

**CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR**

Ref : CSJMU/AR(PP)/ 67 /2010-11

Dated: 04/01/2011

Chhatrapati Shahu Ji Maharaj University, Kanpur invites applications for pre-qualification from agencies/companies/cooperatives having relevant experience in providing operational services for sweeping, sanitation and related works in the University Campus, till 24.01.11...02:00 PM, in sealed cover, which shall be opened on same date at 03:00 PM. Sealed covers should be superscribed "Application for empanelment for providing operational services for sweeping, sanitation and related works of University". Prescribed application form alongwith terms and conditions may be obtained for Rs. 200/- from cash counter of the University, or may be downloaded from University website: [www.kanpuruniversity.org](http://www.kanpuruniversity.org). Downloaded application form must accompany a Demand Draft of Rs. 200/- in favour of 'Finance Officer, CSJM University, Kanpur', payable at Kanpur. Filled up application forms must also accompany a security deposit Demand Draft of Rs. 50000/- in favour of 'Finance Officer, CSJM University, Kanpur', payable at Kanpur.

Rod.

  
Registrar

**BRIEF DISCRIPTION OF THE WORKS**

Specifications:

**(A) ROAD WORK**

(1) The work include the following operations:

(i) Sweeping of the road, road side berms, brick paths, walk ways and link road in the entire campus, and the lawns in the academic area, collection of waste, collection of solid waste from the entire campus with tractor trolleys and its removal beyond the campus limits, the work also includes the removal of dead animals from the campus and bury it in the ground as and when required.

(ii) House to house collection of garbage's from the residential area, all hostels, Health Center, Shopping center, canteen and other building as directed by University Authorities.

(iii) Any other work assigned by University Authorities.

(2) The labour shall report in the morning to the 'Designated Officer' or his representative, for attendance and distribution of token before proceeding to the work. Similarly the labour shall report back to him at the end of the day's work. The representative of the University and the contractor supervisor shall jointly sign the attendance register.

(3) The contractor shall maintain proper records, on daily basis, of the labour employed in various jobs. The authorized representative of University shall physically verify the attendance, twice everyday.

(4) The contractor shall make his own arrangement of tools and implements etc. required for carrying out the work such as brooms, sticks, polythene sheet, Belcha, Phawda, Talwar, lathi, Baskets for collection of garbage etc. No tools and implements shall be payable.

**(B) Cleaning, sweeping and up keeping of the buildings in the Campus.**

- (i)** Sweeping of concrete roads all around the building, all internal and external approach roads, walk ways, cycle stand, plinth protection and other areas, the rooms and the common rooms, the link corridors (both at ground and first floor) connecting various buildings, the floor and collecting the waste from the office rooms, other rooms, common areas, toilets etc. and disposing the same in the pucca dustbin outside the building premises. Detergent powder shall be used in the wet cleaning as per the requirement.
- (ii)** Sweeping, wet cleaning and wiping dry with duster, all toilet blocks, phenyl and detergent powder shall be used in the wet cleaning as per the requirement. The toilets have to be kept in the most hygienic condition and odour free at all times during the working hour of the University.
- (iii)** Dusting the furniture, book racks, display racks, almirahs, stair case railing, counters, false ceiling, wall paneling, grill & window panes from the inside and outside, notice board, wall displays etc.
- (iv)** Sweeping & cleaning the roofs of the building, cycle stand shade, sunshade and AC shade.
- (v)** Removing the spider webs from the ceiling in all rooms, staircase, roof, common areas, toilet etc.
- (vi)** Sweeping, wet cleaning & wiping dry with duster and wiper, library, labs & classrooms etc.
- (vii)** Any other work assigned by the University Authorities.

## SECTION-II

### INFORMATION AND INSTRUCTION TO APPLICANTS

#### **1.0 General:-**

- 1.1 Letter of transmittal and pre-qualification are attached (Section-III).
- 1.2 All information called for in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in a separate document, reference to the same should be given against respective column in such case. If any particulars/query is not applicable in the case of applicant, it should be stated as not applicable. However the applicants are cautioned that not giving complete information called for in the application form or not giving it in clear terms or making any change in the prescribed form or deliberately suppressing the information may result in the applicant being summarily disqualified. Application made by telegram or telex and those received late will not be entertained.
- 1.3 The application should be typewritten/ handwritten in good & legible writing. The applicants name and signature should appear on each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any shall be made by neatly crossing out, initialing, dating and rewriting. All pages of the pre-qualification document shall be numbered and submitted as a package with signed letter of transmittal.
- 1.5 Reference, information and certificate from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by the concerned officer.
- 1.6 The applicant is advised to attach any additional information, which he think is necessary in regards to his capabilities to establish that the applicant is capable in all respect to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after pre-qualification document is submitted, unless the University calls it for.
- 1.7 The pre-qualification document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover should be superscribed "Pre-Qualification document for cleaning, sweeping and up-keeping of various

building/roads etc. in CSJMU, Kanpur". Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.

