



**JAWAHARLAL NEHRU UNIVERSITY**  
**SANITATION CELL/ ESTATE BRANCH**  
New Delhi-110067

**Expression of Interest (EOI)**

**For**

**Providing Services of Housekeeping/Sanitation Services in the University**

**DEPUTY REGISTRAR (ESTATE)**

**Room No.: 116, Estate Branch,**

**Administrative Building, JNU**

**New Delhi – 110067**

**Tel No.: 011-26704024**

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## JAWAHARLAL NEHRU UNIVERSITY

ESTATE BRANCH  
New Delhi-110067

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**Notice for inviting Expression of Interest for providing Services of Housekeeping/Sanitation with Cleaning Materials in the University Schools & Centers buildings. Dr. BR Ambedkar Library. AGH. AIGH & Gomti Guest Houses. Convention Centre & Other buildings and Offices of the Jawaharlal Nehru University (JNU), New Delhi**

The Jawaharlal Nehru University (JNU) established in 1966 at New Delhi by an Act of Parliament as a Central University, is a premier Institute of Post Graduate teaching and research. The University has been ranked first best among the Universities in the Country by the Government of India for the years 2017 and 2018. The Schools buildings are situated at one side of the campus, which is known as Academic Area. Each School have its own administration for example Dean, Chairpersons, AO, SO and Staff. The Schools are having Classrooms and Offices, Corridors, Toilets. The University have multistory Library, three Guest Houses working 24x7, Convention Centre, Administration Building, other buildings/offices, which need to be clean regularly.

In order to provide **Services of Housekeeping/Sanitation Services in the University**, on behalf of the **Jawaharlal Nehru University (JNU)**, New Delhi, the Assistant Registrar (Estate Branch), JNU invites Expression of interest (EOI) from reputed firms / agencies/ companies having experience in the field of providing required services in any of the Central/State Govt. Departments / PSU / Autonomous / Other Organizations. In addition to the above, the prospective bidder is also required to maintain confidentiality & integrity beyond doubt.

**CRITICAL DATE SHEET**

Published Date	26 <sup>th</sup> October 2020 (14.00 Hrs)
EOI Document Download / Sale Start Date	26 <sup>th</sup> October 2020 (14.00 Hrs)
Clarification Start Date	26 <sup>th</sup> October 2020 (14.00 Hrs)
Clarification End Date	14 <sup>th</sup> November 2020 (17.00 Hrs)
EOI Submission Start Date	26 <sup>th</sup> October 2020 (15.00 Hrs)
EOI Submission End Date	21 <sup>st</sup> November 2020 (15.00 Hrs)
EOI Opening Date	23 <sup>rd</sup> November 2020 (15.00 Hrs)

**Earnest Money Deposit:**

The bidder shall be required to submit the Earnest Money (EMD) an amount of Rs. 1,00,000/- (Rupees One Lakh Only) by way of demand drafts only. The demand drafts shall be drawn in favour of Finance Officer, JNU and must be enclosed with the duly completed

EOI documents. The firms registered with NSIC/ MSME are exempted from EMD. Copy of valid certificate must be uploaded with EOI.

The EMD of successful bidder shall be returned after the successful execution of contract agreement and for unsuccessful bidder(s) it would be refunded after awarding the contract to the successful bidder and no interest will be paid for the interim period. Bids received without prescribed Earnest Money Deposit (EMD) shall not be considered and will be rejected.

No Bidder will be allowed to withdraw after submission of their bids within the bids validity period; otherwise the EMD submitted by the Bidder agency would stand forfeited

In case the successful Bidder agency declines the offer of contract, for whatsoever reason(s), their EMD will be forfeited

### **Period of service**

The said services are required for a period of **one** year from the date of signing of agreement. It may further extended by the Competent Authority provided the services are found satisfactory.

