

TENDER DOCUMENT

FOR

INVITING BIDS FOR PROVIDING

Housekeeping and Horticulture Services for the Hostel Buildings in Sports University of Haryana measuring total plinth area 5823 Square Meters.



SPORTS UNIVERSITY OF HARYANA, RAI, SONIPAT-132029

(A State Govt. University Established under the State Legislative Act, 21 of 2022)

Website: <https://www.suoh.ac.in>

**SPORTS UNIVERSITY OF HARYANA,
RAI, SONIPAT-132029
Haryana, INDIA**

Time Schedule for Tender Process

Date of publication of tender notification on official website	05-09-2025 (Friday)
Sale of tender document commence from	05-09-2025 (Friday)
Last date for Sale of tender document	19-09-2025 (Friday)
Pre-bid meeting (offline)	12-09-2025 (Friday)
Last date for receipt of duly filled in tenders	19-09-2025 (Friday upto 2:00 PM)
Date and Time of the opening Technical Bids	19-09-2025 (3:00 PM)
Date and Time of the opening Financial Bids	Will be notified to the technically qualified tenderers

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Sports University of Haryana
Rai, Sonipat, Haryana-131029
(www.suoh.ac.in)

SHORT TENDER NOTICE

Sealed tenders on behalf of the State University of Haryana, Rai are invited under two bid system i.e. **“Technical Bid”** and **“Financial Bid”** from registered, reputed and financially sound Companies, Firms, Cooperative Societies, NGOs including Government agencies/undertakings for providing services of:

1. House Keeping and Horticulture Services for the Hostel Buildings in Sports University of Haryana measuring 5823 Square Meters as per scope of work detailed in tender document.

The tender document is not transferable to any other person. The tender document can be downloaded from this University official website www.suoh.ac.in. The tenderer who have downloaded the tender document from the website should send a Demand Draft of Rs.500/- (non-refundable) drawn in favour of **Registrar, Sports University of Haryana Rai, Sonapat** towards the cost of tender document in Technical cum Financial Bid. The interested parties should send their offers in the specified proforma latest by ____August, 2025 at 02:00 PM, duly super-scribed on envelopes **“Technical Bid”** and **“Financial Bid”-Tender for Providing Services**. The Technical Bids will be opened on the same day at 03:00 PM and the Financial Bid will be opened on the next day i.e. _____ at 11:00 AM in the office of Worthy Registrar in the presence of bidders who may like to be present.

The interested parties can visit the Hostel buildings of Sports University of Haryana before offering their bids for Housekeeping and Horticulture on any working day but before the last date fixed for depositing the bid(s).

The Competent Authority of Sports University of Haryana has the right to accept or reject any/all tender(s) without assigning any reason.

Registrar
Sports University of Haryana

SPORTS UNIVERSITY OF HARYANA, INVITES TENDERS/ BIDS FROM THE SERVICE PROVIDERS FOR PROVIDING FOLLOWING SERVICES IN ITS NEWLY CONSTRUCTED/ACQUIRED HOSTEL BUILDINGS AT UNIVERSITY CAMPUS AT RAI, SONIPAT.

Quantified Work for Housekeeping and Horticulture as per scope of work detailed in tender document:

The purpose of housekeeping is that the whole premises of Hostel Buildings must look neat and clean every time and the service provider has to undertake all such jobs/activities required to maintain the premises neat and clean whether such activities are elaborated hereunder or not. Housekeeping/cleaning service should be provided on all days including holidays except Sunday and National Holidays, so that all areas remain neat and clean all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed half an hour before the start of normal office work i.e. 9:30 AM.

General Information:

Plinth Area of the Buildings: 5823 Sq. Mtr. (total)

Sr. No.	Name of Building	Plinth Area (Sq. Mtr.)
1.	300 Girls Hostel	
	(a) Ground Floor	2787.89
	(b) 1 st Floor	2403.40
2.	WAMA Building	632
	Total Area	5823.29

Working Hours: 9:00 am to 5:00 pm

Scope of Work:

The service provider has to do following activities for all the areas of the building including all covered and open areas:

Work to be done daily: (Between 09:00 AM to 5:00 PM)

1. Brooming, Sweeping of floors;

2. Toilets, Wash basins and Canteen area etc. should be cleaned twice a day and disinfected with necessary disinfectants (Material to be provided by the University)
3. Replacement of soap, naphthalene balls/ air purifiers [As and when required].
4. Emptying of dustbins.
5. The dustbins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when these are full.
6. Housekeeping and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets etc. (Material be provided by the University) after daily check-ups in the morning, afternoons and on call basis during daytime.
7. It is the responsibility of the service provider to deploy adequate resources to clear the chocking of sinks, wash basins, floor taps, nalni traps, EWC, P Traps, Rain Water pipes, sewer chamber & sewer lines, the chocking shall be cleaned within two hours after reporting the complaint. If there is any loss/inconvenience to health facility owing to chocking appropriate penalties shall be imposed on the contractor.
8. Housekeeping of all open areas between the building and boundary including sweeping of road, lawns, paths, buildings i.e. Guest house, main gate etc.
9. Dusting electrical switch boards, light fixtures, door-mats, fire-fighting equipment, door, windows, furniture, window glasses, grills, curtain etc. (work to be done once in two weeks).

OTHER TERMS & CONDITIONS

1. The Service Provider should have filed Income Tax return for last 3 years. CPC of Acknowledgement of IT returns or Assessment order for these 3 years are to be attached along with the Technical Bid.
2. The Service Provider/Agency shall have to specify its Registration Number, EPF Code No. ESI Code No. Service Tax & PAN Number along with dates of applicability. Attested photocopies of documents are to be attached at the time of submission of the tender. Agency must also submit self-attested copies of Valid Labour License from the Labour Department, License under the Contract Regulation and abolition Act 1970 & Registration Certificate under Act 1958.
3. The quotation should be accompanied by Earnest Money for amount of **INR 1,00,000** as demanded in the advertisement in the shape of demand draft in favour of “Registrar, Sports

University of Haryana, Rai” payable at Sonipat and shall be physically submitted on or before the date mentioned above. Offers without Earnest money will not be considered.

4. The E.M.D. of the successful service provider will be converted into security deposit. The same will be refunded after the successful completion of the contract agreement. In case of termination of contract due to serious irregularities, lapse on the part of agency/ service provider, the security will be forfeited after adjusting any recoverable amount from the service provider.
5. The Tenderer/ Service Provider who has been Black Listed will not be eligible to participate. The agency must submit an affidavit attested by notary to the effect that the firm is not black listed by any State Govt./ Central Govt./ PSU.
6. The Tenderer/ Service Provider should have a turnover of Rs. 40
7. Lacs for each year in the last 3 years. The audited balance sheet & profit & loss account for last 3 years duly certified by Chartered Accountant should be enclosed with Technical Bid. The documents should have been attested/ signed by Chartered Accountant.
8. Only those Tenderers/ service providers who have successfully carried out three similar works costing not less than 40%, two works each costing not less than 60% or single work of 80% value of tender in the last three years for submission of bid shall be considered. Tenderer/ service providers shall have to submit proof of having successfully completed work of specified amount by depositing requisite documents at stipulated time mentioned above.
9. The Tenderer/ Service Provider must submit the list of clients indicating quantum of work executed with them & copy of proof of experience shall also be attached.
10. Security Deposit:
 - The successful Tenderer/ Service Provider will be required to deposit 5% as security of the Annual Contract Agreement value after adjusting the amount of Earnest Money as security deposit with Sports University of Haryana, Rai by demand draft within one week of communication of acceptance of tender for the satisfactory performance of the contract.
 - Security deposit will not carry any interest.
 - Security deposit will be refunded within 30 days after completion of agreement.
11. Any equipment/ Tools required for horticulture work will be arranged by the service provider.
12. In case of leaving/ termination of contract, one-month notice from both sides will be required. But, in case the work of service provider is not found to be satisfactory or due to any change in policy then the management can cancel the contract without any notice. Vice-Chancellor, Sports University of Haryana, reserves the right to cancel the entire tender without any notice.

13. The service provider(s) is advised to inspect and examine the site, its conditions and surroundings and satisfy themselves about the nature and scope of work before submitting their tender/bid during pre-bid meeting.
14. The service provider shall be responsible for any loss to the Sports University of Haryana, Rai caused by them and in case of any litigation, all expenses shall be borne by the service provider.
15. Necessary deduction toward income tax and any other applicable tax shall be effected at source at the time of settlement of monthly bill.
16. The bidder shall visit the site before submitting the bid. He will have to quote his bid after determining the need for the execution of complete scope of work details of which have been given.
17. The successful tenderer should also comply with following terms and conditions:
The service provider will have to comply with the instructions issued by the Sports University of Haryana.
18. Tenderer/ service providers are required to submit price bid/ commercial bid which will be valid for a period of one year. However, Sports University of Haryana, reserves the right to extend the agreement for a further period of one year or so on at the same terms & conditions.
19. The tenderer/ service provider shall not transfer or assign or sub-let any part of the service once agreed to any share of interest in any manner or degree directly or indirectly to any other firm or corporation whatsoever.
20. The Tenderer/ Service provider will have to ensure presence/engagement/ working of entire staff in the office premises of Sports University of Haryana, Rai. The number of services can be increased depending upon the increased scope of work or requirement of the Sports University of Haryana at any time on same terms & conditions.
21. The service provider is bound and responsible for all statutory deductions/ obligation and compensation to its workers under labour law/ any law applicable. There will be no involvement of Sports University of Haryana, in any legal action taken by anyone against the service providing agency.
22. There will be no contract of employment between Sports University of Haryana, and the service provider for any purpose.
23. The liability of the university will be restricted to the monthly payment of agreed amount to the service provider.
24. The service provider shall submit bill in triplicate on 1st day for the preceding month. These bills will be paid by the University within 7 days of receipt of the bills in accordance with the term and conditions of this agreement.

25. Unit of measurement/Payments shall be one for a month's job.
26. **Service agreement:** - The contractor shall enter into a formal agreement with Sports University of Haryana on a non-judicial stamp paper of appropriate value (i.e. as100/-) as applicable in Haryana State within a period of 20 days from the date of detailed letter of award of contract. The date of execution of formal agreement in no case will alter the date of start or completion of the contract the cost of non-judicial stamp paper will be borne by the agency. Sports University of Haryana shall get the work carried out through his authorized officials i.e. Caretakers etc.
27. Sports University of Haryana, Rai reserves the right to change any terms and conditions at any stage.
28. Any condition not included in this agreement will be mutually discussed and decision will be binding on both parties.

TECHNICAL BID

(To be enclosed in a separate sealed envelope)
For the Tender of Housekeeping and horticulture services for the Hostel Buildings in
Sports University of Haryana measuring 5823 Square Meters.

TECHNICAL BID

(To be submitted in a separate sealed envelope)

1. Name of Tendering Company/Firm/Cooperative Society/ NGOs/Govt. Agency etc.

_____ (Attach attested copy of certificate of Registration)

2. Full address of Reg. Office

Telephone No. _____ Mobile _____

FAX no. _____ E-mail Address: _____

3. Full Address of Operating/ Branch Office:

Telephone No. _____ FAX No. _____

E-mail Address: _____

4. Name and details of the person to be contacted: -

Name-

Designation-

Tel No.-

E-mail-

FAX no.-

5. Details of Earnest Money Deposit: Rs. _____

Pay Order/ D.D. No. & Date: _____

Drawn on Bank: _____

6. PAN/GIR No. _____

(Attach attested copy)

7. Date of issue of certificate of registration under the Contract Labour (Regulation and Abolition) Act, 1970

(Attach attested copy)

8. Service Tax Registration No. _____
(Attach attested copy)

9. EPF Registration No. _____
(Attach attested copy)

10. ESI Registration No. _____
(Attach attested copy)

11. Labour Welfare Fund Registration No. (Attach attested copy)

12. Turnover of the bidder during _____ Rs. _____ lakhs
(Attach attested copy)

13. Attach duly authenticated Certificates of satisfactory work of similar nature from departments/ organizations, during last three years.

14. It is certified that I/we have read over the tender documents and have understood the contents. I/We undertake to abide by the terms and conditions as laid down in tender document in case the contract is awarded to me/us.

It is further certified that the bidder or any of its partners has not been black listed/prosecuted by any Central/state/UT Department/Statutory Body or by any Court of Law.

Place: _____

Signature of Tenderer _____

Date: _____

Name of the Tenderer _____

Address _____

Note: All copies of documents should be self-attested. The original documents should be produced at the time of opening of the Technical Bids.

ANNEXURE II

(To be enclosed in a separate sealed envelope)
For the Tender of Housekeeping and horticulture services for the Hostel Buildings in Sports University of Haryana measuring 5823 Square Meters.

FINANCIAL BID

(To be submitted in a separate sealed envelope)

Name and Address of Bidder: _____

After having read and understood the terms and conditions of the tender, I/We hereby submit our financial bid as under: -

Sr. No.	Particular	Amount (per sq. mtr. Basis excluding taxes and levies etc.)
1.	Financial quote for providing Housekeeping and Horticulture services in Sports University of Haryana (5823 sq. mtr.)	Amount in figures _____ Amount in words _____

In case there is any cutting/overwriting in amount mentioned in figures, the rates quoted in words shall

Note: The EPF, ESI and GST as applicable will be paid by the University over and above the rates quoted above as per law applicable from time to time.

Date: _____

Signature & Seal of the Tenderer

Place: _____

Name: _____