable to contract labors / personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at CURAJ at all times, such as register of workmen, employment card, muster roll, register of wages, wage slips, overtime registers etc.
2. The contractor will be wholly and exclusively responsible for payment of wages to the persons engaged by him, in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, 1948. Employees Provident Fund Act, 1952, ESI Act, 1948 etc., and CURAJ will not incur any liability for any expenditure whatsoever on the persons employed by the contractor on account of any obligation.
3. The University will reserve the right to decide and final screening of the candidates to be deployed, on the basis of their age, qualification, experience and status of post category etc. The contractor will provide sufficient number of applications / CVs for screening of the candidates for the specific position.
4. The personnel deployed will not be below the age of 18 (eighteen) years and above the age of 55 (fifty five) years.
5. The contractor will ensure deployment of suitable personnel with proper background after verification by the local police, collecting proof of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph.
6. The character and antecedents of each personnel of the contractor will be got verified by the contractor before their deployment and a certification to this effect is to be submitted to the University, in the form of Affidavit.
7. The deployed manpower will not claim any benefit / compensation / absorption / regularization of services with the University under the provisions of Industrial Disputes Act., 1947 and Contract Labor (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged will be submitted by the contractor to the University.
8. The contractor will ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, tobacco, smoking, loitering etc.
9. The University may ask the contractor to replace/dismiss/remove, any person or persons, employed by the contractor, who may be incompetent or improper conduct or services being not required and contractor will forthwith comply with such requirements/directions, upon receiving instructions from the University in writing or oral.
10. The contractor has to provide Photo Identity Cards to the persons employed for carrying out the work. These cards are to be constantly displayed and their loss will be reported immediately to the Contractor for replacement.

11. The contractor will provide Uniform to the earmarked manpower as decided by the University. The Uniform expenses are to be included separately in the Service Charges and no separate claim of Uniform will be reimbursed by the University to the contractor or manpower.
12. The University will not be liable for any loss, damage, theft, burglar or robbery of any personal belongings, equipment or vehicles of the personnel, deployed by the contractor.
13. The contractor will pay the remuneration to manpower every month as fixed by the University up to the 7th day of the each following month without linking the payment to be received from the University. In case of delayed payment, the Contractor may liable to pay Rs.500/- penalty per person for each day of delay (However, University advise to pay the remuneration upto 5th of every month).

**Scope of Work:**

Approximate number of manpower requirement will be 51. However, the actual number of manpower may increase/ decrease as per requirement/ needs of the University. Remuneration of such manpower will be paid as decided by the University from time to time. Remuneration indicated in the table is estimated and for the purpose of comparison among the bidders.

<b>Post</b>	<b>Remuneration (Monthly Cost to the University) (in Rs.)</b>	<b>Tentative Number</b>
Section Officer	50000	01
Senior Accounted	50000	01
Nursing Officer	47500	01
Technical Assistant	39200	02
Field Supervisor	34200	01
Junior Accounted	34200	01
Laboratory Assistant	34200	02
Data Entry Operator/ Lower Division Clerk	26700	18
Driver	26700	03
Telephone Operator	26700	02
Hostel Attendant	24200	08
Kitchen Supervisor	24200	01
MTS (Multi-Tasking- Staff)	24200	10
Assistant	47500	00
Hindi Translator	47500	00
Junior Engineer	47500	00
Video Editor	39200	00
Gym Trainer	34200	00

<b>Post</b>	<b>Remuneration (Monthly Cost to the University) (in Rs.)</b>	<b>Tentative Number</b>
Upper Division Clerk	34200	00
Laboratory Attendant	24200	00
Library Attendant	24200	00
Total		51