### Qualification Criteria

The following is qualification criteria for short-listing the eligible bidders for issue of Request for Proposal (RFP) document: -

S. No.	Pre-qualification Criteria	Supporting Compliance document
1	The bidder shall be a firm/ company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any and organizational details as per <b>Annexure-I</b>
2	The bidder must have registration for EPF, ESIC, income tax/ GST, PAN and other requisite approvals & certificates from all statutory authorities including Municipal/ Labour department, valid for the entire duration of the work	Copy of same be uploaded
3	The bidder must have successfully executed the contract of Housekeeping/Sanitation in any of the Central/State Govt. Departments /PSU/ Autonomous/Other Organizations for at least <b>two years</b> .	Copy of Work Order / Contract Award letter
4	The bidder should have executed satisfactorily minimum annual turnover of Rs. <b>05 Crore</b> in last three year in any of the Central/State Govt. Departments / PSU/ Autonomous/ Other Organizations.	Proof of the same be uploaded
5	The bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2017-18, 2018-19 & 2019-20)	<b>Annexure-II</b> to be certified & validated by Chartered Accountant (CA) of the bidder's organization
6	The firm should not be blacklisted by any Central Govt./ State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
7	The Bidder must have an office in Delhi / NCR.	Details of branch offices in State/Uts other than Delhi/NCR area, if any, may be uploaded.
8.	No Joint Venture/Consortium are allowed to participate in the Bidding Process.	

## Scope of work

The University has School buildings, two Libraries, Convention Centre, Guest Houses and other buildings and Offices and the University provides the housekeeping/sanitation facilities to these buildings and offices. The details of all school buildings and offices are given below.

The University invites online Expression of Interest (EOI) for the housekeeping/sanitation services with respect to the below mentioned premises: -

S. NO.	NAME OF BUILDINGS
1	Administration Block &surroundings
2	Computer Building &Surroundings
3	SBT & Surroundings
4	School of Arts & Surroundings
5	SC&IS &surroundings
6	Aravalli Guest House, Aravalli International Guest House & Gomti Guest House 24x7( <b>housekeeping staffs &amp; room attendants</b> )
7	Sports Stadium, Sports Building, Ground, Yoga centre <b>and surroundings</b>
8	Dr. B.R. Ambedkar Central Library and <b>surroundings</b>
9	School of Language-I & II, Language Lab and <b>surrounding area</b>
10	School of International Studies-I & II and <b>surroundings</b>
11	School of Environmental Studies <b>and surroundings</b>
12	School of Social Sciences-I, II & III <b>and surroundings</b>
13	School of Life Sciences and <b>surroundings</b>
14	School of Physical Sciences and <b>surroundings</b>
15	Convention Centre, Cafeteria and <b>surroundings</b>
16	HRDC
17	School of Sanskrit Studies
18	SCMM Old and new and <b>surroundings</b>
19	JNIAS
20	Central Store, Railway Reservation Counter, Faculty Club and <b>surroundings</b>
21	Law & Governance <b>&amp; surroundings</b>
22	ABVSME and <b>surroundings</b>
23	AIRF
24	Old Transit house
25	Animal House <b>&amp; surroundings</b>
26	New transit House-I & II
27	Old CRS Building and <b>surroundings</b>
28	Health Centre and <b>surroundings</b>
29	Nano Science building and <b>surroundings</b>
30	Cleaning of Vice Chancellor's Residence in and around
31	All other single buildings/offices etc.

Housekeeping/Sanitation work shall be done in atleast one shift i.e. from 07.00 AM to 03.00 PM, for six (06) days in a week, except Sunday. Provided the Health Centre,

Guest Houses, AnimalHouse, Library, Convention Centre required cleaning in the afternoon and/or **night shift also, as the health centre and Guest Houses are open in the night time also.**

The service provider will be responsible for providing Housekeeping/Sanitation services as per the below mentioned schedule : -

**Reporting time and duration of duty:**

Morning Reporting: - 07.00AM to 03.30PM

Afternoon/Night Shift: - As per the requirement of concerned office/building.

**Housekeeping/Sanitation Services with Cleaning Materials: -**

As mentioned above, each School/Library/Guest House/buildings and offices are headed by the Dean/Chairperson/Librarian and Administrative Officer/Section Officer. The buildings and Offices have Rooms, Offices, classrooms, corridors, toilets, etc.

The designated committee or Officers of the University will randomly inspect the quality of service from time to time and in case any lack of service is noticed, appropriate action would be taken including deductions from the agreed payment as per the agreement entered between the parties for the aforesaid scope of work.

The Buildings, Offices and area of work is not fixed and will be decided by the Controlling office as and when required. The agency should be in a position to provide the required services accordingly.

**REQUIREMENT OF SANITATION AND HOUSE KEEPING SERVICES: -**

1. **Cleaning of Toilets and washing of tiles fixed in the toilets.**
2. **Cleaning and sweeping of verandas.**
3. **Cleaning and sweeping of staircase.**
4. **Cleaning and sweeping of Common Area.**
5. **Cleaning and moping of Conference Hall/Common Hall.**
6. **Cleaning and sweeping of the Surrounding area of the building.**
7. **Cleaning of Roof top and terrace.**
8. **Cleaning of doors/Grills and dusting all over places in the building**
9. **Cleaning and sweeping of all floors.**
10. **Moping of all floors daily at regular interval.**
11. **Cleaning and Washing of Sanitary wares.**



12. **Cleaning of window/door Glasses.**
13. **Removal of cob-webs.**
14. **Removal of bee/wasp hives as and reported.**
15. **Special polishing of floors.**
16. **Vacuum Cleaning.**
17. **Removal of posters/leaflets pasted anywhere in the University Campus as and when required by the University authorities.**
18. **Any other work of Sanitation nature**
19. **Any other sanitation work assigned by the Sanitation Cell.**

### List of Cleaning Material

S.No.	Name of the Article
1	Clenzo/Phenyl
2	Liquid Soap
3	Room Freshener
4	Colin
5	Harpic (Blue & Red)
6	Hit
7	Toilet Paper Roll
8	Surf
9	Cloth Duster
10	Vim Powder
11	Sanitary Cubes
12	Floor Duster
13	Odonil
14	Broom Road
15	Broom Phool
16	Broom Nariyal
17	Platform Brush
18	Commode Brush
19	Guny Bag (Taata)
20	Supli
21	Jharu ring (Challa)

22	Brush Jala
23	Urinal Screen
24	Bamboo Lathi
25	Napthalene Ball
26	Wiper
27	Hand Gloves
28	Masks
29	Gumboots
30	<b>Soap for Guest Houses</b>
31	Any other items required for cleaning etc.

### **Issue of Request for Proposal (RFP) Document**

The RFP documents shall be issued only to the short-listed participants, who fulfills all criteria mentioned in this EOI document. The RFP document will be supplied free of cost or it can be downloaded from the University website, as per the dates notified on the website of the University i.e. <http://www.jnu.ac.in>) and also on <https://www.eprocure.gov.in> & Govt.E-Marketplace (GEM).

### **EOI Submission**

The Expression of Interest (EOI), as per **Qualification Criteria & Annexure-I, II & III** should be uploaded online on <https://www.eprocure.gov.in> with bidder's credentials alongwith. Each page of uploaded documents should be self attested. A complete set of uploaded documents and other details alongwith original EMD should be sent by post in a sealed envelope at the address given in the end of first page of EOI. The Expression of Interest (EOI) received in any other mode shall not be accepted and shall be summarily rejected without assigning any reason there for.

### **Evaluation Criteria and Method of Evaluation**

- 1) Screening of EOIs shall be carried out by the Committee formed for the purpose as per eligibility conditions mentioned in this document and based on verification of testimonials uploaded.
- 2) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation/proposal to the selection committee whose decision will be final.
- 3) Agencies who qualify as per the eligibility conditions may be required to make a presentation, if required, to the selection committee show-casing their Mode of operation (MOP).
- 4) Short listed agencies will be issued Bid Documents (RFP) and asked to upload their price proposal in a sealed envelope.

### **Termination of Services**

The services of the successful bidder can be terminated by the University/Authorized Committee by giving 1 (one) month's prior notice. However, the University/Authorized Committee reserves the right to terminate the services without assigning any reason, if it appears to the University/Authorized Authority at any point of time that the aforesaid services are deteriorated to such an extent that it is detrimental to the health and hygiene of the users and visitors of the aforesaid premises and places as mentioned in the scope of work..

