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UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

No.Ad.BI.1/261/02

Thiruvananthapuram

Dated 28.11.2013

TENDER NOTIFICATION

Quotations in sealed envelopes are invited from experienced private Agencies, Co-operative Institutions, Social Organizations etc., for carrying out the work of cleaning and sweeping of rooms / toilets / premises of the buildings of the University Office Campus, 2013-2014 on contract basis for a period of one year. Details such as terms and conditions of the contract etc. can be had from this office during working hours or from the website of the University at www.keralauniversity.ac.in. Quotations in sealed cover superscribing 'Quotations for cleaning and sweeping work, S.H Campus' should reach this office on 03.12.2013 before 3.00 p.m. The quotations received on or before the last date stipulated will be opened at 4.00 p.m on 03.12.2013.

The undersigned reserves the right to accept or reject any or all of the quotations without assigning any reason and the decision of the Registrar will be final in this regard.

Sd/-

REGISTRAR

Copy to:

1. The University Engineer
2. The PRO
3. The PS to VC/PVC
4. The PA to Registrar

Terms and Conditions for the award of Contract for the work of sweeping and cleaning of rooms / toilets / premises of the University Office, Senate House Campus as per the University Notification No.Ad.BI.1/261/02, dated 28.11.2012

1. Sweeping work involves sweeping of all rooms in which different sections and offices of the Academic, Administration, Finance, Planning and Examination Branches are accommodated, old IMK Building, new IDE building, Health Centre building, the Faculty House, the Old Guest House, Institute of English, Malayalam Lexicon Office, Departments of German and Russian, Health Centre building, the Senate Hall, the Senate Chamber, the Conference Hall of Academic Bodies, the Syndicate room, and also the corridors, lounge and verandahs of these buildings, the total carpet area of which is approximately 15000m². The sweeping work is to be done on all working days. However the sweeping and cleaning of the Senate hall, the Senate Chamber, the Syndicate room and the Conference hall of academic bodies need be carried out only when meetings are to be held in these halls, at the instruction of the concerned officers/sections. The contractor-firm should be prepared to carry out the sweeping and cleaning of the venue of meetings at short notice.
2. All toilets and wash-basins should be cleaned on all working days using brush and detergent. Sufficient quantity of disinfectant/lotion should also be used for the cleaning of the toilets.
3. A minimum number of twenty-five workers should be employed for work on all working days. If the number of workers engaged in a particular day falls below the minimum stipulated, proportionate deduction will be made from the amount payable to the agency for that month.

4. The following items of cleaning work should be done at least once in a month:
 - i) Cleaning of fans, lights, tube lights etc.
 - ii) Cleaning of window-panes, wooden panels of doors, windows etc.
 - iii) Clearing of cobweb on the walls and ceilings of rooms, verandahs etc. of buildings.
5. Cleaning and sweeping of rooms and toilets should commence at 9.00 a.m. and the services of the workers must be available till 4.00 p.m.
6. The services of a cleaner should be made available in the dining halls between 11.00 a.m and 2.00 p.m. on all working days for cleaning the dining tables and the floor of the dining halls as and when required during lunch time so that the dining tables are kept clean for use during this time and the floors neat and tidy.
7. Materials for cleaning viz., brooms, toilet-brushes, detergent, disinfectant, lotion etc., should be provided (to the workers) by the contractor-firm at their own expense.
8. Relevant certificates proving experience of the contractor – firm must be attached along with the application.
9. A sum of ₹ 10,000/- (Rupees Ten thousand only) will have to be paid towards EMD in the form of a demand draft drawn in favour of the Finance Officer, University of Kerala enclosed with the quotation (in the sealed cover). The EMD amount (demand draft for the amount) of all the bidders except that of the confirmed quotationer will be returned to them within a fortnight after opening the quotations.
10. The University reserves the right to make deduction in salary and for the termination of contract forthwith if the performance of the contractor-firm is found to be unsatisfactory during its currency by issuing a notice of termination of the contract of the firm.