



O.P Jindal University

O.P Jindal Knowledge Park, Punjipahra
Gharghoda Road, Raigarh – 496109(C.G)



Quotation for Housekeeping Services at OPJU Campus, Raigarh, (C.G.)

OP JINDAL UNIVERSITY
OP Jindal Knowledge Park, Punjipathra, Gharghoda Road
Raigarh, Chhattisgarh - 406109
Telephone Number: +91 5630424387/9109143460
Website: www.opju.ac.in



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Notice Inviting Quotation

Notification No: OPJU/Housekeeping work /002/2026-27
Notification Date: 07th February 2026

Key Summary & Action Points for RFQ: OPJU/Housekeeping work /002/2026-27

1. Nature & Duration of Contract:

- **Work:** Comprehensive housekeeping, maintenance (plumbing, masonry, carpentry etc.) across the entire OPJU Campus, Raigarh.
- **Period:** 1-year initial contract, with possible extension.

2. Address for Submission:

Email: sunil.tiwari@opju.ac.in / registrar@opju.ac.in

Deadline: 20th February 2026.

3. Scope of Work Highlights:

1. To maintain cleanliness in all rooms/halls, laboratories, library, bathrooms, toilets, wash basins, corridors, ramps, derange, road, etc. across OPJU campus (including educational buildings, laboratories, storerooms, hostels, residential areas, guest houses, auditorium, administrative buildings, health centre etc.).
2. Daily cleaning and dusting of writing tables, working tables, chairs, telephones, computers, office cubicles etc. in academic and administrative buildings.



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3. Daily cleaning of window panes and doors.
4. Cleaning of tables and chairs in the canteen area.
5. Emptying dustbins from labs, offices, classrooms, etc.
6. Cleaning tasks must be completed by **09:00 A.M.** daily.
7. Cleaning of toilets and urinals minimum twice a day (8:00 AM. and 3:00 PM.)
8. Plumbing, masonry, carpentry etc. and related works as required.

4. Strict Eligibility Criteria (Must Provide Documents):

Please ensure the following documents are numbered and attached in this order:

- **Annexure 1:** Copy of Incorporation Certificate / Partnership Deed.
- **Annexure 2:** Proof of 3 years' experience in Universities (Work Orders/Completion Certificates).
- **Annexure 3:** CA-Certified Balance Sheets & ITR for the last 3 Financial Years.
- **Annexure 4:** Valid Lease Agreement for Chhattisgarh Office.
- **Annexure 5:** Detailed list of Cleaning Chemicals and Machinery to be used.
- **Annexure 6:** Affidavit stating the firm is not "Blacklisted."

5. Important Clauses:

Force Majeure: In case of any failure or delay in performance due to force majeure events (e.g., fire, earthquakes, floods, war, strikes, riots, epidemics, pandemics etc.), both parties will be exempt from liability for delays or failure in performance under the contract.

Jurisdiction:

The service provider shall submit to the jurisdiction of the court situated at **Raigarh, Chhattisgarh**, for any actions or proceedings arising from the contract. The court of Raigarh will have sole jurisdiction to hear and decide such matters.

Please ensure that all necessary documents are attached while submitting the quotation as per the guidelines mentioned above.





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TENDER / QUOTATION DOCUMENT

Notification No: **OPJU/Housekeeping work /002/2026-27**

Notification Dated: **07th February 2026**

To,

The Registrar

O.P. Jindal University (OPJU)

Raigarh, Chhattisgarh

Email for submission: sunil.tiwari@opju.ac.in / registrar@opju.ac.in

Subject: Quotation for Deployment of Manpower for Housekeeping, Maintenance, Plumbing, Masonry, Carpentry & Related Works at OPJU Campus, Raigarh

Dear Sir,

We, **M/s.**, having read and understood the terms, conditions, scope of work, and eligibility criteria mentioned in your Notification No. OPJU/Housekeeping work /002/2026-27 dated 07.02.2026, hereby submit our quotation for providing comprehensive housekeeping, maintenance, and allied services at OPJU Campus, Raigarh.

We confirm that we meet all the eligibility criteria specified and are capable of undertaking the contract as per the scope of work. We agree to abide by all terms and conditions and are willing to provide the required manpower and services for an initial period of one (1) year, with possible extension.

Enclosed please find our detailed technical and financial bid along with all necessary supporting documents.

Thank you for the opportunity.