1.8 The service provider shall be liable to comply with all labour laws.

## **2.0 Method of Application**

- 2.1 If an individual makes the application, the proprietor shall sign it above his full typewritten name and current address.
- 2.2 If proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 2.3 If the application is made by the firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney for the firm. In such a case a certificate copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- 2.4 If the application is made by a limited company or a corporation, it shall be signed by a duly authorized person holding power of attorney for signing the application. In such a case a certified copy of power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre-qualification application is filled.

## **3.0 Final Decision Making Authority:**

University reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the University action.

#### **4.0 Particulars Provisional:**

The particulars of the work given in section-I are provisional and must be considered only as advance information to assist the applicant.

#### **5.0 Site visit:**

The applicant is advised to visit and examine the site of work and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the pre-qualification application. The cost of visiting the site shall be at applicant's own expense.

#### **6.0 Initial criteria for eligibility for pre-qualification:**

6.1 The application should be in sanitation business for a minimum period of 05 (five) years as on the date of application.

6.2 Experience of having successfully completed works during the last 05 years, as detailed below:

- 3 (three) similar completed works (at least one of them should be in central government / state government/ autonomous bodies / public sectors undertakings) each costing not less than 15 lacs OR
- 2 (two) similar completed works (at least one of them should be in central government / state government/ autonomous bodies / public sectors undertakings) each costing not less than Rs.25 lacs.

**Note:** Similar nature of work means cleaning sweeping and up-keeping of all internal and external spaces/ roads of any office / academic building campus.

6.3 Should have average annual financial turn over of Rs. 30 lacs for cleaning sweeping works during the last three years.

6.4 The applicant should own adequate sweeping tools and equipments required for proper and timely execution of the work. The applicant should furnish a list of these equipments.

6.5 The applicant should have on his pay roll sufficient number of unskilled, semiskilled and skilled workers for the proper execution of the contract.

6.6 The applicant's performance for each work completed in the last 5 years and in hand should be certified by the concerned officer.

#### **7.0 Evaluation Criteria For Pre-Qualification:**

7.1 For the purpose of pre qualification, applicant will be evaluated in the following manner:-

7.1.1 The initial criteria prescribed in paras 6.1, 6.2, 6.3, 6.4, 6.5 & 6.6 above, in respect of years of operation in the business, experience of similar class of works completed and financial turn over etc, will first be scrutinized and the applicant's eligibility for pre-qualification for the work be determined.



7.1.2 Those firms qualifying the initial criteria, as set out in paras 6.1, 6.2, 6.3, 6.4, 6.5 & 6.6 above will then be evaluated for following criteria:

- a) Financial strength (Attach Balance sheet duly certified by Chartered Accountant and Income Tax return for last three years)
- b) Experience of work (Form A)
- c) Performance on these works (Form B)
- d) Structure of the organization (Form C)
- e) Tools and equipment (Form D)

7.1.3 The applicant shall have to make a presentation before duly constituted committee regarding the organization and experience. Based on the documents and presentation agencies shall be short listed.

7.2 Even though applicants may satisfy the above requirements; they may be disqualified if they have:

- a) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- b) Records of poor performance such as abandoning work, not properly completing the contract or financial weaknesses.
- c) If confidential inquiry reveals facts contrary to the information provided by the applicant.
- d) If confidential inquiry reveals unsatisfactory performance in any of the selection criteria.
- e) If inspection of works in progress or completed by the applicant are not found satisfactory by a team of experts from CSJMU Kanpur.

## **8.0 Financial Information**

Applicant should furnish the following financial information:

- a) Annual financial statement for last 3 (three) years. These should be supported by audited balance sheets and profit and loss accounts, duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- b) Income Tax Returns of the last 3 (three) years.
- c) Name and address of the Bankers familiar with the applicant's financial standing and Banker's statement on availability of credit.

