

**TENDER DOCUMENT**  
**FOR**  
**HOUSEKEEPING SERVICES AT IIT JODHPUR**  
**PERMANENT CAMPUS (KARWAD)**  
**NIT No. - IITJ/OIM/PC/HKS/18-19/36**

**NIT Issue Date and Time** : **29 November 2018**  
**Pre-bid Meeting** : **14 December 2018 at 1530 Hrs**  
**Tender Submission Date and Time** : **20 December 2018 by 1400 Hrs**  
**Tender Opening Date & Time** : **21 December 2018 at 1430 Hrs**  
(Technical Bid)  
**Tender Opening Date & Time** : ...  
(Financial Bid) (Date Later)



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

**Indian Institute of Technology, Jodhpur**  
**NH-65, Nagaur Road, Karwad, Jodhpur - 342037, Rajasthan**

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**Note:** Tenderers should confirm that they have received all the above papers and they have seen the place of work & they know the nature of the work.

RECEIPT NO..... BOOK NO..... DATED.....

**Signature of Tenderer with the seal of the firm**

Tender issued to:-

M/s .....

..... Telephone No. (If any)

Tender cost deposited with Cashier IIT Jodhpur vide receipt No. .... dated ..... or details of Demand Draft/ pay

(Signature of Issuing Officer)

**Signature of the Tenderer with seal & date**

**TENDER FOR HOUSEKEEPING SERVICES AT IIT JODHPUR**  
**PERMANENT CAMPUS (KARWAD)**

**NOTICE INVITING TENDER**

**General**

1. The work relating to Housekeeping activities of IIT Jodhpur at Permanent Campus (Karwad) is proposed to be organized through reputed agencies using mechanized equipments, gadgets and trained manpower. The work is required to be carried out on monthly payment basis as per Central Govt Daily Wages.

**Estimated Cost of Tender**

2. The estimated cost as indicated in the Annexures is based on the following components :
- (a) Wages for Unskilled labour
  - (b) Wages for Graduates Non-technical (Semi Skilled) Supervisor (Rate for Labour & Supervisor based on the current minimum wages as approved by the Ministry of Labour and Employment received through Labour Commissioner (Central), Area-C, Other locality) revised wef 01.10.2018.
  - (c) Cost of Machinery.
  - (d) Cost of Tool & Tackles.
  - (e) EPF and ESI
  - (f) GST- wherever applicable.
  - (g) Materials cost based on current market rates.
  - (h) Service Charges of the Vendor

**Scope of Work**

3. IIT Jodhpur at Karwad village on NH-65 (approximately 25 Km from Jodhpur) requires services from an established agency having expertise and experience in Housekeeping Services. The Scope of Work encompasses the following tasks at all three Pockets (Pocket A, B & C) of the said Campus :

- (a) House Keeping Service include **machine enabled cleaning**, sweeping, wiping, dusting, moping, freshening, solar plates washing, painting, garbage collection, segregation & disposal to Garbage Plant Keru, Vacuum cleaning, disinfecting, polishing, scrubbing and such other tasks.
- (b) Areas & premises to be cleaned are students Hostels, Academic Complex, Offices, Labs, Berms, Tunnels, Married Accommodation, Library, Mess, Cafeteria/Food Court Gates, Roads, Tracks, Gardens, Path Ways, Lifts, GSS (Grid Sub Stations), Project Offices, Play Fields, Circles/ Chowks, Roof tops, Water tanks, Sewerage Lines, Security Barracks, Institute entrances, surrounding area within 50 m of each entity.
- (c) Within any building, House Keeping Services shall include Toilets, Furniture, Fixtures, ACs, PCs, Fans, Almirahs, Drawers, Tables, Chairs, Doors, Windows, Phones, Lab equipment, Machines, Desert coolers, Drinking Water coolers with purifiers, Curtains, Blinds, Foot mats, Dustbins, Flag Posts and Underground Water Tanks.
- (d) Frequency of House Keeping Services will be different for various category of segments i.e. thrice, twice or once a day, weekly, biweekly, fortnightly, monthly, quarterly, Biannual and annual tasks as described in succeeding paras for each segment.

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Indian Institute of Technology Jodhpur invites online and offline Bids for supply of **“HOUSEKEEPING SERVICES AT IIT JODHPUR PERMANENT CAMPUS (KARWAD)”** All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the CPP Portal (<http://eprocure.gov.in/eprocure/app>) & Institute website <http://www.iitj.ac.in/tenders/index.php?id=services>. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, IIT Jodhpur reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### **1. Pre-qualification criteria for intending bidders:**

- 1.1. The tenderer shall be required to submit the Earnest Money Deposit (EMD) which is refundable and a non-refundable tender fee by way of demand drafts only. The demand drafts shall be drawn in favour of “Director, IIT Jodhpur” payable at Jodhpur. The demand drafts for Earnest Money Deposit & tender fee must be enclosed in the envelope containing the technical bid.

### **2. Instructions for Online Bid Submission :**

- 2.1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender publishing on the CPP Portal.
- 2.2. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2.3. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2.4. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotation both Technical and Financial should be submitted in the E-procurement portal.
- 2.5. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <http://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 2.6. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

### **3. SEARCHING FOR TENDER DOCUMENTS**

- 3.1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the

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bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 3.2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3.3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **4. PREPARATION OF BIDS**

- 4.1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 4.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 4.3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4.4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **5. SUBMISSION OF BIDS**

- 5.1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 5.2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 5.3. Financial Bids can be submitted in PDF format (As per PDF).
- 5.4. The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
- 5.5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5.6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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5.7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

5.8. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## 6. ASSISTANCE TO BIDDERS

6.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

6.2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

### Financial Pre-requisites

4. The following are required to be enclosed as Demand Draft along with Tender documents :-

(a) Tender Fee: Rs 1,000/- (Rupees One Thousand only).

(b) Earnest Money Deposit (EMD): Rs 1,50,000/- (Rupees One Lakh Fifty Thousand only). Refundable without interest.

(c) Performance Security Deposit (PSD) : Rs 5,00,000/- (Rupees Five Lakh only). All Demand Drafts be drawn in favour of "Director, IIT Jodhpur" payable at Jodhpur. Refundable 60 days after conclusion of the Work Order without interest.

### Eligibility Criteria

5. Bidders should have following eligibility criteria :-

(a) **EPF & ESI Registration.** The firm should be registered with EPF and ESI authorities. It should have EPF code and comply with labour laws / guidelines issued by Govt from time to time. If the applicant is exempted then it should submit EPF and ESI exemption certificates. The corresponding document should be submitted along with tender.

(b) **Experience.** Bidder should have at least Five (05) years experience in providing housekeeping services and must have worked with Govt. organizations / PSUs / Corporate bodies. Experience certificate be attached with Tender documents.

(c) **Average Turn Over (ATR).** The bidder should submit the copies of Average Turn Over in Housekeeping Services of last three years which should not be less than Rs 40,00,000/- (Rupees Forty Lakh only) each year.

(d) Bidder should submit satisfactory work completion certificate from existing clients.

(e) The bidder should have successfully carried out similar works in nature & quantum in Govt. /Semi Govt. /Autonomous Bodies & Private Sector of repute in last Five (05) years.

(f) The bidders should not been Blacklisted/Debarred/Forebidden by any organization.

(g) Other particulars asked for in the Technical details format be submitted.

### Institute Related Information

6. Following information essential for defining the scope of work is furnished as under :-

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(a) Carpet Area (For cleaning and up-keeping purpose)	Sqm	81,505
(b) Road Area (For sweeping purpose)	Sqm	1,16,044
(c) Number of Buildings & Structures	Nos	30
(d) Permanent Campus Master Plan Zones	Nos	07

**List of Machines, Tools and Tackles**

7. To execute an **Automated Machine Enabled Housekeeping Services**, machines and equipment be possessed by the Vendor and the same be in functional condition.

**Schedule of Work**

Schedule of work as per succeeding paras is required to be adopted:

8. **Daily Tasks**

- (a) Cleaning of general/common toilets and attached toilets at least **thrice daily** with phenoil and branded floor cleaning material and maintain the toilets floors dry the whole day. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WCs are to be cleaned with branded detergent. Checking of flush system of toilets every day. Naphthalene balls, air freshener, liquid soap/hand wash and paper rolls are **to be provided by the agency regularly**.
- (b) Cleaning of corridors, passages, staircases, common area, pantries and other rooms with phenoil in the morning and with plain water continuously.
- (c) Cleaning of office/classrooms/conference halls removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass pans, computers etc **with dry**/wet duster and or with suitable cleaning agent. Moping of floors with Phenoil will be done by Mechanical means.
- (d) Cleaning of carpets by soft brush followed by vacuum cleaner.
- (e) To clean glass panes on doors, windows & partitions with branded soap/cleaning agent.
- (f) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc
- (g) Collection of garbage/waste from dust bins and disposal at the designated location and subsequently to Garbage Treatment Plant (GTP) Keru under the arrangements and expenditure of Tenderer.
- (h) Room fresheners in all living rooms to be used daily in the morning & afternoon.
- (j) Machinery enabled daily road cleaning.
- (k) Sweeping of Road, Pathways, Garden and other such areas.
- (l) All floors in common area including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc after cleaning the floors with soap and water. The floors shall be properly polished.
- (m) On completion of daily task, Housekeeping staff and the Supervisor will obtain signature of users on Checklist. Format of check list for various tasks is attached as **Annexure 'I'**.

9. **Weekly Tasks.**

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- (a) Cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- (b) Cleaning of all drains in basement, outside premises, etc
- (c) Cleaning of all Roof on the ceiling.
- (d) Cleaning of Tunnels
- (e) Cleaning all the Solar plates.
- (f) Garbage disposal to designated point in side and then to GTP, Keru. Garbage Trolleys be arranged by the Tenderer only under his own expenditure.
- (g) Grass cutting and general area maintenance.

**10. Monthly Tasks:**

- (a) Cleaning/washing/dusting door foot mats.
- (b) Cleaning of fans and ACs by Mechanical means.

**11. Quarterly/Half Yearly Tasks.**

- (a) Cleaning of sewerage lines to be done quarterly or earlier wherever necessary.
- (b) Cleaning of underground & other water tanks and disinfecting.
- (c) Dry cleaning of sofa sets twice a year.
- (d) Cleaning of false ceiling.
- (e) Cleaning of venetian/vertical/any other blinds, curtains, etc quarterly.
- (f) Cleaning roof top/terrace/Rain water spouts quarterly.
- (g) Painting of Flag Poles.

**12. Yearly Tasks**

- (a) Painting Works (Water Coolers etc).
- (b) Tree Trimming/Top Dressing.

**Procedure for Work Execution**

**13. Procedure for work execution will be as under :-**

- (a) All the stains on walls as well as floor of toilets, corridors, rooms including glass panes, stair cases, railings, lift lobby passage/walkway etc shall be removed by scrubbing with brush and by suitable acid/chemical wherever required by Officer-In-Charge.
- (b) First dirt shall be removed from the floor then the floor shall be cleaned with plain water. After that soap water solution of proper strength shall be spread on the floor and rubbed by Mechanical scrubbers wherever it is not possible to rub with mechanical scrubbers/hand brush shall be used to clean the floor. After sufficient scrubbing the floor shall be properly washed with plain water and dried with cloth.
- (c) Carpet shall be cleaned with proper vacuum cleaner/soft brush to the satisfaction of In-Charge without damaging the texture/surface body of the carpet.
- (d) All the rooms having no carpet shall also be cleaned thoroughly with soap and water.
- (e) All projections/balconies shall be cleaned thoroughly. Also, the opening of choked drains, wherever required, shall be taken up.
- (f) Finally polish shall be applied on floor and rubbed thoroughly to leave the floor dry and shining.

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- (g) All windows, their glasses, doors and its glasses and their knobs shall be cleaned and kept free from stains and spots, venetian blinds/ other type of blinds are to be cleaned with feather brushes/vacuum cleaner.
- (h) The garbage will be segregated and dustbins are to be emptied daily, cleaned and washed every day. Buckets and Mugs to be cleaned with soap and water every week. Chinaware/sanitary ware/washbasin/sinks/flush tanks to be cleaned twice daily. It shall be acid cleaned/liquid cleaner used every 3rd (third) day without fail.
- (j) Door to door collection of garbage/waste from all locations should be organized on daily basis, segregated and disposed off at the designated location(s) under the arrangements of Vendor at his own cost.
- (k) Dry cleaning/dusting of sofa sets and other furniture items will be carried out by your staff periodically every fortnight. However, all carpets shall be vacuum cleaned every week. Telephone computers, FAX to be cleaned with wet cloth every fortnight (on Saturdays) and by dry cloth daily. Furniture's including drawers should be cleaned properly.
- (l) Proper dusting of all the office premises, corridors and table fixtures have to be done daily and perfectly. Fan, tube lights and fixtures, false ceiling/ceiling roof and walls to be dusted with broom or vacuum cleaned, including doors, panels, fixtures etc cleaned every fortnightly.
- (m) Cleaning of underground/overhead water storage tanks must be done quarterly.
- (n) Cleaning of water coolers must be done monthly and painting yearly.
- (o) Schedule of work for daily, weekly, monthly, quarterly/half yearly will be provided to contractor during award of work.

#### **Solid Waste Management**

14. Solid waste disposal is the responsibility of the Vendor providing Housekeeping Services. This will involve daily segregation and timely disposal of the undermentioned category of Solid Waste at predesignated place inside the Campus followed by weekly disposal to GTP, Keru:

- (a) Biodegradable Kitchen waste.
- (b) Plastics, Glass, Tins and Rubber.
- (c) Paper and Cloth.
- (d) Iron and Steel, and
- (e) Electronic Waste.

#### **15. Procedure : Solid Waste Management**

- (a) All solid waste should be taken from a common earmarked location in a building from dustbins with separate dustbin codes as per rules.
- (b) Solid waste so collected should be segregated properly both at site and dumping yard.
- (c) Bio-degradable solid waste should be taken in the earmarked location for further composting and vermicomposting.
- (d) Bio-degradable solid waste (not used for composting and vermin composting) should be taken away by the Vendor to GTP Keru located at Jaisalmer Road (outskirt of Jodhpur). The contractor will be responsible for the same including the cost, if any.
- (e) Non-Bio-degradable solid waste will be taken away by enlisted (by Govt of India) Central Pollution Control Board(CPCB) Vendors. The contractor will be responsible for execution of this task including bearing the cost.

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(f) Latest Technologies to be employed for abovementioned purpose, shall be briefed to the IITJ Committee by the bidders during the pre-bid meeting. Cost of Garbage segregation and transportation shall be borne by the Vendor and same be included in his Service Charges.

### **Manpower and Manpower Schedule**

16. Man power and Manpower schedule are required as per following schedule :-

- (a) The agency has to provide manpower in sufficient numbers to manage the work as required and of quality to ensure workmanship of the degree specified in the work order as per work schedule, to the satisfaction of the Officer-In-Charge.
- (b) The contractor shall engage minimum 90 unskilled manpower from 06:00 hrs to 20:00 hrs.
- (c) Graduates Non-technical Semi-skilled Supervisor – 03 Nos (06:00 hrs to 20:00 hrs).
- (d) Please refer **Annexure 'B'** attached for detailed description of manpower services requirement.

### **Material and Consumables**

17. Following material and consumables required to be supplied by the Vendor :-

- (a) All materials/consumables and other related items are to be provided by the Agency. Items shall be of ISI mark (Branded) and in conformity with the specification/makes keeping in view quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used at Institute premises and supply them in advance and store them at Institute on monthly basis on 1<sup>st</sup> of every month. The stores are to be replenished timely. Stock level should never come to minimum acceptable limit which is 30%.
- (b) IIT Jodhpur on the basis of experience has also assessed certain minimum quantity of consumables required. The quantity of supplied items in no way shall be less than the minimum quantity specified. Items consumed over and above the minimum specified quantity shall also be supplied by the firm and shall be reimbursed by the Institute. Equipment such as Vacuum cleaners, Heavy duty scrubbers etc shall also be arranged by the firm as per requirement and list at **Annexure 'G'**.
- (c) Please refer **Annexure 'C'** (list of Material) & **Annexure 'D'** (Rate of Recovery towards Short Supply of Man Power and Material – **Penalty Clause**).

### **Instructions to Bidders**

18. Following are the instructions for the Bidders :-

- (a) Tenders should be submitted in double sealed envelopes ('X' and 'Y') super-scribed with the name of the work, date & time of opening written both on the inner and outer envelopes. Bids will be received and opened as per the dates and timings shown on cover page. Tenders should be dropped in the tender box before the closing date and time indicated. In case these are sent by post these should be sent by Regd Post / Speed post / Courier addressed to Director IIT Jodhpur, NH-65, Nagaur Road, Karwad, Jodhpur, Rajasthan- 342037. Tenderers will ensure that they post the tender well in advance so as to reach before the closing date and time indicated.
- (b) The Earnest Money Deposit (EMD) and Tender Fee as specified in Para 4 of this document be enclosed in **Envelope 'X'**. Demand Draft or pay order of a scheduled bank, drawn in favour of Director, IIT Jodhpur payable at Jodhpur should accompany the tender. Tenders received without EMD and Tender Fee will be invalid.

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(c) **Incomplete offers, quotations, conditional tenders or offers received without Bids, EMD or Tender fee will be rejected.**

(d) Each page of the tender document is to be signed and stamped by the bidder as proof of having read and conditions accepted. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing, cutting or over-writings are permissible.

(e) The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required. The rates shall be filled in the schedule of quantity in the tender document.

(f) EMD will be forfeited if the contractor fails to commence the work as per award of work. If any Bidder withdraws his Tender within the validity period or makes any modification in Tender Terms and Conditions will not be acceptable to the Institute. In that case and then “Indian Institute of Technology, Jodhpur” shall without prejudice to any right or remedy, be at liberty to absolutely forfeit the EMD. Scope of work, General conditions of contract applicable to this work are reflected in the Tender document. Vendors are requested to study thoroughly all Terms and Conditions therein before submitting comprehensive offer/quotation.

(g) Tender submitted by bidder shall remain valid for a period of three months (90 days) from the tender opening date. The bidder shall not be entitled during the above period, without written consent of owner to revoke or cancel his tender or to vary any term thereof. In case any bidder removes or cancels his tender or varies any terms in regard thereof without the prior consent of Director, IIT Jodhpur in writing, EMD will be forfeited. Canvassing in connection with the tenders is prohibited and the tenders submitted by the Bidder who resort to canvassing are liable for rejection.

(h) The right to accept or reject the tenders rests with Director, IIT Jodhpur. It does not bind itself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof. The whole work may be split up between two or more contractors or accepted in part and not entirely if considered essential.

(j) **Duration of Contract.** Duration of contract shall be initially for one year. However, based upon the performance of the firm, the contract can be further extended for two years on existing Terms and Conditions. The work must commence within 30 days of issue of Work Order and must not get disrupted at all. Any disruption of more than 15 days after work is commenced, shall invite heavy penalty and may lead to termination of Contract, forfeiture of Performance Security and debar from further participation.

(k) Successful bidder will submit a Performance Security Deposit (PSD) as specified above to IIT Jodhpur against loss/damage of any Institute property and Labour License, at the time of award of work. The validity of Performance Security/Fixed Deposit Receipt (FDR) shall be at least 60 days beyond the date of Contract Completion.

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## GENERAL CONDITIONS OF CONTRACT

### **19. General Conditions**

- (a) The persons deployed by the contractor for the services shall be the employees of the contractor for all intents and purposes. Also, the persons so deployed shall remain under the control and supervision of the contractor. In no case, shall a relationship of employer and employee between the said persons and the Institute shall accrue/arise implicitly or explicitly.
- (b) On taking over the responsibility of the work assigned the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with the Institute nominee. Subsequently, the contractor shall review the work assigned from time to time and advise the Institute for further streamlining their system. The contractor shall further be bound by and carry out the directions/instruction given to him by the Institute in this respect from time to time.
- (c) Director of the Institute or any person authorized by the Director shall be at liberty to carry out surprise check on the persons as deployed by the Contractor. This would be required in order to ensure that persons deployed by him are doing their duties in accordance with the Institute requirement.
- (d) In case any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful riot or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons immediately on the report of the Institute. Further, the Contractor shall immediately replace the defaulter so deployed on the demand of the Director/Nominee of the Institute due to the aforesaid act on the part of the said person.
- (e) This being an automated Housekeeping Service, use of machines as mentioned in Annexure G shall be extensively made use of.