For

Authorized Signatory: _____

Name: -----

Designation:-----

Company Seal:-----





PART B: TECHNICAL PROPOSAL

1. Agency Details

Item	Details
Name of Agency	
Address (Registered Office)	
Address (Local Office in Chhattisgarh)	
Contact Person	
GSTIN	
PAN	

2. Eligibility Compliance Statement

We confirm and provide documentary evidence for the following:

- Experience of providing housekeeping services for at least **3 years** in a higher educational institution/university with **75+ staff**.
- Capability to deploy **minimum 88 housekeeping/Maintenance/Laundry & Office staff** for this contract.
- Operational office in Chhattisgarh (lease/agreement attached).
- Income Tax Returns & CA-certified audited balance sheets for last 3 years attached.

3. Understanding of Scope of Work

We have studied the daily, weekly, and other scope items mentioned in the notification. We commit to:





- Ensuring all daily cleaning tasks are completed by 9:00 AM
- Performing toilet cleaning minimum twice daily at 8:00 AM and 3:00 PM
- Undertaking weekly cleaning as per schedule.
- Providing prompt services for plumbing, masonry, carpentry, shifting, drainage cleaning, garbage disposal, and other tasks as required
- Maintaining all areas mentioned: academic buildings, hostels, residences, auditorium, health centre, grounds, etc.

4. Manpower Deployment Plan

Category	Super Skilled	Skilled	Semi-Skilled	Un-Skilled	Shift Timings	Remarks
Housekeeping :						
Cleaning	0	0	15	15		
Toilet & Urinal (Sweeper)	0	0	10	07		
Maintenance :						
Electrician	0	0	2	2		
Plumber	0	1	0	1		
Mason	1	2	0	2		
Carpenter	0	0	1	2		
Painter	0	2	3	0		
Welder	1	0	0	0		
Transport :						
Driver	0	1	0	0		
Office :						
Office/Store Assistant	1	3	1	6		
Laundry :						
Laundry Man / Woman		0	5	4		
Total Staff	3	9	37	39		
Total Manpower		88				

Note: -

1. Minimum Wages Act, 1948 applies, enforced through Chhattisgarh Minimum Wages Rules
2. Qualification, experience and wages for Super Skilled/Skilled/Semi Skilled/ Un skilled workers as per govt. of Chhattisgarh Norms.

Attached: Staff list with names, experience, and assigned areas



5. Methodology & Quality Assurance

- Use of mechanized equipment (vacuum cleaners, scrubbers, etc.) where necessary
- Eco-friendly cleaning chemicals.
- Daily reporting to OPJU representative.
- Regular training of staff on safety and standards.
- Complaint redressed within 2 hours for urgent issues.

6. Compliance with Force Majeure & Jurisdiction

We accept the Force Majeure clause and agree that the courts at **Raigarh, Chhattisgarh** shall have sole jurisdiction in case of any dispute.

PART C: FINANCIAL QUOTATION

Sr. No.	Description of Cost Head	Monthly Quoted Amount (INR)	Annual Quoted Amount (INR)
1	Manpower cost for 80+ staff (including all statutory payments: PF, ESIC etc.)		
2	Supervision & Management charges		
3	Cost of cleaning materials, equipment, consumables		
4	Tools for maintenance works		
5	Any other costs (specify)		
Total Monthly/Annual Charges			

Note:

- Prices are inclusive of all taxes.



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- Payment terms: Monthly based on performance certification by OPJU
- We will provide all statutory compliance proofs for deployed staff.

PART D: CHECKLIST OF ENCLOSED DOCUMENTS

1. Cover Letter (Signed & Stamped)
2. Agency Profile & Brochure
3. Experience Certificates (from educational institutions for 3+ years with 75+ staff)
4. List of Manpower with Details
5. Proof of Operational Office in Chhattisgarh (Lease/Rental Agreement)
6. Income Tax Returns minimum last 03 consecutive years (i.e.AY 2022-23, 2023-24, 2024-25, 2025-26)
7. Audited Balance Sheets (last 3 years) certified by Chartered Accountant
8. GST & PAN Certificates
9. Company Registration Certificate
10. Undertaking to comply with all terms & conditions
11. Authority Letter of Signatory

PART E: DECLARATION

We hereby declare that all information provided in this tender document is true and correct to the best of our knowledge. We agree to accept the contract as per the terms of the Notification and any subsequent agreement.

Signature: _____

Name:

Designation:

Date:

Place:

