



**Telangana Mahila Viswavidyalayam
(Women's University), Hyderabad**

Not. No. 02/2023/Hostels/TMV

Date: 25th October 2023

**NOTICE INVITING SEALED QUOTATIONS FOR MAINTENANCE OF
SANITATION WORK AT HOSTELS & MESSSES, TMV**

Sealed quotations are invited from suppliers on outsourcing basis for Maintenance of Sanitation work Per Unit basis in the UG and PG Hostels & Messes, TMV for a period of One year. The documents can be downloaded from our website www.oucwkoti.ac.in from **25-10-2023 to 06-11-2023**. Sealed quotations should reach the Office of The Special Officer, TMV, Koti, Hyderabad on or before **06-11-2023 by 4.00 P.M.**

Sl. No.	Name of the Hostel/ Mess	bathrooms	toilets	Long washbasin	sinks	Dhobighat	TOTAL UNITS
1	UG Old Hostel	38	35	04	16	01	94
2	UG New Hostel	10	10	01	04	01	26
3	PG Hostel	27	28	10	18	01	84
TOTAL							204

K. Suresh

**SPECIAL OFFICER,
TMV, Koti**

Terms and Conditions:

1. Sealed quotations are invited from the suppliers of Personnel on outsourcing basis in the UG and PG Hostels & Messes, TMV for a period of One year.
2. Complete sealed quotations from Suppliers of Personnel on Outsourcing basis shall be submitted in the Office of the Special Officer, TMV, Koti, Hyderabad-095 on or before 06-11-2023 by 4.00 P.M.
3. Sealed quotations received after the due date and time will be rejected. For further details, please visit the official website at www.oucwkot.ac.in.
4. The Contractor has to enter into an agreement with TMV immediately on Non-judicial paper worth Rs. 100/- Rupees Hundred only). The Contractor cannot sub contract the work. The TMV shall pay the amount of monthly bill after due check of all documents by way of crossed Cheque/Electronic transfer in favour of the Contractor.
5. A Certificate that the wages have been paid to workers in accordance with the said minimum wages notification/higher wages in case of selected workers by the University, should be invariably furnished by the Contractor every month along with the Acquaintance of the workers.
6. Individual bank accounts of workers should be opened and the wages should be credited directly in the individual bank accounts of the workers. The Contractor is required to credit the salary to all the contract workers latest by the 7th of following month irrespective for the bills being passed by the University in their respective bank A/c.
7. The Contractor shall assure that workers should be Healthy and physically active to work in three (3) sessions in the Hostels & Messes& Messes and should be in the ages above 18 and upto 55 years.
8. The Workers should be well mannered and behaved as they have to work in a cordial atmosphere without giving scope for complaints from the boarders in the Hostel messes.
9. The following information has to be furnished by the tenderer with evidence (Documentary proof to be enclosed)
 - a. Name of the Firm with Complete postal Address.
 - b. Name of the Proprietor
 - c. Registration Certificate with labour department from Govt. of Telangana State
 - d. TS GST/CST Registration No.
 - e. PAN card
 - f. TAN number
 - g. Service tax Certificate
 - h. Detailed profile of the firm
 - i. Previous work performance Certificate for the last 3 years.
 - j. IT returns for the last 3 years.
 - k. Audit report of the last year.
 - l. Turn over certificate of Rs. 1 crore for the last 3 years
 - m. Registration with Employees Provident Fund
 - n. Registration with ESI
10. The term of the Contract will be for a period of 1 year. Initially the contract will be awarded for a period of 3 months and will be renewed every quarterly based on satisfactory performance.

