

SRI ARVIND MAHILA COLLEGE, PATNA

(A Constituent Unit of Patliputra University, Patna)

Kazipur, Patna-800004, Bihar

TENDER DOCUMENT

FOR HOUSEKEEPING OF CAMPUS AND HOSTEL

ROOMS MAINTENANCE SERVICES

Tender Notice No.: 6/303/26

Financial Year: 2026-27

Contract Period: One (01) Years

Issued by

OFFICE OF THE PRINCIPAL
SRI ARVIND MAHILA COLLEGE, PATNA
Kazipur, Patna-800004, Bihar

Date of Issue – 13/10/2026

Tender Fee: ₹ 500/- (Non-refundable)

EMD: ₹ 50,000/-

Last Date & Time for Submission: 23/10/2026 & 5:00 PM

Date & Time of Opening of Bids: 24/10/2026 & 11:00 AM

- I. Technical Bid Opening – First half.
- II. Financial Bid Opening – Second half.

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1. NOTICE INVITING TENDER

Sealed/tenders are invited from eligible, experienced and financially sound agencies/firms for providing comprehensive housekeeping, cleaning, sanitation, campus services at Sri Arvind Mahila College, Patna.

Particular	Details
Name of Work	Housekeeping, Cleaning, Sanitation and Campus/Garden Maintenance
Tender No.	
Tender Document Fee	₹ 500/-
Earnest Money Deposit (EMD)	₹ 50,000/-
Contract Period	01 years, subject to terms and satisfactory performance further extendable if found satisfactory.
Last date of submission	23/10/2026 up to 5:00PM
Technical Bid opening	24/10/2026 at 11:30 AM
Financial Bid opening	In the Second half of the same day
Address for submission	Office of the Principal, Sri Arvind Mahila College, Kazipur, Patna-800004
Contact	official email- samcpatna0612@gmail.com

The College reserves the right to amend, postpone, cancel or reject any or all bids in accordance with applicable rules and without assigning reasons, subject to law.

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2. SUMMARY SHEET

Item	Requirement
Employer	Sri Arvind Mahila College, Patna
Nature of service	Comprehensive housekeeping, sanitation, waste handling, campus, Hostel maintenance
Bid system	Two Bid System: Technical Bid + Financial Bid
Contract duration	1 years/ If Satisfactory it may be extended for the period as decided.
Extension	May be considered on satisfactory performance and approval of competent authority
Bid validity	Minimum 180 days from last date of submission, unless otherwise specified
Performance Security	As prescribed in NIT/Agreement; indicative 5% of annual contract value, subject to applicable rules
Manpower	As per Annexure-A; final deployment may be revised by college according to requirement
Working hours	As directed by college; cleaning shall be completed before commencement of regular office/class activities wherever feasible
Statutory compliance	Minimum wages, EPF, ESI and other applicable labour/social-security requirements
Service charge	Where outsourced manpower rules apply, financial quotation shall comply with applicable Government of Bihar instructions

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3. BACKGROUND AND OBJECTIVE

Sri Arvind Mahila College, Patna is a constituent unit of Patliputra University, Patna, located at Kazipur, Patna - 800004. The College was established in 1960 and provides teaching in Arts, Science, Commerce and vocational/add-on areas.

The objective of this tender is to engage a professional agency for maintaining a clean, hygienic, safe and aesthetically maintained academic campus. The selected agency shall deploy trained manpower and provide the equipment, and supervision necessary for satisfactory performance.

The College website identifies the institution as a constituent unit of Patliputra University and gives the College address as Kazipur, Patna-800004. College official website is <https://www.samcpatna.ac.in/>

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4. SCOPE OF WORK - GENERAL HOUSEKEEPING

- Daily sweeping, dusting, dry/wet mopping of classrooms, offices, laboratories, corridors, staircases and common areas and hostel rooms and Premises and its toilets.
- Cleaning of doors, windows, glass panels, furniture, fixtures, switches and other accessible surfaces.
- Cleaning and disinfection of toilets, wash basins, urinals, sanitary fittings and mirrors.
- Daily collection, segregation and removal of waste to the designated disposal point in accordance with applicable municipal/waste-management requirements.
- Cleaning of entrances, lobbies, common rooms and other areas identified by the College.
- Regular deep cleaning of floors, toilets, corners, staircases, windows and other areas as directed.
- Cleaning of college campus pathways, open areas and surrounding premises falling within the assigned service area.
- Removal of cobwebs and dust from accessible ceilings, walls, corners and fixtures.
- Immediate cleaning of spillages and any area requiring urgent attention.
- Routine sanitisation/disinfection of high-touch areas as required by the College.