### **20. Contractor's Obligations**

- (a) The contractor shall carefully and diligently perform the work assigned to him as mentioned, as deemed fit by him in consultation with the lab/Department.
- (b) For performing the assigned work, the Contractor shall deploy medically and physically fit, police verified persons. The Contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Required strength be always maintained and penalty @ 2 times of daily wages will be imposed for deficient strength.
- (c) The Contractor shall submit details, such as names, parentage, residential address, age, Police Verification etc of the persons deployed by him in the premises of the Institute. For the purpose of proper identification of the employees of the Contractor deployed for the work, he shall issue identity cards bearing their photographs/identification, etc and such employees shall display their identity cards at the time of duty.
- (d) The Contractor shall ensure that all employees are in proper Uniform/Dress. Penalty will be imposed @ Rs 500/- per man per day for those not in uniform.
- (e) The Contractor shall be liable for payment of wages and all other dues which they are entitled to receive under various labour laws and other statutory provisions.
- (f) The Contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to Institute and shall comply with the statutory provisions of Contract

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Labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938, Maternity Benefit Act and / or any other Rules/regulations and / or statutes that may be applicable to them.

(g) The Contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the Institute indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from non-compliance of aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and /or under the said Acts, rules/regulations and/or any bye-law or rules framed under or any of these, the Institute shall be entitled to recover any of such claims, demand, loss or injury, from the Contractor's monthly payments.

(h) The Contractor shall be required to maintain permanent attendance register/roll /muster within the building premises which will be open for inspection and checking by the authorized officers of Institute.

(j) The Contractor shall collect Form No III with Work Order from IITJ and apply for Labour License so as to receive the same from office of Assistant Labour Commissioner. The labour license alongwith PSD will be deposited *before drawing the Agreement and commencement of Housekeeping services.*

(k) **Record Register.** The Vendor shall maintain a Record Register towards various work done (specific in nature) for RTI purpose like cleaning of Water Tanks, Mainholes and such other tasks. Format of Record Register is as under :-

**MAINTENANCE RECORD REGISTER : HOUSEKEEPING SERVICES**

Ser	Nature of Task & Location	Cleaned on	Due Date	Sign	Remarks
(1)	Manholes				
(2)	Water Tanks				
(3)	Solar Plates				
(4)	Water Coolers				
(5)	Desert Coolers				
(6)	Tunnels				
(7)	Berms				
(8)	Roof Top				

(l) **Complaint Book.** He will also provision a Complaint Book. Time Frame for the solution of complaints will be strictly followed. Format for Complaint book is attached as **Annexure 'I'**.

(m) The Contractor shall make the payment of wages; as per latest rates, to the persons so deployed in the presence of Institute representative. Wages will be disbursed in individual's bank account by RTGS/NEFT Transfer and not in Cash/Cards. He shall on demand furnish copies of wage register/muster roll, pay slip, etc to the Institute for having timely paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various laws,

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having regard to the duties of Institute in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The Contractor shall comply with Labour regulations from time to time in regard to payment of wages, wage period, deductions from wages, **recovery of wages not paid and deductions unauthorizedly made**, maintenance of wages book, wages slip, publication of scale of wages and terms of employment, inspection and submission of periodical returns.

(n) **The Contractor shall submit the proof of having deposited the amount of ESI & EPF contributions towards the persons deployed at Institute in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the payment of next month's regular bill will be withheld till submission of required documents.**

(o) The Contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and Institute property.

(p) The Contractor shall deploy his persons in such a way that they get **Weekly Rest**. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of labour laws and shops and Establishment Act. The Contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the Institute a penalty which may be imposed upon.

(q) The Contractor shall remove all workers deployed by him on termination/ expiry of the contract from the Institute premises. He will ensure that no such person creates any disruption/hindrance/problem of any nature in Institute either explicitly or implicitly.

(r) The security money so deposited shall be liable to be forfeited or appropriate in the event of unsatisfactory performance of the Contractor and / or loss / damage, if any, sustained by the Institute on account of failure or negligence of workers deployed by the Vendor or in the event breach of the agreement by the Contractor.

(s) The security Deposit will be refunded to the Contractor within two months of contract expiry only on satisfactory contract performance.

(t) The Contractor shall keep the Institute indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor enters in dispute of any nature, it will be the primary responsibility of the Contractor to contest the same. In case Institute is made party and is supposed to contest the case, the Institute will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the Contractor to Institute on demand. Further, the Contractor shall ensure that no financial or any other liability comes on Institute in this respect of any nature whatsoever and shall keep Institute indemnified in this respect.

(u) The Contractor shall further keep the Institute indemnified against any loss to the Institute property and assets. The Institute shall have further right to adjust and / or deduct any of the amounts as aforesaid from the payments due to the Contractor under this contract.

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## **21. Institute's Obligations**

(a) In consideration of the services rendered by the Contractor as stated above, his bills will be reimbursed within fifteen (15) working days after submission. The bills will be supported by relevant documents including EPF, ESI deposit Challans and firm's employees signatures after amount duly received by them by 07<sup>th</sup> of each month.

(b) Institute shall reimburse the amount of GST, if any paid by the Contractor to the authorities on account of the services rendered by him. This reimbursement shall be admissible on production of proof of GST deposit by the Contractor. However, the Service Charge Percentage quoted shall be exclusive of all Taxes (GST) in **Price Bid**.

(c) The payment on account of enhancement/escalation charges of revision in wages by the appropriate Govt Authority from time to time shall be payable by Institute to the contractor.

## **22. Penalties / Liabilities**

(a) The Contractor shall be responsible for faithful compliance of the Terms and Conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited. Further, the work may be got executed from another agency at his risk and cost.

(b) If the Contractor violates any of the Terms and Conditions of this agreement or commits any fault or his services are not to the entire satisfaction of officer authorized by the Director, a penalty will be imposed and amount shall be deducted from regular monthly bills.

(c) Penalty on account of faulty and/or less supply of consumable/materials, less deployment of manpower and serious non-compliance of Terms & Conditions shall be imposed as per **Annexure 'D'**.

**23. Commencement and Termination.** This agreement may be terminated on any of the following contingencies:-

(a) On the expiry of the contract period as stated above

(b) By giving one month's notice by Institute on account of:

(i) Committing breach in Terms and Conditions of this agreement by the Contractor.

(ii) Assigning the contract or any part thereof to any Sub Contractor by the main Contractor without written permission of the Institute.

(iii) On Contractor being declared insolvent by competent Court of Law.

(c) During the notice period for termination of the contract, in the situation contemplated above, the Contractor shall keep on discharging his duties as before till the expiry of notice period.

## **24. Arbitration**

(a) In the event of any question, dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole Arbitration to Director IIT Jodhpur or his nominee.

(b) The award of the Arbitrator shall be final and binding on the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Director IIT Jodhpur shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in

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accordance with the terms of this agreement and the person so appointed shall be entitled to proceed with the reference from the stage at which it was left by his Predecessor.

(c) The Arbitrator may give interim award(s) and/or directions, as may be required.

(d) Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

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**List of Annexures**

25. Following Annexures have been enclosed for reference :-

(a)	Technical Details of Applicant	Annexure A
(b)	Labour Requirement	Annexure B
(c)	Material Requirement	Annexure C
(d)	Rate of Recovery towards short supply of Manpower and Material	Annexure D
(e)	Approved Material Brands	Annexure E
(f)	Estimate & Rate Analysis	Annexure F
(g)	List of Machineries	Annexure G
(h)	Daily Work (Operation) Chart	Annexure H
(i)	Sample Check List (Housekeeping Staff & Supervisor)	Annexure I
(j)	Complaint Register	Annexure J

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## TECHNICAL DETAILS OF APPLICANT

(a)	Name of the Firm/ Company :	
(b)	Address of the Firm/ Applicant with Telephone No. and E-mail ID	
(c)	Year of Establishment :	
(d)	Average Turnover of the company for the last 3 financial years i.e. 2014-15, 2015-16 & 2016-17 (Enclose Certificate/ Audited Profit & Loss Accounts)	
(e)	PAN No.	
(f)	Copy of the Balance Sheet of last 3 financial years (2014-15, 2015-16 & 2016-17).	
(g)	Status: Proprietorship/Partnership/ Pvt. Ltd. / Public Ltd.	
(h)	Profiles of the Owners	
(j)	Since when undertaking Housekeeping service (year):	
(k)	Total Manpower Employed in House-Keeping Service (Nos.)	
(l)	EPF/ESI/GST Regn Nos (Enclose copies)	(i) EPF Regn (ii) ESI Regn (iii) GST Regn
(m)	Has the Applicant ever been required to suspend the project for a period of more than six months continuously after commencement of work? If so give the name of the project and reasons of suspension of project.	
(n)	Has the Applicant, ever been debarred/blacklisted for competing in any organization at any time? If so, give details.(Attach Affidavit on Rs 100/- Non Judicial Stamp paper duly Notarized)	

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(o)	Has the Applicant ever been convicted by a Court of Law? If so, give details of the case, if any.	
(p)	Details of any litigation in which the Applicant is/was involved.	
(q)	List of Clients (please attach list of clients serviced and photocopies of Work Orders of Govt. / PSUs / Corporate bodies and certificates from existing clients regarding satisfactory work done).	
(r)	Details of gadgets/equipments/ tools owned and proposed to be used for House- Keeping Services in IIT Jodhpur	
(s)	Whether ISO certified. If so, enclose the copy of relevant certificate.	
(t)	EMD and Tender Fee DD Nos	(j) Tender Fee : (ii) EMD :
(u)	Any other information considered necessary but not included above	
(v)	Labour License No, Issuing authority and validity, if held	
(w)	Bank details of firm i.e. Name of Bank, Branch, Account No and IFSC Code of the Branch	

**Certified that the information given above (from Para (a) to (w) is true and correct to the best of my knowledge and belief.**

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## LABOUR REQUIREMENT

S. No.	Description	Unit	Qty/Day	Qty/Month	Qty/Year
(a)	Supplying and Engaging Un-Skilled labour for cleaning of all Buildings, Roads within the Campus and Compounds, Guest Houses, Hostels, Classrooms, Offices, Labs, GSS (Grid Sub Stns), Play Fields, Residential area, Tree top dressing, Tree trimming, all the Toilets floors and walls, shifting of materials, cleaning the sanitary and sewer line wherever blockage occurs, cleaning the Roof top, Solar Plates, Tunnels etc as per the direction of Officer-in-Charge. Also, Garbage disposal including its segregation & transportation at location specified by Competent Authority i.e. GTP, Keru and other tasks specified in Schedule of Work (preceding Paras)	Man days	90 (Un-Skilled)	2700	32850
(b)	Supplying and engaging Supervisor (Graduate Non-Technical Semi-Skilled) to supervise the labours, quality and quantity of the work and the job assigned time to time etc	Man days	3 (Semi-Skilled)	90	1095

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**MATERIAL REQUIRED TO BE SUPPLIED BY THE CONTRACTOR  
ONCE IN A MONTH**