11. The Contractor has to appoint One Manager/Supervisor to maintain / rotate the employees in three (3) sessions. And also he has to submit the daily attendance of the workers with the signature of the concerned Warden to the Director Hostels Office, failing which the salary bills for that particular day/month will not be admitted.
12. The supplying firm should have a minimum of 3 years of experience in the similar field.
13. The workers should work under surveillance cameras and Bio metric system for attendance will be adhered to.
14. Any offer containing incorrect statement and incomplete information will be summarily rejected and no unsolicited correspondence shall be entertained.
15. TMV reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
16. All disputes or difference whatsoever arising between the parties relating to the contract shall be settled by the arbitration in accordance with the rules of arbitration of Indian Council of Arbitration and the Award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be Hyderabad, and the appointment of the arbitrator on behalf of the University will be made by the Vice-Chancellor, TMV, Hyderabad – 500095.
17. The mode of payment of wages to the outsourced workers will be decided by the University at a later stage.


SPECIAL OFFICER,
TMV, Koti

For the maintenance of Sanitation work at UG & PG Hostels & Messes, TMV, Hyderabad –
500095

Following details to be submitted:

1.	Name of Supplying Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
2.	Do you possess trade license issued by Competent authorities? If so, please enclose a copy.	
3.	Name of Proprietor / Director	
4.	Furnish following particulars of the Registered Office	
	a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
5.	PAN No. (Attach Attested Copy)	
6.	TIN No. (Attach Attested Copy)	


SPECIAL OFFICER,
TMV, Koti

7. The floors including rooms and common area, entrance and staircases of the hostels shall be mopped daily with the chemicals. Bath rooms and toilets shall be mopped and cleaned with disinfectants every one hour i.e., 8 times a day; water closets shall be thoroughly cleaned 8 times a day daily using suitable material. All the utility areas and area within the compound on all sides of the buildings shall be swept and shall be kept clean all the time and on a daily basis.
8. In the event of the local problems arising while discharging the functions at TMV, Hyderabad or IX Block II, CN campus, the contractor will deal with them appropriately and he will not bring the hostels on the scene for such matters.
9. The Contractor shall provide two sets of uniforms to his workers as approved by TMV (both male and female) while on duty. Sufficient number of uniforms would have to be provided so that the workers is always with neat and tidy uniform. It will be strictly monitored and penalty will be imposed if any worker is found without uniform.
10. The Contractor will issue identity cards to his workers/staff/supervisors after getting them verified by TMV, Hyderabad. Any worker found without identity card will not be permitted to enter the premises. He will post a supervisor (at his own cost) at a specific point to receive and manage complaints and instructions.
11. The Contractor shall daily report to office of Director Hostels, TMV to supervise the work under the contract and take instructions every day and maintain a book/register exclusively for the purpose.
12. The Contractor will prepare a schedule of the works to be carried out in the areas of works allotted before commencement of actual works.
13. The Contractor will prepare a list of protocol and daily checks for housekeeping works and displaying the same on all areas of work to be carried out.
14. The Contractor or his representative should be available all the time at the work site during the course of his work.
15. Shift timings are 7.00 AM to 3.30 PM with one hour lunch break from 12.30 PM to 1.30 PM and 3.30 PM to 11.30PM with one hour dinner break from 7.00 PM to 8.00 PM.
16. The Contractor shall provide high standard sanitation and housekeeping on all seven days of every week throughout the year in Hostels and messes, TMV. If required, due to special circumstances, sanitation work may be required to be performed on Sundays and National holidays also.
17. TMV reserves the right to increase or decrease the housekeeping and sanitation personnel at any time and it will be binding on the part of the Contractor to do so and should be construed as a part of the Contractor's performance.
18. In case of minor faults in toilets and bathrooms such as small repairs or replacement of faulty taps, fittings, etc., the contractor should inform the concerned authority and get them repaired immediately.
19. Any changes in the staff or replacement should be done with prior knowledge of the concerned authority.
20. The personnel deployed by the contractor should be reliable, trust worthy, efficient and disciplined.
21. Cleaning, sweeping, mopping, wiping of rooms, bathrooms, toilets, ducts, floors, staircase, cleaning and dusting of entire furniture, partitions, wooden and glass cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, fans, etc with wet/dry cloth, hard and soft brooms, chemicals, detergents wherever required.