



## NOTICE INVITING QUOTATION

**Notification No:** OPJU/Housekeeping Work/002/2025-26  
**Notification Date:** 22 January 2025

**Project Details:** Invites quotations from qualified or reputed agencies for Deployment of manpower for housekeeping and maintenance, plumbing, masonry, carpentry and along with other related housekeeping tasks at OPJU. The manpower required includes unskilled, semi-skilled, and skilled workers.

**Contract Period:** Initially for a period of one year, which may be extended for a similar, greater, or lesser period under the same terms and conditions as mentioned in the RFQ.

**Location:** OP Jindal University, OP Jindal Knowledge Park, Punjipathra, Gharghoda Road, Raigarh. Chhattisgarh – 406109

### Campus Overview

- Total Campus Area: 25.18 acres
- Built-up Area: 28742 square meters
- Number of Buildings: 05
- Student Population: 3000
- Staff Population: 250
- Operating Hours: 07.00AM to 06.00PM

### Scope of Work

#### Daily Schedule:

1. Maintain cleanliness of all rooms, halls, laboratories, library, bathrooms, toilets, washbasins, corridors, ramps, etc., including educational buildings, storerooms, hostels, residential areas, guest houses, auditorium buildings, administrative buildings, and the health centre.
2. Daily cleaning and dusting of furniture such as writing tables, working tables, chairs, telephones, computers, and office cubicles in all academic and administrative buildings.
3. Clean window panels and doors daily.
4. Empty dustbins from laboratories, offices, and classrooms daily.
5. Ensure all cleaning tasks are completed before 7.00AM & 9:00 AM daily.
6. Clean all toilets and urinals thoroughly at least three times a day: 7:00 AM, 12:00 PM, and 4:30 PM
7. Address plumbing, masonry, carpentry, and other related housekeeping tasks as required.

#### Weekly Schedule:

1. Clean ceilings to remove cobwebs.
2. Clean electric fans and light fittings.
3. Remove spider webs from walls as required.
4. Clean outdoor areas such as internal roads and sports grounds.
5. Remove stains from walls in offices and labs.
6. Clean terrace tops of all buildings.





**Notification No:** OPJU/Housekeeping Work/002/2025-26  
**Notification Date:** 22 January 2025

**Other Scope of Work:**

1. Provide manpower for shifting furniture, such as tables, chairs, almirahs, and display boards, as required.
2. Dispose of dead animals, snacks, and other waste from the university campus as per OPJU norms by following the designated procedures for waste segregation, handling, and disposal, ensuring safety and environmental compliance.
3. Clean drains and sanitary supply lines around residential and educational buildings.
4. Clean water tanks and water coolers as instructed.
5. Clean parking and canteen areas and dispose of garbage as directed.
6. Clear choked drainage, sewerage pipes, manholes, and rainwater pipes.
7. Provide housekeeping services for hostels, health centres, residential areas, and auditoriums.
8. Dispose of waste materials, including leaves and solid waste, using appropriate techniques. Waste materials must be placed in designated university dustbins.

**Eligibility Criteria:**

1. Minimum 3 years of experience in providing housekeeping services to Higher Educational Institutions/Universities with at least 100 cleaning and maintenance staff
2. The contractor must have an office in Chhattisgarh for housekeeping services. A lease or agreement document copy must be submitted.
3. Valid income tax returns and audited balance sheets for the last three years.

**Staff Requirements**

1. Manpower Deployment
  - o Housekeeping Supervisor
  - o Floor Supervisors (1 per building)
  - o Skilled Cleaners
  - o Semi-skilled workers
  - o Waste management staff
  - o Relief staff for weekly offs
2. Staff Qualifications
  - o Supervisors: Minimum 5 years' experience
  - o Workers: Minimum 2 years' experience
  - o Training certificates required
  - o Background verification mandatory
3. Working Hours
  - o General Shift: 7:00 AM to 6:00 PM (Including Lunch Break)

**Quality Control Measures**

1. Monitoring Systems
2. Digital attendance system



**Notification No:** OPJU/Housekeeping Work/002/2025-  
**Notification Date:** 22 January 2025

3. Daily activity logging
4. Complaint management system
5. Regular quality audits
6. Satisfaction surveys

### Performance Metrics

- 1 Cleanliness ratings
- 2 Response time to complaints
- 3 Staff attendance
- 4 Material consumption tracking

### Financial Requirements

1. Turnover Requirement  
Minimum annual turnover: [Amount]  
Last 3 years' audited statements  
Solvency certificate
2. Insurance Coverage  
Worker's compensation  
Third-party liability  
Professional security

### Bid Evaluation Matrix

- 1 Technical Evaluation
- 2 Company Profile:
- 3 Experience:
- 4 Policy:
- 5 Staff Quality:
- 6 Equipment:
- 7 Financial Evaluation
- 8 Cost Competitiveness:
- 9 Financial Stability:

### Penalty Clauses

#### Service Failures

- Absenteeism: Per person per day
- Delayed services: Up to [5%] of monthly bill
- Quality issues: Up to [10%] of monthly bill

### Contract Termination Conditions

- Repeated service failures
- Staff misbehavior





Notification No: OPJU/Housekeeping Work/002/2025-26  
Notification Date: 22 January 2025

- Non-compliance with laws
- False documentation

### Additional Terms

#### The service provider must:

- Maintain all statutory registers
- Provide uniformed staff with ID cards
- Ensure timely salary payment
- Conduct monthly staff training
- Maintain accident-free operations

#### Reporting Requirements

- Daily service reports
- Weekly inspection reports
- Monthly performance reports
- Quarterly audit reports

#### Submission Details:

- Email addresses for submission: [ajay.panday@opju.ac.in](mailto:ajay.panday@opju.ac.in) [registrar@opju.ac.in](mailto:registrar@opju.ac.in)
- Quotation must include detailed cost breakup for both manpower and materials
- Submit complete company profile with relevant experience certificates
- Include GST registration and other statutory documents

#### Force Majeure

In case of failure or delay in performing any obligation under this agreement due to events of force majeure—including but not limited to public enemies, fire, earthquakes, storms, floods, wars, strikes, pandemics, riots, changes in law or regulation, or any other cause beyond the control of the parties—the affected parties will be exempted from resulting liabilities.

#### Terms and Conditions:

- All materials supplied must meet quality standards and safety requirements
- Monthly stock inventory of cleaning materials to be maintained
- The service provider agrees to submit to the jurisdiction of the courts situated in Raigarh, Chhattisgarh, for actions and proceedings arising out of this contract. The court of Raigarh shall have sole jurisdiction to hear and decide such cases.

For detailed specifications and terms, interested parties may contact: Phone: +91 9109977032/7987601587  
Website: [www.opju.ac.in](http://www.opju.ac.in)

The last date of submission  
is 28 Feb 2025.

*Ajay*  
22/01/2025