### **General Conditions and Disclaimer**

- Jawaharlal Nehru University (JNU) reserves the right to accept or reject any or all Expressions of Interest (EOI) without assigning any reason and is not obliged to correspond with the bidders in this regard.
- JNU reserves the right to issue amendments to the Request for Expression of Interest by issue of addendums, at any stage, without liability or any obligation for such invitation and without assigning any reason. The request for EOI does not give rise to any rights and does not constitute an offer or an invitation to offer.
- All the documents and other informations uploaded by a bidder to JNU shall remain and/or become the property of JNU. The University will not be liable to return any application(s) or any information provided along there with.
- Submission/uploading of EOI by a party shall not create any contractual obligation between that agency and JNU.
- The bidding agency shall bear all costs associated with the preparation and uploading of its EOI. JNU shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
- No further discussion/interface will be held with the bidding agency/agencies whose bids would be Rejected/Disqualified/Technically Disqualified.
- The bids of the bidding agency/ agencies which do not fulfill the requisite criteria and which do not furnish documentary evidence will be summarily rejected. Any misleading information will lead to disqualification of offer.
- The successful Bidder shall ensure that sufficient manpower is deployed for providing the housekeeping/sanitation services with respect to the premises as stipulated in the scope of work
- The successful bidder will be required to enter into an Agreement /Contract.
- Police verification and staff's identity cards will be compulsory. The bearer/Staff will be in clean and decent uniform provided by the successful bidder, should be medically fit and hygienically suitable. The conduct/character/antecedents and proper behaviour of the staff for aforesaid services of housekeeping/sanitation shall be the sole responsibility of the successful bidder.
- The successful bidder and his staff would be governed by the discipline rules as may be laid down by the University while they are in the University premises. The responsibility of maintaining the cleanliness and hygienic condition of the premises stipulated in the scope of work and proper disposal of the waste will be of the Successful Bidder.

- The bearer/ staff (not below the age of 18 years) employed by the successful bidder shall always have to be medically fit, neat and clean. The successful Bidder shall not employ child labour as prohibited under the labour law/rules/ regulations.
- The successful Bidder shall comply with environment laws in force and all relevant laws for proper disposal of the waste materials and its use, including all existing labour laws and Acts, provisions, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, ESI Act, etc.
- The successful bidder shall bear the cost, if required, for necessary insurance cover in respect of staff and other personnel to be employed or engaged by it in connection with the aforementioned services. The successful Bidder shall assure/indemnify the authorized Committee against all acts of omissions, fault, breaches and or any Claim or demand, loss injury and expenses.
- Consumption of alcoholic/Tobacco products is banned in the Hostel Premises.
- Any dispute, which may necessitate legal redressal will be subject to the jurisdiction of Courts at Delhi only.

Deputy Registrar (Estate)

Date: -

**Annexure -I****Organizational Details**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm/Society registered under the Indian Companies Act,/the partnership Act, Societies Registration Act etc.	
4.	Name/s & Addresses of Owner(s)/ Partners / Directors of the Organization with contract details	
5.	No of employees :	
	a) Supervisory level	
	b) executive level	
	c) Others	
6.	Details of Clients during last two years along with address, phone numbers and duration of contract and types of Services provided to these clients	
7.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
8.	Address of registered office with telephone no. & fax	
9.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
10.	Contact Person with telephone no. & e-mail ID	

(Authorized Signatory of Company)

Seal of Organization

Date :

\* (Attach separate sheet, if required)

**Annexure - II****Financial Strength of the Organization**

<b>S. No</b>	<b>Financial Year</b>	<b>Whether profitable (Yes/No)</b>	<b>Annual net profit (in Rs.)</b>	<b>Annual turnover (in Rs.)</b>
1	2017-18			
2	2018-19			
3	2019-20			

**\* Please enclose Auditor's Report in support of your claim.**

(Authorized Signatory of Company)

Seal of Organization

Date :

**\*Note: This is to be furnished on the letter head of the organization**



**APPLICANT'S EXPRESSION OF INTEREST**

To,  
Deputy Registrar (Estate),  
Room No.116, First Floor,  
Estate Branch, Administration  
Building, Jawaharlal Nehru  
University (JNU)  
New Mehrauli Road, New Delhi – 110067.

Sub: **Submission of Expression of Interest for Providing Services of Housekeeping/Sanitation  
in the University**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on  
For the above subjected purpose, we would like to express our interest to carry out the  
above proposed task. As instructed, we have uploaded one sets of the documents as  
required by **Qualification Criteria** clause in a sealed envelope along with the EMD and  
non-refundable EOI processing fee.

Sincerely Yours,

(Authorized Signatory of Company)

Seal of Organization

Date :

Encl.: As above.

**\*Note: This is to be furnished on the letter head of the organization**