9.0 Particulars of completed works and performance of the applicant duly authenticated / certified by the Concerned Officer should be furnished separately for each work completed or in progress.

## **10.0 Organization Information:**

Applicant is required to submit the following in respect of this organization (in Form C).

- a) Name and postal address i.e. telephone number and email address etc.
- b) Copies of original documents defining the legal status, place or Registration & principal places of business.
- c) Names and title of Directors and officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- d) Information on any litigation in which the applicant was involved during the last 5 (five) years, including any current litigation.

- e) Authorization for employer to seek detailed references.

**11.0 Letter of Transmittal:**

The applicant should submit the letter of transmittal attached with pre-qualification document.

**12.0 Award Criteria:**

12.1 The University reserves the right to award the work. After evaluation the work shall be assigned to pre-qualified / short listed agencies based on their past performance on work order basis. The manpower and location of work of such work order shall be decided by the University. This shall be binding on the short listed agencies.

12.2 Payment to engaged manpower will be as per the minimum wages declared by the state Govt., from time to time. Contractor shall be paid a service charge of 10% of monthly payment to the engaged manpower.

12.3 For any of the above actions, the University shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.

12.4 Effort on the part of the bidder or his agent to exercise influence or to pressurize the University for his Bid shall result in rejection of such bid. Canvassing of any kind is prohibited.



## LETTER OF TRANSMITTAL

**From :**

(Full name &amp; address of the applicant)

**To:**Officer In-charge  
CSJMU Kanpur**SUB:** Submission of pre-qualification application for the "Cleaning, sweeping and up-keeping of various buildings/ roads etc. in CSJMU Kanpur".

Sir,

Having examined the details given in *Invitation for Pre-qualification* published in the newspapers and *Pre-qualification* document for the above work. We hereby submit the Pre- Qualification documents.

1. We hereby certify that all the statement made and information supplied in the enclosed forms A to D and accompanying statements are true and correct.
2. We have furnished all information and details necessary for pre- qualification and have no further pertinent information to supply.
3. We also authorize officer in- charge to approach individuals, employers, firms and corporation to visit the works completed by us in the past or is in progress at present, to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works:

Sl. No. Name of work:

certificate from

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....

Enclosures:

nos.

Date of submission:

Signature of Applicant





## Details of works taken up during the last five years

Sl. No	Particulars of Work/ project and location	Owner or Sponsoring Organization	Cost of Work (in lacs)	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation Arbitration pending in progress with details	Name and Address Telephone of officer to whom reference may be made.	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Attach separate sheet, if required.

(Signature of Applicant)

**Performance report of works Referred In form 'A'**

(Furnish this information for each individual work form employer for whom the work was executed)

1. Name of work/Project & Location

2. Agreement No.

3. Estimated Cost

4. Tendered Cost

5. Date of start

6. Date of completion

a) Stipulated date of completion

b) Actual date of completion

7. Amount of compensation levied for delayed Completion if any.

8. Performance report

i) Quality of work

ii) Resourcefulness

Excellent/ Very good/ Good/ Fair

Excellent/ Very good/ Good/ Fair

Date:

Officer In -charge

## Structure of the Organization

1.	Name and address of applicant
2.	Telephone No./Fax No./ email address
3.	Legal status (Attach copies of original document defining the legal status). The applicant is: a) An individual b) A proprietary Firm c) A limited company or corporation
4.	Particulars of registration with various Govt. bodies ( Attach attested photocopies ) a) Registration Number b) Organization/ Place of registration c) Date of validity
5.	Name and title of Directors and officers with designation to be concerned with this work with designation of individual authorized to act for the organization.
6.	Were you or your company ever required to suspend sanitation work for a period of more than six month continuously after you commenced the sanitation work? If so, give the name of the work/ project and reasons thereof.

7.	Have you or your constituent partner (s) ever left the work awarded to you incomplete? (If so, give name of the project and reasons for not completing the work).
8.	Have you or your constituent partner (s) been debarred/ black listed for tendering in any organization at any time? If so, give details.
9.	In which field of sanitation you claim specialization and interest?
10.	Any other information considered necessary but not included above.

Attach separate sheet, if required.

Signature of the applicant

Details of sanitation Tools & Equipment Likely to be used in carrying out the work

S. No.	Name of equipment	Nos.	Capacity and type	Age	condition	OWNERSHIP STATUS			Current location	Remarks
						Presently owned	leased	To be purchased		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

(Signature of the Applicant)

Attach separate sheet, if required.