

इंदिरा गांधी कृषि विश्वविद्यालय
कृषक नगर, रायपुर (छ.ग.)

क्रमांक स्था-3/स्टोर्स/CPC/2013/

रायपुर दिनांक /08/2013

परिपत्र

विश्वविद्यालय के निविदा सूचना क्र. स्था-3/स्टोर्स/2013/792, दिनांक 06.05.2013 द्वारा House Keeping Services हेतु निविदा आमंत्रित की गई थी। जिसके तहत निविदा प्रक्रिया का पालन करते हुये प्रस्ताव को दिनांक 03/07/2013 को आयोजित केन्द्रीय कय समिति की बैठक में लिये गये निर्णय में अनुष्ठा के आधार पर मान. कुलपति जी द्वारा अनुमोदन प्रदान की गई।

अतः अनुमोदित दर पर कार्यवाही नियमानुसार कर छ.ग. शासन, वित्त विभाग के निर्देशानुसार प्रोक्योरमेंट एवं कार्य में सत्यनिष्ठा संधि के तहत **Pre-contract Integrity Pact** लागू किया जाना सुनिश्चित करें।

संलग्न:- उपरोक्तानुसार ।


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कुलसचिव

रायपुर दिनांक 14/08/2013

पृ. क्रमांक स्था-3/स्टोर्स/CPC/2013/2624
प्रतिलिपि:-

1. संचालक अनुसंधान/विस्तार सेवायें, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर ।
2. निदेशक शिक्षण/परीक्षा नियंत्रक, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर ।
3. अधिष्ठाता, कृषि महाविद्यालय, रायपुर।
4. अधिष्ठाता, कृषि अभियांत्रिकी संकाय, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर ।
5. अधिष्ठाता, छात्र कल्याण, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।
6. लेखानियंत्रक, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर ।
7. कुलपतिजी के निज सहायक, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर।
8. सरवर प्रभारी, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर। कृपया संलग्न प्रोसिडिंग को वि.वि. के वेब साइट **www.igau.edu.in** में अपलोड करने का कष्ट करेंगे।


कुलसचिव 14/8/13

इंदिरा गांधी कृषि विश्वविद्यालय

कृषक नगर, रायपुर (छत्तीसगढ़)

केन्द्रीय क्रय समिति की दिनांक 03/07/2013 को संपन्न हुई बैठक की कार्यवाही विवरण

दिनांक 03/07/2013 को विश्वविद्यालय प्रशासनिक भवन, कुलसचिव, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर के कक्ष में केन्द्रीय क्रय समिति की बैठक संपन्न हुई, जिसमें निम्नानुसार अधिकारीगण उपस्थित रहे :-

- | | | |
|--|---|------------------|
| 1. Director Research Services, IGKV, Raipur | - | Chairman |
| 2. Director Extension Services, IGKV, Raipur | - | Member |
| 3. Registrar, IGKV, Raipur | - | Member |
| 4. Comptroller, IGKV., Raipur | - | Member |
| 5. Dean, College of Agriculture, Raipur | - | Member |
| 6. Member Secretary Finance Committee | - | Member |
| 7. Member Secretary Technical Committee | - | Member |
| 8. Purchase officer of Central Store & Purchase cell | - | Member Secretary |

दिनांक 03/07/2013 को प्रशासनिक भवन, कुलसचिव कक्ष, इंदिरा गांधी कृषि विश्वविद्यालय, रायपुर में केन्द्रीय क्रय समिति की बैठक संपन्न हुई। जिसमें **House Keeping** हेतु प्रस्ताव प्रस्तुत किया गया।

1. House Keeping की दर अनुमोदन करने बावत् ।

विश्वविद्यालय निविदा सूचना क्र. स्था-3/स्टोर्स/2013/792, दिनांक 06.05.2013 द्वारा **House Keeping Services** हेतु निविदा सूचना समाचार पत्रों में प्रकाशित की गई थी। जिसके उपरांत मात्र पांच फर्मों से निविदा प्राप्त हुई। जिसमें से तीन फर्मों का तकनीकी परीक्षण उपरांत उपयुक्त पाया गया। प्राप्त निविदा का **Technical Bid** परीक्षण करने के उपरांत तीन फर्मों का **Price Bid** खोला गया। खोले गये **Price Bid** का तुलनात्मक पत्रक तैयार कर **Financial Committee** की अनुशंसा उपरांत प्रस्ताव को केन्द्रीय क्रय समिति के समक्ष प्रस्तुत किया गया।

प्रस्तुत प्रस्ताव एवं विवरण का अध्ययन करने के पश्चात् विचार विमर्श कर केन्द्रीय क्रय समिति द्वारा निर्णय लिया गया कि तीन फर्मों में से एक फर्म मेसर्स श्री लक्ष्मी टेक्नो सर्विस, रायपुर द्वारा दिये गये दर मांगे गये स्पेसिफिकेशन के अनुरूप तथा न्यूनतम होने के कारण अनुमोदन योग्य है। विवरण निम्नानुसार है :-

