

**Nalanda University**  
**Chabilapur Road, Rajgir**  
**Nalanda (Bihar)-803116**

**Tender Notice No.NU/Admn./Housekeeping/2022-23/326    dated 19.12.2022**

Tender for providing Housekeeping Sanitation and Mechanised Cleaning Services  
in the Nalanda University, Rajgir (Nalanda), Bihar



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**Tender Notice No.NU/Admn./Housekeeping/2022-23/326    dated 19.12.2022**

**Section -1**

**Notice Inviting Tender**

**Subject: Housekeeping Sanitation and Mechanized Cleaning Services in the  
Nalanda University at Rajgir (Nalanda), Bihar Pin Code-803116.**

The University invites sealed tender in two-bid system from the financially sound, reputed and eligible service provider entities for Housekeeping services in the Nalanda University as per the details given in the tender documents.

<b>Tender Notice No.NU/Admn./Housekeeping/2022-23/326 dated 19.12.2022</b>	
<b>Important dates</b>	
Date of Publication	19.12.2022
Bid Document Download Start Date	20.12.2022
Clarification Start Date	27.12.2022
Clarification End Date	30.12.2022
Pre-bid meeting	03.1.2023
Bid Submission Start Date	06.01.2023
Bid Submission End Date	16.01.2023
Date of Technical Bid Opening	18.01.2023

2. Tender document may be downloaded from the Central Public Procurement Portal: <https://eprocure.gov.in/epublish/app> or from the University Website: [www.nalandauniv.edu.in](http://www.nalandauniv.edu.in).

3. The Competent Authority reserves the right to reject any or all the bids or entire process of tendering at any stage without assigning any reason and the decision of the Competent Authority of the University shall be final and binding.

Registrar  
Nalanda University  
Rajgir, Distt. Nalanda (Bihar)

**Tender Notice No.NU/Admn./Housekeeping/2022-23/326    dated 19.12.2022**

**Section -2**

**Affidavit**

**AFFIDAVIT**  
**ON NON-JUDICIAL STAMP PAPER OF RS.100/-**

I/we ..... Partner(s) /Legal Attorney / Proprietor(s) /  
Accredited representative(s) of M/s -----solemnly declare that:

2. I/we am/are submitting tender for ----- against Tender  
Notice No. **NU/Admn./Housekeeping/2022-23/ 326** dated **19.12.2022**.
3. I/we or our partners do not have any relative working in the Nalanda University, Rajgir  
Distt. Nalanda. .
4. All information furnished by me/us in respect of fulfillment of eligibility criteria and  
information given in this tender is complete, correct and true. All documents/credentials submitted  
along with this tender are genuine, authentic, true and valid.
5. My/our bid shall be valid for a period of 120 days from the last date fixed for the submission  
of the bid in accordance with the Bidding Documents and shall remain binding upon me/us and may be  
accepted at any time before the expiry of the period.
6. If my/our bid is accepted, I/ we commit to submit a Performance Guarantee in accordance  
with the Bidding Documents.
7. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
8. If any information or document submitted is found to be fake /false/incorrect, the  
University may cancel my/our Tender and can take any action as deemed fit including termination of  
contract followed by forfeiture of all dues including the Earnest Money (EMD) and blacklisting of  
my/our firm and all partners of the firm etc.
9. I/we also declare that the Government of India or any other Government or body has not  
issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in  
corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
10. It is well understood that the workers provided by us shall not have any direct employee-  
employer relation with the Nalanda University and hence, no worker so provided shall claim any  
regularization of his services or enhancement in his wages from the University. Payment of salaries and  
allowances to the workers shall be our responsibility as per the wages and other terms & conditions  
prescribed by the Govt. of India, Ministry of Labour & Employment, office of the Chief Labour  
Commissioner, New Delhi
11. I/we have visited the University Campus for assessing and acquainting ourselves of the area  
of operation, availability of resources, risks and other contingencies in relation to housekeeping services  
before participating in the Housekeeping Tender.
12. I/we also accept all the terms and conditions of this bidding document and undertake to  
abide by these terms, including the condition that the University is not bound to accept the highest  
ranked bid / lowest bid or any other bid that the University may receive.

**(Signature of the Tender with Seal)**

Seal of Notary  
Date :

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**Section -3**

**Introduction, Scope of Service and Job Area**

## 1. Introduction

Nalanda University is an autonomous International University of national importance under the aegis of the Ministry of External Affairs, Government of India. The University provides quality avenues in PG & Ph. D Programs.

Sealed quotations are invited from the experienced and reputed service providing entities as per the bid eligibility criteria given, for providing daily cleaning/housekeeping services in the Main Campus, Interim Campus and Ajatshatru Hostel of University at Rajgir. The company shall provide not less than 50 cleaning staff and two supervisors to work as per the following schedules for six days a week:-

**Duty Hours (for 45 cleaning staff): 08. 30 hrs to 17.30 hrs**

**Duty Hours (05 cleaning staff): 10.00 hrs to 19.00 hrs**

(ii) The Bid should be for cleaning services for all days from Monday to Saturday including the holidays with all required machinery and materials (like brooms hard & soft preferably with long handle, mops, wipers, dusters, cob web remover, road brooms, toilet brush, carpet brush). The Bid should include cost of cleaning materials including toilet rolls, C-fold paper, multifold paper, liquid soap, air freshener, brasso, insect killer, naphthalene balls, urinal cubes, vim, harpic, soap cakes, odonil, 'bio-tabs' glass cleaners and phenyl etc. The Agency shall also provide vacuum cleaners and bags for collecting trash from the rooms and the other areas. The Agency/Company shall also install automatic air-fresheners in the toilet/washroom area of the building. No extra remuneration shall be paid to the agency for working on Saturdays/Sundays. The company shall claim wages only for 26 days in a month.

## **2. Scope of Services**

Scope of service includes sweeping/mopping/dusting/vacuum cleaning of common areas, balconies, office rooms, toilet, lobbies, staircase, lifts, window panes, office furniture, equipment, fans (ceiling, stand, exhaust, etc.), IT RACKs, terrace, ground floor, utility and machinery /panel rooms/buildings, entrance and exit area, drive ways, parking areas and any other place within the premises as directed by the University authority from time to time including removal of waste material and discarded furniture.

Broadly, the work description on Housekeeping Services includes the following.

### **(a) Housekeeping**

#### **I. Daily Cleaning**

- Daily cleaning of rooms/chambers/cabins, floor corridors, passages, staircases, doors, glass windows and /or panel/glazed aluminum, / toilets / urinals, sweeping roads, terrace etc., by soft brooms and swabbing with swab drenched with cleaning powder/fluid, cleansers etc. in all the buildings of the University.
- Upkeep of School class rooms and lecture Halls and faculty Blocks i.e. cleaning, dusting of black / white boards, glass windows, tables, chairs, electric switches shall be done daily before commencement of the class schedules, (before 9.00 AM), as per the instructions of University Housekeeping-in-charge. After completion of the sanitation, cleaning works, Office duty shall be attended upon by the deployed workers as per the direction of the Officer in-charge of the University (Housekeeping).
- Mopping to be done in all the buildings and floors during the office hours (9.30 AM to 6.30 PM). Thorough cleaning of all the toilets using appropriate toilets' cleaning detergent.
- Cleaning of carpets in rooms by soft brush/vacuum cleaners and maintenance of lawns & surroundings. Spraying of ISI marked scent in office chambers/ cabins and of scented mosquito repellants / cockroach killers etc.
- Sweeping of road and footpaths, utility and panel rooms/buildings, parking



areas and areas surrounding the Main Campus and in the Interim Campus gate and Ajatshatru Hostel.

- Garbage Collection will be done from each building premises, hostels and residential in Main/ Interim Campus in the morning (by 8.00 AM). No garbage shall be allowed to accumulate in the complex. The waste shall be segregated and collected in different coloured bags for organic and inorganic waste and disposed off at Rajgir Nagar Parishad disposal points and/or at the defined locations inline of NU Campus Waste Management Protocol and as per the directives of the University. No burning of waste material shall be permitted in the premises or area surrounding it. Garbage trolley shall be provided by the bidder.

## **II. Weekly Cleaning**

- Cleaning of Façade glass, façade/ornamental/decorative lights, and handrail glass in premises plain areas/windows, doors etc. in the Administrative Block, Faculty block and School Blocks & in the VC's Bungalow.

- a. Acid cleaning of sanitary wares without damaging their shining, walls in the toilets/rooms, corridors with soap or other detergent, chemicals.

- b. Cleaning of fabrics upholstered sofa sets, cleaning of brass letters by brass cleaner.

- c. Any area requiring weekly upkeep in terms of cleanliness like Campus Inn, Sushma Swaraj Auditorium and others shall be as per direction of the Officer in-charge (Housekeeping).

## **III. Fortnightly cleaning** which shall be as per the direction of the Officer in-charge (Housekeeping)

- Dusting of false ceiling, cleaning of sofa sets / chairs with soap water / vacuum cleaners.

- Washing and cleaning of drive ways, parking areas, and side roads / pavilion surrounding the premises.

- Floor shining and brass polishing as and where required.

- Cleaning of vertical blinds

- Cleaning by scrubbing of floor with scrubbing machine.

- Roof cleaning in Buildings / Hostels / Schools/ Residential in the Main Campus,

Interim Campus and Ajatshatru Hostel.

- Dusting and cleaning of the lights (ceiling , walls , etc) on fortnightly basis and any others light and equipment which are not mentioned herein as per the directives of the University through domain skilled workers.

- Deployed staff shall attend works on any mal-functioning or non-functioning of mechanized flush systems of urinals / toilets, flushing out the blocked drain or choking pipes and removal of damages infrastructure of sewerage system once in a week.

#### **IV. Monthly Cleaning**

The bidder shall be responsible for pest control in the campus & hostel area and shall carry out spray etc. of insecticides, / pesticides at least once a month. The insecticides, / pesticides should be sufficient enough to take care of mosquitoes, cockroach, silver fish, crawling insects in the Library and in chamber / cabins, racks etc. The Insecticides and pesticides should be of ISI mark. In case pest control is ineffective, repetition of pest control measures within a month shall be carried out by the agency as and when required.

(b) **Pest Control & fumigation:** Pest control and fumigation for eradicating mosquitoes, cockroaches, rats, etc. shall be done every fortnight.

(c) **Drainage and water system:** Cleaning of drainage system, drinking fountains, tanks, and water supply system should be done on regular basis in job areas.

The Scope of Services outlined above should be referred to as indicative & not comprehensive; this implies that the scope can be properly enhanced as deemed to be. With the help of mix of man, machine, chemicals & standard operating procedures, Service Provider shall ensure efficient, clean, eco-friendly & quality housekeeping service.

#### **3. Job Area**

Area for housekeeping includes office buildings, utility, machineries and panel rooms, residential buildings in Main / Interim Campus and Ajatshatru Hostel and connecting passages / corridors in-between the rooms within premises, open veranda / vacant space to buildings including bye-lane to approaching roads, footpath etc.

Broad description of existing housekeeping area is furnished below.