<b>Sr. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity per Month</b>
1	Duster White(Wet) (550mm X 550mm) Complete	Nos	100
2	Mop (Pochaa) (550mm x 550mm) complete	Nos	100
3	Mop (Pochaa) : Dry (Dory Mop)	Nos	100
4	Floor cleaning Material	Ltrs	60
5	Washing Powder	Kgs	60
6	Napthalene balls (200 gm Pack)	Kg	20
7	Air Freshener (50 gm Pack) (Odonil)	Packets	60
8	Liquid Toilet Cleaner	Ltrs	100
9	Liquid Cleaner (Colin)	Ltrs	50
10	Tissue Paper Roll/ Toilet Paper (2 Ply 350 Pulls)	Nos	50
11	Phenyl Black	Ltrs	100
12	Room Freshner 300 ml Bottle (Park Avenue/ Charlee/ Yarley)	Nos	50
13	Urinal Cubes (50 gm)	Nos	100
14	Liquid Handwash (5 Ltrs pack)	Jars	30
15	Dusting Cloth (Yellow/White packets of 12 Cloths)	Pkts	50
16	Garbage Polybags (Bio-degradable) Large	Kgs	15
17	Garbage Polybags (Bio-degradable) Small		15

**SCHEDULE OF MATERIAL TO BE SUPPLIED BY THE CONTRACTOR  
ONCE IN 3 MONTHS**

<b>Sr. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity to be Supplied once in 3 months</b>
1	Broom Stick (Phool Jhadu)	Nos	200
2	Coconut Broom	Nos	200
3	Floor Wiper	Nos	150
4	Toilet Cleaning Brush	Nos	150

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**PENALTY CLAUSE: RATE OF RECOVERY TOWARDS SHORT SUPPLY OF  
MANPOWER AND MATERIAL**

<b>Sr No</b>	<b>Shortage/ Defaults</b>	<b>Penalty</b>
1	Shortage in Housekeeping Staff (HKS)	Number of HKS x Daily wage Rate x 2
2	Shortage of Material	1.5 times the cost price
3	Improperly Dressed Housekeeping Staff	Number of improperly Dressed HKS x Rs 500/- per day
4	Using unbranded/Substandard Material	Twice the quantity x Rate
5	Unserviceable Machinery	Rs 500/Day/Machine
6	Delayed disbursement of wages to the Workers/Employees	Rs 5,000/- per day x Number of Days payment delayed.
7	Repeated non-compliance of Tender Agreement Terms & Conditions	Rs 50,000/-per month.
8	Repeated delay in wages disbursement, repeated non-compliance of Tender Agreement Terms & Conditions and serious lapses even after issue of Show Cause Notice	Rs 1,00,000/- per month and Debar from further participation in IITJ's Services Tenders for next 3 years.

Authority : Para 22 of Tender Agreement.

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## APPROVED MATERIAL BRAND

<b>Sr. No.</b>	<b>Description</b>	<b>Brand</b>
1	Washing Powder	Surf, Ariel, Tide, Rin, Henko
2	Naphthelene ball	Wonderfresh, Airwick, Odonil, Nivia, Doctor
3	Air Freshener	Airwick, Odonil, Godrej, Park Avenue, Ambipure
4	Liquid toilet cleaner	Harpic, Helix, Lizol, Pea Safe, Kolan
5	Liquid cleaner (Colin)	Collin, Mr Muscles, Wavex, IBIS, Diversey Taski
6	Phenyl Black	Cross, Domex, Bengal Chemical
7	Room freshener 300 ml bottle	Wonderfresh, Airwick, Odonil, Godrej, Park Avenue, Ambipure
8	Urinal cubes	Wonderfresh, Airwick, Odonil, Sheen, Metropol
9	Liquid hand wash	Dettol, Lifebouy, Godrej, Savlon, Fem

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*ESTIMATE AND RATE ANALYSIS OF MANPOWER  
(AS PER CENTRAL GOVERNMENT MINIMUM WAGES ACT 1948)*

ITEM NO.	DESCRIPTION	RATE	UNIT	QTY. (Days)	AMOUNT
	<b>Cost for 1 year</b>				
	<b>Labour</b>				
1	Un-skilled labour (90 Nos)	373.00	per day	30.00	10,07,100.00
2	Semi-Skilled Supervisor (3 Nos)	437.00	per day	30.00	39,330.00
3	<b>Total</b> (May vary based on numbers of workers present)				<b>10,46,430.00</b>
4	EPF (On Item 3)	13%			1,36,036.00
5	ESI (On Item 3)	4.75%			49,706.00
6	<b>Total (Item 3 + Item 4 + Item 5 + Item 6)</b>				<b>12,32,172.00</b>
7	Cost for 1 Month ( <b>Item 7</b> )				12,32,172.00
8	Cost for 1 Year ( <b>Item 7 x 12 Months</b> )				147,86,064.00
<b>9</b>	<b>Total of Part A</b>				<b>147,86,064.00</b>

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## LIST OF MACHINES REQUIRED FOR HOUSEKEEPING SERVICES

Ser No	Nomenclature	Specifications	Numbers required
(a)	Pressure Machine (FASA) for Washing of Bathroom & Toilets	Hoselength - 5 Mtr, Maximum Pressure - 120 Bar, Operating Voltage - 220 Volt, Power - 1500 Watt	7
(b)	Vacuum Cleaner for furniture & Similar items	220 Volts, 1000 Watt, Section 2000 mm, Tank Capacity - 35 Ltrs, Air Flow Volume - 53 Ltrs/Second, Drum made of Stainless Steel, Weight 14 Kgs approx	2
(c)	Floor Cleaning Machine with Vacuum Cleaner (Commercial Disc Auto Scrubber Drier Model No CM551B)	230 Volts, Brush Pressure 30-40 Kgs, Recover tank - 65 Ltrs.	7
(d)	Road Sweeping Machine	Cleaning Width - 700 mm, Cleaning Mode - Double rotating Brush, Cleaning Efficiency - 1500 M <sup>2</sup> /Hour, Dustbin Capacity - 35 Ltr, Overall Size - 950x750x305mm	2
(e)	Glass Wiping Machine with Accessories and Cleaning Material	10 Mtr (Telescopic Pole Foldable), Skuchi & Brush	5
(f)	Apparatus for removing Cobwebs from room Ceiling		5
(g)	Hand Held Garbage Disposable Wheeled Trolleys	Dimension 4' x3' x2' with carry/push Handles, 2 x Iron wheels with rubber padding fitted with ball bearings	7
(h)	Tractor with extended Height (6 Ft) Trolley (Two Trips/Week to GTP Keru) (Total 08 Trips during the month to Keru)	Inclusive all expenses i.e. Driver, Tractor, Trolley, Diesel, Repair & Maintenance, Loading & Unloading	01

**Note :**

(a) Machinery is required as per Scope of Work and as assessed by the Tenderer during on ground Survey.

(b) Tenderer shall provision all connecting Cables, Extension Cords, Switch Boards etc required for operating above mentioned Machines.

(c) Cost of Machines, Repair, Maintenance, Training of Staff, Fuel requirement etc shall be borne by the Tenderer under his own arrangements and expenditure. Institute shall be paying monthly rental charges only

(d) Any Equipment/Machine found Unserviceable/Off Road more than 24 h during the month shall invite penalty which shall be @ Rs 5,000/- per machine per day. Institute work shall not be impacted at any cost. Proper logbooks shall be maintained and put up once in 24 hours.

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### *Housekeeping Manpower Operation Chart and Time Schedule*

S. No.	Time (Hours)	Manpower		Remarks
		Supervisor	Housekeepers	
1	6:00 – 7:00	1	10	
2	7:00 – 8:00	1	10 + 50	
3	8:00 – 9:00	1	10 + 50 + 10	
4	9:00 – 10:00	1+1	10 + 50 + 10 + 5	
5	10:00 – 11:00	1+1	10 + 50 + 10 + 5 + 5	
6	11:00 – 12:00	1+1	10 + 50 + 10 + 5 + 5 + 5	
7	12:00 – 13:00	1+1+1	10 + 50 + 10 + 5 + 5 + 4 + 4	
8	13:00 – 14:00	1+1+1	10 + 50 + 10 + 5 + 5 + 5 + 4	
9	14:00 – 15:00	1+1	50 + 10 + 5 + 5 + 5 + 4	
10	15:00 – 16:00	1+1	10 + 5 + 5 + 5 + 4	
11	16:00 – 17:00	1+1	5 + 5 + 5 + 4	
12	17:00 – 18:00	1	5 + 5 + 4	
13	18:00 – 19:00	1	5 + 4	
14	19:00 – 20:00	1	5	
15	20:00-22:00	-	1	
16	22:00-06:00	-	1	

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## SUPERVISOR'S CHECK LIST: HOUSEKEEPING SERVICES

Name of Supervisor \_\_\_\_\_ Area of Responsibility \_\_\_\_\_ Date \_\_\_\_\_

Ser	Checks	Carried out		Specify Not Carried out	Remarks
		Yes	No		
1.	All Housekeepers in uniform				
2.	Adequate Attendance				
3.	Proper Distribution of Housekeeping Staff				
4.	Cleaning Material Adequate or not				
5.	Cleaning of Windows, Door, Corridor				
6.	No use of Lifts by Housekeeping Staff				
7.	Cobwebs (Jaala) removed or not				
8.	Cleaning of fans (Fortnightly)				
9.	Weekly cleaning of Water Coolers				
10.	Daily dusting of furniture items				
11.	Cleaning of Wash Rooms (Two hourly)				
12.	Cleaning of Roads				
13.	Cleaning of Front & Surrounding Area				
14.	Rooms closed must also be cleaned				
15.	Utilize complete 08 hours for HKS. Not to leave early. Check list be completed during last 15 minutes.				
16.	Set right furniture in all Classes, Labs, Offices & dusted up.				
17.	Washing/Cleaning of Dustbins & Garbage Sheets				
18.	Garbage disposal as per Norms				
19.	Automated HKS ( Use machines)				
20.	Weekly cleaning of Tunnels, Rooftop				
21.	Packing material at one Central Place				
22.	Both HKS Supervisor to meet with Diary & check sheet				
23.	Do not indulge in Unethical Practices				
24.	Parking of Two Wheelers				
25.	All Housekeeping Staff received Salary?				
26.	Daily attendance register - Properly maintained at Main Gate & signed				
27.	Labour License & LEO Documents ready?				
28.	All PCs, Phones, Printers cleaned with Soft Cloth & Dettol applied or not?				
29.	Hand wash available at all places				

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