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5. CLEANING FREQUENCY / SERVICE SCHEDULE

Area / Item	Minimum Frequency
Classrooms/Offices hostel rooms sweeping & dusting	Daily
Floor wet mopping	Daily / as required
Toilets & wash basins	At least twice daily and as required
Staircases	Daily
Corridors/common areas	At least twice daily / as required
Main entrance/lobby	Twice daily / as required
Glass/windows	Weekly and as required
Deep cleaning	Weekly / monthly, as applicable
Cobweb removal	Weekly / as required
Waste removal	Daily; more frequently where required
Campus/open area	Daily
Pest/mosquito control	As required through approved methods

The frequency may be increased by the College depending on academic activities, examinations, events, weather, sanitation requirements or other operational needs.

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6. EQUIPMENT AND MATERIALS

The agency shall provide at its own cost all equipment required for effective performance, of the Cleaning Work.

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7. MANPOWER REQUIREMENT

The following is a tender-stage framework. The College shall insert the final sanctioned deployment after assessment of campus area, buildings and service requirement as of know.

Category	Minimum / Proposed No.	Remarks
Housekeeping/Cleaning Workers	06	Daily deployment
Supervisor	1	Overall supervision and reporting
Reliever/Replacement	As required	Agency shall ensure uninterrupted service

- All deployed personnel shall be physically fit, trained and suitable for the assigned work.
- Uniform, identity card and necessary PPE shall be provided by the agency.
- Police/identity verification shall be undertaken where required by the College.
- Workers shall maintain discipline, courteous conduct and confidentiality.
- Absence of a worker shall not result in reduction of required service; replacement shall be provided promptly.
- Attendance shall be maintained through a register/biometric system as directed by the College.

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8. ELIGIBILITY / QUALIFICATION CRITERIA

Sl.	Eligibility condition	Document required
1	Legally registered firm/company/agency	Registration/incorporation certificate
2	Minimum 3 years relevant experience in housekeeping/cleaning/facility services	Work orders + completion/performance certificates
3	Experience in Government/PSU/Educational Institution/Bank/recognized organization preferred/required as specified in NIT	Client certificate/work order
4	GST registration, where applicable	GST certificate
5	PAN	PAN copy
6	EPF registration, where applicable	EPF registration
7	ESI registration, where applicable	ESI registration
8	Labour/contract labour licence, where applicable	Licence/undertaking to obtain before commencement
9	No current debarment/blacklisting	Affidavit/declaration
10	Financial capacity	ITR/audited financial statements as required
11	Authorized signatory	Board resolution/authorization/POA, as applicable

The exact thresholds for turnover, number/value of completed works and EMD shall be those stated in the final NIT approved by the competent authority.

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9. TECHNICAL BID - CHECKLIST

Sl.	Document	Submitted (Yes/No)
1	Technical Bid covering letter	
2	Tender document duly signed and stamped on each page	
3	Tender fee proof	
4	EMD proof	
5	Firm registration certificate	
6	PAN	
7	GST certificate	
8	EPF registration	
9	ESI registration, if applicable	
10	Labour licence / undertaking, if applicable	
11	Experience certificates/work orders	
12	Performance certificates	
13	Last 3 years ITR / financial documents	
14	Non-blacklisting affidavit	
15	Power of Attorney/authorization of signatory	
16	Bank details/cancelled cheque	
17	Manpower deployment plan	
18	Equipment list	
19	Any other document specified in NIT	

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10. ANNEXURE-I: BIDDER PROFILE

Particular	Details
Name of Firm/Company	
Constitution	Proprietorship/Partnership/LLP/Company/Other
Registered Office	
Correspondence Address	
Year of Establishment	
Name of Proprietor/Partner/Director	
Authorized Signatory	
Mobile	
Email	
GSTIN	
PAN	
EPF Code	
ESI Code	
Bank & Branch	
Account No.	
IFSC	

Declaration: I/We certify that the information furnished above is true and complete and that I/we have authority to submit this bid.

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11. ANNEXURE-II: EXPERIENCE DETAILS

Sl.	Client Organization	Period	Nature of Work	Contract Value	Certificate Enclosed
1					
2					
3					
4					
5					

Copies of work orders and satisfactory performance/completion certificates shall be attached. The College may verify the information independently.

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12. ANNEXURE-III: STATUTORY REGISTRATION

Registration	Number	Date	Validity	Document Page
GST				
PAN				
EPF				
ESI				
Labour Licence				
Other				

The successful bidder shall maintain all registrations/licences throughout the contract period and shall produce renewal/return/challan evidence whenever requested.

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13. ANNEXURE – IV: EMD / BID SECURITY FORMAT

1. Amount of EMD / Bid Security: ₹ 50,000/-
2. Mode of Submission: Demand Draft
3. Drawn in Favour of: Principal of Sri Arvind Mahila College, Patna.
4. Payable at: Patna

Declaration:

I/We understand that the EMD shall be liable to be forfeited in case of withdrawal of bid, submission of false information, or failure to sign the contract after award of work.

Signature of Authorized Signatory	Seal	Place	Date

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14. ANNEXURE-V: FINANCIAL / INCOME TAX DETAILS

Assessment Year	Pan	Gross/Relevant Turnover	Income Tax Paid	ITR Attached
2023-24				
2024-25				
2025-26				

Financial statements/turnover of the bidder for the above noted three assessment years shall be certified by a registered Charter Accountant.

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15. ANNEXURE-VI: NON-BLACKLISTING DECLARATION

I/We, _____, authorized representative of _____, having registered office at _____, hereby declare that:

- Our firm/agency has not been blacklisted/debarred by the Central Government, Government of Bihar, any State Government, PSU, University/College or other public authority, as on the date of submission, except as disclosed in writing.
- No information furnished by us in this tender is false, misleading or materially incomplete.
- We understand that any false declaration may lead to rejection of bid, forfeiture of EMD/security and termination of contract, subject to applicable law.

Place: _____ Date: _____

Signature: _____ Name: _____

Designation: _____ Seal: _____

Note: The final tender may require this declaration on non-judicial stamp paper/affidavit as decided by the College.

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15. ANNEXURE-VII: UNDERTAKING

- We have examined the complete tender document and accept its terms without conditional qualification.
- We have inspected/shall inspect the College premises and have assessed the nature of work.
- We shall deploy adequate manpower and equipment.
- We shall comply with all applicable wage, social security, occupational safety, tax and labour requirements.
- We shall maintain attendance, wage payment and statutory records and produce them to the College on demand.
- We shall not subcontract the work without prior written permission of the College.
- We shall immediately replace unsuitable/absent personnel.
- We shall maintain confidentiality and discipline within the College campus.
- We shall produce EPF & ESI Challan at the time of Placing bill for payment of each month.

Authorized Signatory: _____ Date: _____

Seal: _____

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17. DETAILED SERVICE LEVEL REQUIREMENTS

Service	Standard
Classroom cleaning, hostel rooms, Corridor and its toilet cleaning.	Clean, dust-free, floors mopped and waste removed before academic activity wherever schedule permits
Office cleaning	Dusting, floor cleaning, waste removal and spot cleaning
Toilets	Disinfected, odour controlled, fittings clean, consumables replenished
Corridors/stairs	Swept and mopped; no accumulated litter
Glass/windows	Streak-free cleaning at scheduled intervals
Waste	Collected and moved to designated point safely
Garden	Watering, weeding, pruning, lawn maintenance and removal of horticulture waste
Event/exam support	Additional cleaning manpower as reasonably required and as directed

The Supervisor shall maintain a daily checklist and submit it to the designated College officer periodically.