Sl.no	Area	Area description
1.	University Wing-1 (Adm. Block & adjunct Outreach extension area) in the Main Campus.	Comprises 1st & 2nd Floor Adm. Block-A and includes VC office, Secretariat, Officers' and officials sitting room/hall, staircase, corridor and outer hard or open space to Block building with 05 no. of washrooms and wall ceiling wherever required.
2.	VC Bungalow	Bungalow, Utility Block and servants' quarter with 06 washrooms
3.	School Block	A. Block - Ground & 1st floor, 9 no of class rooms with parallel corridors. B Block - Ground & 1st floor: 6 no of class rooms with parallel corridors. C Block - Ground Fl: 4-5 no of class rooms (all closed rooms) with corridors. School Blocks have 12 washrooms in all.
4.	Faculty Block	Comprises five premises with 7 room-cum cabin in each buildings (total 35 cabins) and eight common washrooms.
5.	Project Office	One Hall, six rooms cum cabins, one P-room and 2 washrooms in ground floor with 06 washrooms.
6.	SEES laboratory	Ground & 1st fl: practical Hall cum room with stair- corridors space and 03 number of washrooms.
7.	Library	Library Ground & 1st floor- includes Library Hall in the ground floor and 1st Floor Library Hall with washrooms and stair with 04 no. of washrooms.
8.	Mini Auditorium	Ground floor Auditorium without washrooms.
9.	Sushma Swaraj Auditorium	Auditorium with 300 person's capacity, requires carpet cleaning and regular broom in area surrounding the auditorium and of 06 washrooms.
10.	Campus Inn	Four story, each floor have 18 suites, hall, four corridors, veranda, cafeteria and open space surrounding to Inn, and with approx. 72 no. of washrooms..
11.	Standby Housekeeping staffs	For attending contingency works; not covered elsewhere in the list of housekeeping area but require on need basis.
12.	Interim Campus (Office building & Porta Cabin area)	1st & 2nd fl. Building cleaning (23 rooms, Varanda, staircase and outside hard surface and with approx. 08 toilets).
13.	Ajatshatru Hostel	Ajatshatru Hostel : 36 rooms, 4 halls, 2 corridor, 2 kitchen , 32 washrooms,& roof top
14.	Main Campus	Each Hostel building has four rooms with lounge and attached

	hostel- 24 number, out of which currently 10 (Ten) Hostels are in occupancy.	toilets. New boys' and girls' hostels have total 132 washrooms out of which 52 washrooms are in the occupied hostels.
15.	Utility Buildings /Rooms/Structures: Panels, IT Rooms and Racks, and Machineries Buildings/Rooms/ Structures	Approx Number of the Machineries Building Area are: Electrical Substations – 11 Nos, Water Treatment Stations – 10Nos, Chillers Buildings- 5 Nos.
16.	Dining, Kitchen, & common amenities area in-between Hostels in the Main Campus.	
17.	Campus inside roads/radial roads, pathways and entrance gates parking areas in the Main / Interim Campus & in Ajatshatru Hostel.	

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#### **Section - 4**

#### **Minimum Eligibility Criteria & Essential Bid Documents**

#### **4.1 Minimum Eligibility Criteria**

**(a) Legally valid entity:**

1. The Bidder shall be a legally valid entity in the form of a Firm / Limited Company or a Private Limited Company/ agency registered under the Indian Companies Act, 1956 for integrated building management service provider/integrated facilities management service provider/housekeeping service provider which can provide the facilities as has been defined in the 'scope of work'. Bidding in the form of Joint Venture / Consortium is not permitted. A copy of complete 'Memorandum of Articles of Association' to be submitted along with the bid. The bidder must be in existence for a minimum period of 5 years as on 31.03.2022 from the date of incorporation/registration.

2. Change in the legal status of the firm during the contract period

(i) If the Tenderer is a partnership firm, no new partners shall be introduced without prior consent in writing of the University which shall be granted only upon execution of a written undertaking by the incoming partner in the firm deed with reference to acceptance of all liabilities incurred by the firm under the contract period of service in the period prior to date of undertaking.

(ii) In contingency of death or retirement of any partner, the said partnership firm shall be dissolved before the complete performance of the contract. In such circumstances, the Competent Authority of the University may at discretion cancel the contract and consequently, the tenderer shall have no claim whatsoever to any consequences at the risk and coverage of the tenderer.

(iii) If the contract is determined as per clause (ii) above, notwithstanding the retirement or death of partner, the remaining partner(s) shall remain liable for acts of the firm under the contract until a copy of the Public Notice is given by him under section 32 of the Partnership Act and has been sent to the Registrar, NU by Registered post.

**(b) Registration:** The Bidder must be registered with the Income Tax, registered under the Labour Laws/ Rules, Employees Provident Fund Organization and Employees State Insurance Corporation and with the General Service Tax (GST).

**(c) Licenses:** The Bidder must have appropriate licenses issued in its favour from the General Service Tax Department, Income Tax Department. (GST and PAN) and have to obtain the

necessary Licenses from the Labor Enforcement Department before deployment of the service at the site for carrying out the housekeeping activities in Bihar.

## 4.2

### **(a) Experience:**

1) The agency/firm must have an experience of minimum three years in the relevant field and must be rendering such services in reputed government or private organizations / departments of Government of India/State Government/ Public Sector Undertaking /Statutory Bodies/ MNCs/ Autonomous Bodies etc. The Bidder must have engaged 75-100 number of unskilled / semi-skilled workers in the housekeeping sector. Self-attested documents shall be attached with the bid.

2) Assuming that the estimated annual value of the service to be around Rs. 1.20 crore., the agency shall have to fulfil either of the three parameters of satisfactory completion of the service of the similar nature i.e. housekeeping and cleaning job in the last three out of four financial years (2018-19 to 2021-22) in any Central/State Government / Autonomous Body / PSU or in any reputed industrial units or commercial complexes.

(i) Three works of similar nature each costing not less than 40% of the estimated annual cost;

Or

(ii) Two works of similar nature each costing not less than 50% of the estimated annual cost;

Or

(iii) One work of similar nature costing not less than 80% of the estimated annual cost.

Documentary evidence of fulfilling the parameters shall have to be attached with the technical bid. The required work orders shall be exclusively in favour of the participating bidder / firm / service provider.

**(b) Turnover:** The annual financial turnover of the Service Provider must not be less than Rs. 02.00 cr (Rupee Two Crore) in the preceding three financial years (2019-20 to 2021-22). Proof of turnover shall be as per Annual Accounts showing the Balance Sheet and the Profit & Loss A/c as submitted to the Income tax authority in respect of the relevant years. Out of last five years, the bidder should not have incurred any loss during the three financial years ending 31<sup>st</sup> March 2022 and should have a positive net worth.

**(c) Contributions of EPF/ESIS:** Documentary proof of depositing EPF/ESI contributions of

Housekeeping staffs / man-power engaged by the agency during last three years (2019-20 to 2021-22).

**(d) Performance certificate:** Satisfactory performance certificates from minimum of three Government departments / PSU/ MNC Organizations. Work performance certificate shall be in the name of the bidders / firms/ agency.

**(e) Black-listing:** The bidder should not have been black-listed by any government Departments / Institution during the last three years (2019-20 to 2021-22). A self–attested notarized statement over non-blacklisting during the last three years (2019-20 to 2021-22) be enclosed. In case it is detected otherwise to the notarized statement, appropriate action leading to termination of the service contract may be taken by the Nalanda University.

**(f) Legal history:** The service provider should submit the history of legal disputes pertaining to his professional works, if any, in the last three financial years (2019-20 to 2021-22).

#### **4.3 Documents to be attached in support of the Minimum Eligibility Criteria**

(a) Power of Attorney/Authorization for signing the bid documents.

(b) In proof of having fully adhered to the minimum eligibility criteria at 4.1 (a), attested copies of certificates of incorporation and Memorandum of Article of Association issued by the Registrar of Companies or appropriate authorities shall be accepted.

(c) In proof of having fully adhered to the minimum eligibility criteria at **4.1 (b) to 4.1.(i)**, in terms of PAN, GST, Labor Engagement Compliances as per the Govt Norms, EPFO Registration, ESIRegistration, work order and satisfactory work completion , Income Tax & other statutory returns for March 31 ending of relevant years as per the requirement of the bid shall be submitted.



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**Section -5**

**Tender Fee, EMD, Performance Security, Validity of Contract & Payment terms**

### **5.1. Tender Fee & Earnest Money Deposit (EMD)**

(a) The Bidder shall submit the Non-refundable Tender Fee of Rs. 10,000/- (Rupees Ten Thousand), and the Earnest Money Deposit (EMD) of Rs. 06.00 lakh (Rupees Six Lakh). The demand drafts for fee/EMD shall be drawn separately on any Scheduled Bank in favour of 'Nalanda University, Rajgir payable at Rajgir. Submission of fee / EMD is compulsory and non-submission of either of the two, or both fee & EMD, shall be construed as non-responsive and the bid shall be rejected.

(b) The public sector companies shall not be exempted from the submission the EMD unless relevant exemption orders / document as per the directives of the Government of India is submitted. Similarly, the bidders registered with the NSIC / MSME must submit a copy of the valid NSIC / MSME Registration Certificate from the appropriate Govt. authority for exemption of the EMD.

(c) The EMD shall not carry any interest. The EMD shall be refunded to the unsuccessful bidder only after the finalization of the bid.

(d) The EMD of successful bidder shall be returned on receipt of the Performance Guarantee.

(e) The EMD of a tenderer shall be forfeited, if the tenderer withdraws or amend its tender or impairs or derogates the bid in any respect or manner within the period of validity of its tender, or even during the continuation of the work contract by the successful bidder.

### **5.2. Performance Security**

a. The successful bidder has to deposit 10 % of the accepted annual contract value as Performance Security in the form of Performance Bank Guarantee (PBG) (Annexure-VI) within 15 days from the date of awarding the contract.

b. If the contractor fails to provide the performance security within 15 days of acceptance of the Letter of Acceptance (LoA), such failure shall constitute a breach of contract and the University shall be free to make alternative arrangements at the risk, cost & expense of the service provider.

c. The PBG shall be valid for a period of 60 days beyond the period of contract. The PBG shall have to be revalidated after 60 days whenever the service contract is extended or renewed for continuance of the contract. The PBG shall be returned on completion of the service contract or extension thereof. No interest shall be paid on the Performance Security.

d. The Performance security shall be forfeited by the University in the event of any breach or negligence or non-observance of any terms and conditions, the breach of contract by the service provider or termination of contract by the University due to unsatisfactory performance or non-acceptance of the work order. On expiry of the period of the contract, any portion of the Performance Security, as may be deemed proper by the University, to cover any incorrect or excess payment made on the bills of the service provider which shall be retained until final bills of the service provider have been duly audited.

### **5.3. Validity of Contract**

The contract, if awarded, shall be valid for a period of ONE YEAR (01 year). The contract may be extended annually on year to year basis, for further 02 years subject to a maximum tenure of three years from the initial date of commencement of the work on the same terms and conditions and the same rates, as signed in the contract subject to rendering of satisfactory services by the vendor. In case of any breach of contract or in the event of not fulfilling the minimum requirements / statutory requirements, the University shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the Contractor followed by

initiating administrative action for black-listing or issue of strict warning as per the discretion of the competent authority of the University.

#### **5.4. Payments**

(a) After the award of work, a price schedule as per the rates of the bid shall be annexed with the Articles of the Agreement to be made with the University for Payment to the Service Provider in consideration of housekeeping & cleaning services.

(b) The company/firm/Agency shall initially pay the wages for the first month of the deployed housekeeping man-power in the first week of the succeeding month, and thereafter make the claim upon the University in the monthly bill to be submitted in duplicate along with the required documents for processing the bill in the University.

(c) Each monthly bill should be annexed the signed & seal Bank statement with dated signature of bidder in terms of payment to deployed staffs, attendance sheets, EPF/ESIC challan evidencing the contributions deposit in EPF and ESIC accounts of individual staff, and other relevant documents as per the requirement of the Establishment/Finance Section.

(d) Payment shall be made on monthly basis through the agency's Bank account which shall be on or after 15 days of the submission of bill. Payment to agency shall be made after deduction of Income tax and Statutory GST tariff and absence duty, penalty, if any.

(e) The Agency has to ensure transparency of payment, transferring the wages of the workers through NEFT in Bank account of the individual deployed staff. Any short payment to the employees under the extant provisos to GOI rules for contractual housekeeping personnel, the University shall deduct the short paid amount from the agency's bill in hand.

(f) The University has zero-tolerance on corruption. In order to check malpractices in EPF/ESIC contributions, the part of the employees and employer (Agency) contributions against the man-power deployed on the University duty shall be deducted by the University from the

vendor's monthly bill. The Bank draft for the contributions amount of the individual duty staff shall be handed over to the service provider for depositing in the EPF/ESIC Organization.

(g) No payment shall be made in advance or shall any loan from the bank or other financial institutions shall be recommended by the University on the basis of issue of the work order.

(h) All payments shall be made in Indian Currency by means of Bank Electronic Clearance Service

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**Section -6**

**Other Terms & Conditions, Force Majeure, Dispute Settlement &  
Penalty/ Liquidated Damage**

## **6.1 Other Terms & Conditions**

(a) The workers so provided should be on the permanent roll of the service provider and their antecedents should be pre-verified by the Police. A copy of the police verification report of each worker shall be submitted to the University before deployment for housekeeping Sector.

(b) The bidder must have satisfactory arrangements for training of its workers. Confirmation in this regard is to be communicated.

(c) The service provider should submit precise profile of its key clients along with the details of services provided.

(d) If any cleaner is absent on a given day, the service provider shall be required to provide substitute for him failing which suitable penal measures shall be applicable as per the clause 6.4.

(e) Cleaning agency shall be fully responsible for all acts of omissions and commissions or negligence, dishonesty or misconduct of its employees for the work in the housekeeping area. Cleaning Agency shall indemnify the University against any compensation/claim and damages etc. due to accident or injury to its employees or death due to accident or otherwise, which may arise out of and during the course of their duties. The University shall not be liable to pay any damages or compensation to such staff or Service Provider or to any third party as the case may be.

(f) In case of any complaint, either as regards the nature of service or the behavior of staff on duty or otherwise, the agency shall be intimated and required to take corrective measures promptly.

(g) The University reserves the right to amend / withdraw any of the terms and conditions in the tender documents or to reject any or all tenders without giving any notice or assigning any reason. The decision of the University in this regard shall be final and binding on all.

(h) The University reserves its right to revoke the contract at any time, if the services rendered are not found to be satisfactory during the period of the contract.

(i) The University may send a written notice to the Housekeeping agency to terminate the contract, either as a whole or in part at any time as per its convenience. The notice of termination shall specify the termination in the interest of the University, the extent to which the performance of work under the contract stands terminated and the date upon which such termination becomes effective.

(j) The bidder must have modern equipment, latest technical expertise for management of housekeeping activities in buildings and related facilities, as has been defined in the brief scope of work. Machinery, equipment, implements, material and consumables proposed to be used should be clearly indicated. List of equipment owned by the company may also be furnished with the bid.

(k) The deployed employees of the bidder should have bank accounts and the service provider should be ready to provide proof of payment of salary to each employee through these bank accounts. The bidder will have to ensure compliance of all mandatory labour laws/regulations of the Central Government. This will include payment of minimum wages, EPF/ESI etc. providing other benefits like bonus, leave, labour welfare fund, cost of uniform etc to each deployed staff which will be the liability of the bidder only.

(l) Any wrong or misleading information shall lead to disqualification.

(m) The bidder shall deploy adequate manpower, machinery and resources to ensure completion of work as per the stipulated operational timings. No over timing shall be allowed to the members of the staff/workers

(n) Should any new areas of work not envisaged as being part of this tender document are added, the prices for the new areas of work shall be mutually agreed upon between the university and the bidder based on the rate analysis for the items of housekeeping activities.

(o) Additional staff / man-power required other than specified ones shall be obtained on pro-rate basis.

(p) The University reserves the right to remove any person, if found unfit.

(q) The bidder shall be responsible for all mandatory compliance of social, safety and environmental issues related to the performance of the service provider in the University complex as stated in the eligibility criteria.

(r) The worker should be provided proper uniform, equipped with required safety globes/tools, ID etc. and ensure that they are properly attired failing which suitable penal measures shall be applicable as per the clause 6.4.



## 6.2 Force Majeure

(a) Notwithstanding the provisions of the contract, the Service Provider shall not be liable for forfeiture of its performance security, or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

(b) For purpose of this clause, "Force Majeure" means any event beyond the control of the Service Provider and not involving the Service Provider's fault of negligence and not foreseeable. Such events may include but are not restricted to acts of the University either in its sovereign or contractual capacity, wars or revolutions, fire, floods, epidemics, quarantine restrictions and freight embargoes.

(c) If a Force Majeure situation arises, the Service Provider shall promptly notify the authority in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Service Provider shall continue to perform its obligations under the Contract/ Agreement as far as is reasonably practical and shall seek all reasonable alternative means prevented by the Force Majeure event.

(d) The University may terminate this contract, by giving a written notice of minimum 60 days to the Service Provider being unable to perform a particular portion of the services for a period of more than 60 days.

## 6.3 Dispute settlement:-

If any dispute arises out of the terms & conditions of tender document with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be mutually resolved failing which matter shall be as per adjudication of disputes in the court of Bihar Shariff.

## 6.4 Penalty / Liquidated damage

The amount levied as the Penalty/Liquidated damage on the bidders under the following contingencies / conditions:

- |  |                  |
|--|------------------|
| a. Any misconduct/misbehavior of the deployed man-power: | Rs. 5,000/- from |
| the agency's bill and removal of such personnel.         |                  |
| b. Cleanliness not up to the satisfactory level:         | Rs. 1000 (Rupee  |
| one Thousand) per day                                    |                  |

**c.** In cases when the agency fails to deploy less than the bid quoted number of staff, penalty up to two times the wages of short number of staff for each day of absence shall be levied.

**d.** For shortage / misplacement / theft of any housekeeping item, the estimated cost as calculated by the University for such item(s) shall be recovered from the agency bill or from the agency's security deposit as University deemed fit.

**e.** Without Uniform: Rs. 100/- per person per day

**f.** Non-availability of consumables: Rs. 1000/- on each occasion

**g.** Non-Availability of declared equipment/Gadgets: Rs 1000/- on each occasion each equipment

**Tender Notice No.NU/Admn./Housekeeping/2022-23/326**

**dated 19.12.2022**

**Section -7**

**Instruction to Bidder on NIT, Bid Submission & Bid Rate and rate validity**

## **7. Notice Inviting Tender**

Sealed bid document and all papers in support of fulfilling the required parameters on Technical and Financial bid shall be dropped in the Tender Box of the Main Campus of the University at Chabilapur Road, Rajgir on or before the closing date of the submission of the tender. The details of process to be followed by the bidder is stated below.

### **7.1 Bid Submission**

In two bid system, the process of bid submission is as under:

(a) Envelope-1 should be super-scribed as TECHNICAL BID for 'Housekeeping & Sanitation Services.' quoting the reference no. of Tender and Technical Bid details etc. (**Annexure-1**), complete in all respects enclosing two Demand drafts towards the Tender Fee and EMD, & attached with all the relevant documents in sequence as mentioned at Annexure-I, duly signed and stamped by the authorized signatory on every page of the Technical Bid as having complied with the terms and conditions of the bid. The Bids not accompanied by a duly-signed copy of the tender document, shall be rejected. An index detailing the list of documents must be placed on the top of the Technical Bid.

(b) Envelope-2 should be super-scribed as FINANCIAL BID for 'Housekeeping & Sanitation Services.' quoting the reference no. of Tender and the Financial Bid details (**Annexure-2**).

The Technical & Financial bid envelopes shall be kept in a single sealed envelope super scribing in bold letters with the statements - **'Tender for 'Housekeeping Sanitation & Mechanized Cleaning Services'' quoting reference to Tender no and date** and shall be addressed to the Registrar, Nalanda University, Chabilapur Road, Rajgir. The bidder shall ensure that the bid should reach the University on or before the last date and time of bid submission. The bids received by any other mode like email etc. shall not be accepted under any circumstances.

### **7.2 Late bid**

Any bid received after the closing date/ time shall not be considered. The University shall not be responsible for any postal delay. In case the opening day of the tender is declared as a Public

Holiday or there is non- functioning of the university due to any unavoidable reasons, the next working day shall be treated as the closing day. No separate intimation shall be given in this regard. The closing time of this day shall be the same.

### **7.3 Bid rate Validity**

a. The Financial bid shall be valid for four months (120 days) as on the closing date of the opening of the bid which shall be opened by the authorized officers in the presence of representatives of the firms present at the time of opening of the tenders. The date, time and the venue of the opening of bids shall be available on the University website.

b. The Bidder should agree to the extension of the validity period of the bid of University in case it is required within the existing terms & conditions of bid.

c. In case the Bidder withdraws, modifies or changes his offer during the validity period, the bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason. In exceptional circumstances, the University may request the consent of the bidders' for an extension of the period of the validity of the bid.

d. During the validity of contract including the extended period, if the Tenderer provides similar services of the same or equivalent type of housekeeping work to any other department /organization in India at a rate lower than the fixed rate for NU, the Tenderer shall mandatorily pass on the benefits of the lower rates to Nalanda University.

e. Application and Tender documents as submitted by any bidder shall be the property of the University and the University shall have no obligation to return these documents to the bidder.

**7.4 Acceptance and Subsequent Modification/Withdrawal from the Bid:** No bid shall be modified after its submission. No documents shall be accepted in support of the essential pre-bid criteria after the last date of its submission. No bid shall be allowed to be withdrawn in the interval between the deadline for submission of the bids and the expiry of the period of validity of the bid as specified by the Bidder in the bid form. Withdrawal of the bid during the aforementioned interval may result in the forfeiture of the security money of the bidder.

**7.5 Bid Integrity** No Bidder shall contact the University authority on any matter relating to its bid from the time of opening of the bid to award of the contract. If the Bidder wishes to bring

additional information to the notice of the University, it should be done in writing. Any effort by a bidder to influence the University's authority in the evaluation of tender, comparison of technical or financial bid or in respect of work award decisions till the finalization of the bid may result in rejection of the bid of the concerned contractor. An Integrity pact shall be signed and submitted with the technical bid.

#### **7.6 Subletting, Transferring and Assignment**

The bidder shall not sublet, transfer or outsource the contract or any part thereof or any interest therein or any benefit or advantage thereof in any manner to anyone. Subletting/ transferring or sub-outsourcing the awarded work shall entail forfeiture of the performance security, and contract terminated.

**Tender Notice No.NU/Admn./Housekeeping/2022-23/326**

**dated 19.12.2022**

**Section - 8**

**Technical Bid**

**Technical Bid**

(To be submitted on the letter head of the bidder)

Tender Ref. No: NU/Admn./ NIT (Housekeeping)-2022-23/326

dated: 19.12.2022

Name of the Bidder:						
Address for Correspondence:						
Tel/Mob No.:						
Email Id:						
Name & Mobile No of the Contact Person:						
Status of the bidder-		Owner/ Partnership firm / Director of a company or other (Please specify)				
Sl. No.	Particulars			Compliance (Y/N)	If yes (Y), Index Page no	
					From	To
1.	Demand Draft (DD) of Tender Fee and EMD:					
		<b>Tender Fee</b>	<b>EMD</b>			
	Amount:	Rs.10,000/-	Rs 6.00 lakh			
	DD No.& date					
	Issuing Bank :					
2.	Tender Acceptance Letter					
3.	Brief profile of the Agency / Firm					
4.	Certified copies of registration and incorporation particulars of the Company/Firm from appropriate authorities.					
5.	Certified copies of (i) PAN, (ii) GST, (iv) Labour Compliance/Registration, (v) EPFO Registration, (vi) ESIC Registration					
6.	Certified copies from Chartered Accountant of last three years ending 31.3.2022 as submitted before Income Tax Department, & GST returns of the Last three quarters filed before the GST authority.					



7	Proof of minimum experience during the last three years ending 31.3.2022 vide <b>para 4.1(d)</b> .			
8	The details of the Bidder's Annual Turnover and net worth of company/firm (Minimum Annual turnover: Rs. 2.00 crore per annum during the last three financial years (FY 2019-20, 2020-21 & FY 2021-22) and <b>Composite turnover</b> Rs. -----in last three years ending March 2022 vide <b>para 4.1(e)</b> <b>Bidder to fill-up the amount for composite turnover</b> (Attaché copies of audited Balance Sheet / Profit & Loss Accounts as filed before Income Tax Department.			
9.	Power of Attorney / Authorization for signing the bid documents.			
10.	Notarized declaration over <b>Not Black-Listed (Annexure-V)</b>			
12.	Duly signed and stamp of the entire bid document along with its addendum / corrigendum, if any			
13.	Copy of total Work experience in the Housekeeping and sanitation sector.			
14.	Submission of signed Integrity pact			

### **Undertaking**

I/we..... (Name of the bidder) hereby certify that we have inspected the sites/ area for Housekeeping for assessing the nature, quality and quantum of work realistically before quoting the rates and fully acquainted with the scope of work and no claim whatsoever manner shall be made by us for any alleged ignorance / misinterpretation thereof.

I/We hereby agree to abide by all the terms and conditions of the bid document. The details of information furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable to be rejected besides initiation of penal/appropriate proceedings by the University, if it deems fit.

Place

Date:

(Signature with designation)

(Seal of the firm/company)

Name:

Mobile no.

**Tender Notice No.NU/Admn./Housekeeping/2022-23/326    dated 19.12.2022**

**Section - 9**

**Financial Bid and List of Consumables/ equipment, gadgets & other  
Housekeeping items**

**Financial Bid**

**Bidders' financial bid for providing Housekeeping services in the Nalanda University at Rajgir**

**9.A PRICE SCHEDULE**

The Bidders are required to adhere the following on the Price schedule before quoting the rates in the financial bid

1. The BOQ template must not be modified/replaced by the bidder and the format must be fulfilled else the bidder is liable to be rejected for this tender. The Bidders are allowed to enter the Bidder's Name and Value only.
2. The University-assessed manpower for housekeeping job is around 50; the number, however, is dynamic consistent with the scope of work as laid down in Section-3 of the bid document.
3. The Prospective bidders are required to quote the number of manpower (skilled or unskilled), total wages per month on the quoted no of man-power for service, and admissible EPF/ESI amount only. Bonus or HRA are NOT payable by the Nalanda University.
4. With Minimum Wages as per the Central Government and the Statutory contributions of EPF/ESIC being fixed, the bidders are to quote the competitive number of man-power for Housekeeping services, and the ancillary charges for meeting the cost of Service.
5. The Bidder(s) quoting unduly lower rates/lesser no of man-power shall be evaluated by the Technical Evaluation Committee of the University, and on the recommendation of the Evaluation Committee, tender may attract rejection and suitable penal measures as decided

by the authorities on such bidder on ground of unrealistic price-quote intending to dislocate the bidding *process*.

**6.** *The University is not bound to award contract to the lowest bidder and reserves the right to reject on ground of fairness, competitiveness, background of bidders' antecedents, report(s) of the clients and reasonableness of the quoted rates etc. in the bid.*

**7.** *Resolution of same rate quotes from different bidder. In contingency of more than one bidder quoting same lowest rate i.e. when there is price-tie in financial bid, criteria for award of work will be as under:*

**(a)** 01st Preference shall be on the value of works: The Bidder having larger value of similar works executed successfully in the last three years ending 31st March 2022 shall be given first preference.

**(b)** 02nd Preference- shall be on Annual turnover: The Bidder having larger composite turnover in last three years ending 31st March 2022 shall be given second preference.

**(c)** 03rd Preference shall be on Experience. The Vendor having longer period of experience in housekeeping job in organized Offices/Public Sectors /Industries / Autonomous bodies

In case of continuance of deadlock in the selection of the bidder, the work will be awarded on draw of lots amongst the L-1 bidders.

**8.** Payment shall be made after deducting the applicable TDS.

**09.** By figure/number in the financial bid quotes, the bidder is liable to adhere to the quote price in all items of services for cleaning etc. and mandatorily includes:-

- Expenses on consumables and disposable materials required for Housekeeping
- Sanitary gadgets / devices /equipment and other tools of cleaning services.

- Ancillary expenses, attributable directly or indirectly to Housekeeping services in the Nalanda University.
- The Bidder is required to comply with the Govt. of India rules and regulations in force on wages, tariff etc.
- This is 24X7 housekeeping service. Manpower includes relievers also.
- The Bidder has to submit a list of consumables/tools/equipment-/ gadgets likely to be put in use during services and the expected monthly expenses. A tentative list of Housekeeping items currently in use in the University is furnished below **(9. C)**.

## 9.B Financial Bid Quotation

Name of the firm:							
<b>(A). Stipulated no. of manpower and Wages (Central Govt.).</b>							
Category	Type (Unskilled/ Semiskilled / Skilled)	Manpower required (Total no of staffs)	Rate per worker per month (quoted by the bidder)	EPF	ESI	Total monthly wages of one worker	Total monthly wages of total no of workers to be deployed on cleaning service.
(1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)
Housekeeping Supervisor	Skilled						
Housekeeping staff	Unskilled						
<b>(A) Total monthly wages : Rs.</b>							
<b>(B). Agency and other charges</b>							Cost per month quote ( in Rupee)
(i) Agency Charges							
(ii) Any Other Charges (please specify)							
Total of <b>(B)</b>							
<b>(C). GST</b>							
<b>(D). Material / equipments(s), gadgets etc Charges</b>							
<b>(E). Total per month Agency's service cost (B+C+D) =E</b>							
Total Cost per annum : <b>(A+B+C+D) X 12</b>							

(Rupee-----) per annum

Signature of the authorized person

Name & seal of company/firm

Mob. No

### 9.C Provisional list of Cleaning and sanitary materials for use in Housekeeping activities

SL NO	Cleaning and sanitary materials*	Estimated monthly consumption & value in Rupee.
1.	Finayle	
2.	Harpic-Black and Red	
3.	Lizol- Floor cleaner and Wall cleaning	
4.	Colin for Glass Cleaning	
5.	Acid for rust etc. cleaning	
6.	Godrej air packet/Odonil	
7.	Napkin Paper packet for washroom/ toilet	
8.	Service& Maintenance Tag, Toilet cool paper and tissue paper box for hand wash	
9.	Toilet brush	
10.	Dustbin Steel/PVC (small, median, large)	
11.	Foot mat for washroom	
12.	Napthilin Ball / Odonil ball	
13.	Harpic Tablet (Black) for toilet	
14.	Broom (Nariyal) & Mop wide type	
15.	Duster- Large and small	
16.	Room Freshener of all types	
17.	Spider clean broom	
18.	Permanent ladder	
19.	Washing powder for floor cleaner	
20.	Hand wash	
21.	Bleaching powder	

\*without harming the installations.