M/s Shri Laxmi Techno Services, Shanti Vihar Colony, Dangania, Raipur

S. No.	Description				Amounts
	Carrying out the entire house keeping work as per the following building and Areas				
	Name of Building	Total Area (M ²)	No. of Toilet	No. of Rooms	
01.	1. Main Building (Agri. College)	6416.00	11	64	Rs. 1,37,000/- (per month)
	2. Vivekanand Auditorium	625.00	3	--	
	3. Extension – I (Agri. College)	2394.00	10	44	
	4. Extension – II (Agri. College)	4673.20	16	46	
	5. Fisheries Department Building	385.60	2	9	
	6. Mushroom Building	175.40	1	8	
	7. Nehru Library	2754.00	4	17	
	8. Satyam Hostel (Boys)	4074.00	16	110	
	9. Shivam Hostel (Boys)	1075.00	4	53	
	10. Sundaram Hostel (Boys)	3201.70	5	63	
	11. Girls Hostel (3 Nos.) Mandakini, Saraswati, Kadambary	2154.00	5	87	
	12. Guest House (VIP)	830.00	18	21	
	13. Faculty of Agricultural Engineering Campus	2203.00	6	27	
02.	Any Other Charges, If Any				Nil
03.	Taxes and duties				Rs. 16933/- (Service Tax @ 12.36% per month)
04.	Total Amount				Rs. 1,55,933/- (per month)

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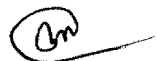

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Broad Details of Work:

1. Cleaning, Sweeping, Moping and Wiping of floors, staircase on daily basis. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning /moping etc. work before 9.00 AM.
2. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, washbasins and WC areas.
3. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, doors, railings, windows, venetian blinds, racks, sofa sets, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloths, feather brush and duster.
4. Cleaning of any choking in drainages manholes etc.
5. Removal of beehives and cobwebs, honey webs from the office building and its premises.
6. The bidder shall also be responsible for pest control in the office and carry out sprays etc. minimum once in a month. The insecticide and pesticides should be sufficient enough to take care of common insects like mosquitoes, cockroaches, silver fish etc.
7. The bidder must employ adult and skilled labours only. Bidder shall be responsible for the payment of wages as per rules and shall compliance with all the laws and regulation applicable in the matter of such workers.
8. Proper register and records for the job carried out on daily/weekly/fortnightly and monthly basis shall be maintained by the bidder, which will be countersigned by the Office-in-Charge of the concerned building / premises at regular intervals and finally at the end of each month.
9. The bidder should possess or procure all the needful infrastructure gadgets and other cleaning material required for smooth house keeping services. No additional cost towards this will be paid by the University.

Jobs to be carried out daily:

1. Cleaning of general toilets, at least thrice daily (8.30, 12.30 & 3.30 PM) with phenol and detergent etc. and cleaning of attached toilets once in daily.
2. Cleaning of windows, washbasin, urinals, WC areas with suitable detergent, naphthalene balls etc.



3. Flushing system of all toilets to be checked daily so as to ensure proper working of the systems.
4. Cleaning of corridors, staircases of common area with phenol.
5. Cleaning and moping of all the rooms once before office hours.
6. Cleaning and dusting of office furniture, fixtures, telephones, cupboards etc.
7. Collection of waste paper from waste paper baskets from all the rooms.
8. Cleaning and removal of garbages from the premises.
9. Room fresheners, spray of scented mosquitoes and cockroach killer/ repellent on all floors shall be used as and when required in the office premises.

Jobs to be carried out Weekly:

1. Acid cleaning of sanitary wares without damaging their shine, scrubbing and cleaning of floors, walls, toilets and washrooms with soap/ detergents or any other suitable chemical at least once in a week.

Jobs to be carried out fortnightly:

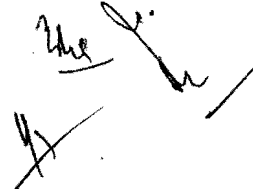
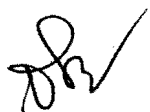
1. Dusting of false ceiling etc. with soft broom and cloth.
2. Cleaning of sofa sets and furniture with soap water/ vacuum cleaner as required.

Jobs to be carried out monthly:

1. All floors in common areas including staircases shall be cleaned thoroughly with soap and water to remove all stains etc.

MANPOWER REQUIREMENT:


- The bidder may survey the area and make assessment of the manpower required on their own.
- The bidder must employ skilled and un-skilled labours strictly following the prevailing rules of the government.
- The workforce deployed by the bidder should be in uniform while on-duty.
- **For Girls Hostels – female workers are essential and no male worker will be allowed for regular work.**




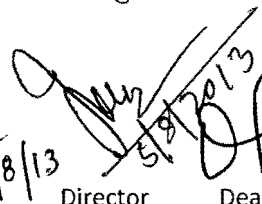
SUPPLY OF MATERIALS AND CONSUMABLES:


- All materials/ consumables required for house keeping shall be provided by the agency for which no payment will be made by the university, however, the material used should be of god quality.
- The firm shall assess the quantity of consumable to be used on their own.

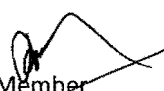
कृपया उपरोक्तानुसार दर को अनुमोदित करने का कष्ट करें ।

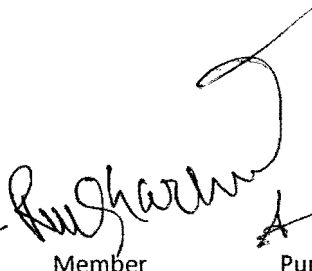
 Registrar,
IGKV, Raipur

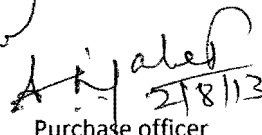
 Comptroller,
IGKV, Raipur

 Director
Extension
Services,
IGKV, Raipur

 Dean, College
of Agriculture,
Raipur

 Member
Secretary,
Finance
Committee

 Member
Secretary,
Technical
Committee

 Purchase officer
of Central Store &
Purchase cell


Director Research
Services, IGKV, Raipur
Chairman

माननीय
कुलपति जी

अनुमोदित

कुलपति