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18. SUPERVISION, ATTENDANCE AND MONITORING

- The agency shall nominate a supervisor as the single point of contact.
- The supervisor shall remain available during the principal service hours and whenever required.
- Daily attendance shall be recorded and authenticated by the College's designated officer.
- Monthly bill shall be supported by attendance, wage-payment proof and applicable statutory challans/returns.
- The College may inspect the work at any time and record deficiencies.
- The agency shall rectify deficiencies immediately or within the time prescribed by the College.
- Repeated deficiencies may attract penalty and/or termination.

Record	Frequency
Attendance sheet	Daily / monthly compilation/ Daily verified by consistent authority
Cleaning checklist	Daily
Manpower deployment statement	Monthly
Wage payment proof	Monthly / EPF/ESI Challan
EPF/ESI challans, where applicable	Monthly
Complaint/rectification register	As required

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19. STATUTORY COMPLIANCE

- The agency shall be solely responsible for compliance with all labour laws, minimum wages, EPF, ESI, bonus, gratuity, and other statutory obligations.
- The College shall not be responsible for any claims arising out of non-compliance of the statutory norms set by government, and the labour and other regulatory bodies.

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20. FINANCIAL BID - ANNEXURE-VIII

The bidder shall quote rates only in the prescribed financial format. The bidder shall clearly distinguish statutory wages/contributions, agency service charge, cleaning material and applicable GST wherever the tender format requires.

Component	Monthly Amount
Manpower wages-	
EPF/statutory contribution, as applicable	
ESI/statutory contribution, as applicable	
Agency service / management charge	
GST/applicable taxes	
TOTAL MONTHLY QUOTED AMOUNT	
TOTAL FOR 12 MONTHS	

Amount _____ in _____ words: _____ Rupees
_____ only

Authorized Signatory: _____ Seal: _____

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21. BID EVALUATION AND SELECTION

- Technical bids shall first be scrutinized for responsiveness and eligibility.
- Non-submission of mandatory documents may render a bid non-responsive, subject to the tender committee's authority under applicable rules.
- The College may seek clarification of a document where permitted, but clarification shall not ordinarily be used to permit a bidder to materially alter its bid.
- Experience, statutory registrations, declarations, EMD and other qualification requirements shall be verified.
- Financial bids shall be opened only for technically qualified bidders.
- Selection shall be made in accordance with the approved evaluation method and applicable procurement rules.
- In case of identical responsive financial offers, the College shall use the tie-breaking mechanism specified in the NIT/approved procurement rules.

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22. PENALTY / SERVICE DEFICIENCY

Deficiency	Proposed action
Required manpower not deployed	Proportionate deduction for absent manpower + penalty as approved
Poor/incomplete cleaning	Rectification immediately; deduction/penalty for repeated failure
Toilet hygiene deficiency	Immediate rectification; penalty for repeated deficiency
Garbage not removed	Immediate removal; deduction/penalty
Required equipment unavailable	Replacement/provision immediately; deduction where service suffers
Unauthorized personnel / misconduct	Immediate replacement and disciplinary action
Failure to comply with statutory records	Bill may be withheld until compliance, subject to law
Repeated serious default	Show-cause and possible termination

The final penalty matrix and monetary limits shall be approved by the College Tender Committee before issue. The College source document provides for inspection, deductions for partial failure and termination after continued unsatisfactory performance.

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23. PERFORMANCE SECURITY AND CONTRACT CONDITIONS

- The successful bidder shall furnish Performance Security within the time stated in the Letter of Acceptance.
- The amount shall be as stated in the final Agreement and shall comply with applicable procurement rules.
- No interest shall ordinarily be payable on performance security.
- The security may be invoked/forfeited for material breach, non-performance or other contractually specified events, after following due process where required.
- The contract shall commence from the date stated in the Work Order/Agreement.
- The contractor shall not assign or sublet the contract without written approval.
- The College may require replacement of personnel for misconduct, incompetence, security or operational reasons.
- All College property, records and information shall be protected.

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24. TERMINATION AND DISPUTE RESOLUTION

24.1 Termination

The College may terminate the contract for persistent poor performance, material breach, fraud/misrepresentation, unauthorized subletting, abandonment of service, serious misconduct or other grounds specified in the Agreement, after following the applicable notice/procedure.

24.2 Termination for convenience

Either party may terminate by giving the notice period stated in the Agreement, subject to the College's procurement requirements and continuity of essential services.

24.3 Dispute

Disputes shall first be referred to the principal/competent authority for resolution. If unresolved, the dispute shall be dealt with under the dispute-resolution/arbitration clause of the Agreement and applicable law. Courts having jurisdiction Patna shall have jurisdiction, subject to law.

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25. DRAFT AGREEMENT

This Agreement is made on _____ day of _____ 2026 between Sri Arvind Mahila College, Patna, through its principal (hereinafter 'Contractor') and M/s _____ (hereinafter 'College').

WHEREAS the College invited tender for comprehensive housekeeping, cleaning, sanitation and campus/garden maintenance services and the Contractor has been selected in accordance with the approved procurement process.

The parties agree as follows:

- The Contractor shall provide services strictly in accordance with the Tender Document, accepted bid, Letter of Acceptance and this Agreement.
- The contract period shall be to subject to extension/termination provisions.
- The Contractor shall deploy the approved manpower and provide equipment/materials as specified.
- The Contractor shall comply with all applicable statutory requirements.
- Payment shall be made monthly after satisfactory certification and submission of required documents.
- Penalties/deductions shall be applied as per the approved contract conditions.
- Performance security shall remain valid as required.
- Any amendment shall be in writing and signed by competent authorities.
- In case of any dispute arbitration will be done by a lawyer of Patna High-Court by the college appointed.

For the College: _____

Principal

Sri Arvind Mahila College, Patna

For the Contractor: _____

Name/Designation/Seal

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26. FORMAT OF COVERING LETTER - TECHNICAL BID

(To be printed on bidder's letterhead)

Date: _____

To,

The Principal,

Sri Arvind Mahila College, Patna,

Kazipur, Patna - 800004.

Subject: Submission of Technical Bid for Housekeeping, Cleaning, Sanitation and Campus/Garden Maintenance Services.

Sir/Madam,

We, the undersigned, have examined the tender document and submit our Technical Bid. We confirm unconditional acceptance of the tender conditions, subject to the provisions stated therein.

- We have enclosed the prescribed EMD and tender fee documents.
- We have enclosed all mandatory technical and statutory documents.
- We confirm that the information furnished is true and complete.
- We undertake to execute the Agreement and commence services if selected.
- We agree that the College may verify the information submitted.

Yours faithfully,

Authorized Signatory

Name: _____

Designation: _____

Firm: _____

Seal

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27. FINANCIAL BID COVERING LETTER & FINAL CHECKLIST

(To be printed on bidder's letterhead)

We hereby submit our Financial Bid for the work described in the tender. The rates quoted are inclusive/exclusive of components only as expressly shown in the Financial Bid format. We undertake to comply with applicable taxes, wages and statutory obligations.

Authorized Signatory: _____ Date: _____ Seal: _____

Final Bid Submission Checklist

Sl.	Check	Status
1	Technical Bid sealed/signed	
2	Financial Bid separately sealed/signed	
3	Tender fee enclosed	
4	EMD enclosed	
5	Registration/GST/PAN documents	
6	EPF/ESI documents	
7	Experience & performance certificates	
8	ITR/financial documents	
9	Non-blacklisting affidavit	
10	Power of Attorney/authorization	
11	Manpower plan & equipment list	
12	All tender pages signed and stamped	

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28. Mode of submission of Bid

- 28.1 Technical and Financial bid should be in separate envelopes.
- 28.2 EMD should be in a separate seal envelope.
- 28.3 All three envelope should be placed in one seal envelope



Authorized Signature

Principal

Sri Arvind Mahila College
Kazipur, Patna-4