### **List of gadgets/ equipment/ automated machines for use in Housekeeping activities**

1. Movable pressure pump / High jet water sprinkling
2. Electric mop manually driven.
3. Blowers for dusting at various racks and Panels, Wet and Dry Vacuum cleaner- minimum three sets should be deployed by the agency& fogging machines.
4. Heavy Duty floor cleaning machine for corridor floor cleaning.
5. Wheel Mounted Garbage Waste Disposal Trolley (for internal use)
6. High Jet Pressure Cleaner and other equipment, gadgets etc.
7. For Façade and pole mount equipment cleaning Ladders, safety belt, free fall window cleaning kits, etc.
8. Ladders: Portables – Wheel Mount Scaffolding ladders for exterior and interior cleaning and services for maximum height 11 meter- 2 Nos, Min 3 Nos of height 9 meters for exterior works, Building Wise foldable and Telescopic foldable ladders, Min 1 Nos Hydraulic Ladder with telescopic boom, cantilever and car mechanism to ensure effective cleaning and services inside Sushma Swaraj Auditorium and alike classrooms. Accountability and shifting of these equipment /tools as per the requirements/directives will be the responsibility of the housekeeping service provider.

*Note : The Bidder may enlarge the list of chemicals etc. & equipment quoting rate (MRP or discounted price or wholesale price, keeping in view the requirements in housekeeping works and should be attached with the financial bid for evaluation by the Evaluation Committee.*



**Tender Notice No.NU/Admn./Housekeeping/2022-23/326    dated 19.12.2022**

**Section -10**

**Format for Integrity Pact, EFT/RTGS to Bank, PBG & Black- Listing**

ANNEXURE-3  
**INTEGRITY PACT**

The Registrar  
Nalanda University  
Chabilapur Road, Rajgir  
Distt. Nalanda, Bihar

Sub: Submission of Tender for Housekeeping Services of the Nalanda University during 2022-23

Dear Sir,

I/We acknowledge that the Nalanda University is committed to following the principles thereof as enumerated in the Integrity Agreement attached herewith the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT) is an invitation to the offer made on the condition that I/We shall sign the enclosed Integrity Agreement, which is an integral part of tender document, failing which I/We will stand disqualified from the tendering process. I/we hereby acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I / We hereby confirm the acceptance and compliance with the Integrity Agreement in the letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which shall come into existence when the tender/bid is finally accepted by the Nalanda University. I/We hereby acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I / We hereby acknowledge that in the event of the my / our failure to sign and accept the Integrity Agreement, while submitting the tender/Bid, the NU shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with the terms and conditions of the tender/bid.

Yours Faithfully,

Date.....

.....  
.....

.....  
(Name & Seal)

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

The Registrar  
Nalanda University, Rajgir

Sub: Authorization for release of payment / dues from the Nalanda University through  
Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Party/Firm/Company/Institute:**
2. **Address of the Party with address & mobile no**
3. Permanent Account Number \_\_\_\_\_
4. **Particulars of the Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

**DECLARATION:** I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold the Chief Administrative Officer, The University responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: Date:

**Signature & Seal of the Authorized Signatory of the Party**

Certified that the particulars furnished above, are correct as per our records

Bankers Stamp:

Date:

**Signature of the Authorized Official from the Bank**

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please  
TICK wherever it is applicable.**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

The Nalanda University,  
Chabilapur Road, Rajgir,  
District: Nalanda (Bihar) – 803116

**LETTER OF GUARANTEE**

WHEREAS The Nalanda University, Rajgir (Buyer) have invited Tenders vide Tender Notice No.NU/Admn./Housekeeping/2022-23/326 dated 19.12.2022 for providing Housekeeping Sanitation and Mechanised Cleaning Services and whereas the said tender document requires that any eligible successful Bidder (Vendor) wishing to provide/supply of Services/ Goods/ Materials as per the tender document in response thereto, shall establish an irrevocable Performance Guarantee Bond in favor of "The University," in the form of Bank Guarantee for Rs ..... and valid up to 60 days beyond the completion of contract / warranty period, from the date of issue of the Performance Bank Guarantee may be submitted within ----days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (Vendor) failing to abide by any of the conditions referred in the tender document / purchase order / work Order etc. this bank shall pay to the Nalanda University, Rajgir on demand and without protest or demur Rs ..... (Rupees. )

This bank further agrees that the decision of the Nalanda University, Rajgir (Buyer) as to whether the said Bidder (Vendor) has committed a breach of any of the conditions referred in the tender document / purchase order shall be final and binding.

We.....(name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Vendor) and/ or the Nalanda University, Rajgir (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. Indian Rupees only).
2. This Bank Guarantee shall be valid up to .....(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if the University serves upon us a written claim or demand on or before -----(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at .... (Address of local branch).

Yours truly,

Dated Signature and seal of the guarantor:

Name of Bank & Address:

**Instruction to the Bank:** The Bank should note that on expiry of Guarantee Period, the Original Guarantee shall not be returned to the Bank. The Bank is requested to take appropriate necessary

action on or after the expiry of the bond period.

ANNEXURE-6

**NOTORIZED SELF-DECLARATION ABOUT NON BLACK- LISTING**

(To be submitted on the letterhead of the bidder)

Date: 19.12.2022

The Registrar,  
Nalanda University,  
Chabilapur Road, Rajgir,  
District: Nalanda (Bihar) – 803116

**Subject:** Self Declaration about “Non Black-Listing” in Housekeeping Services vide Tender Ref. No. NU/Admn./ NIT (Housekeeping Sanitation & Mechanised Cleaning Services-2022-23)/326 dated: 19.12.2022

Sir,

In response to the tender under reference, I/ We hereby declare that presently our firm/agency/ company is having unblemished record and has not been declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason by any Central/ State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institution and Commercial Organization for the last five years since the last date of submission of the bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & dated signature)  
(Stamp of the bidder)