

**INDIAN INSTITUTE OF TECHNOLOGY  
BOMBAY**

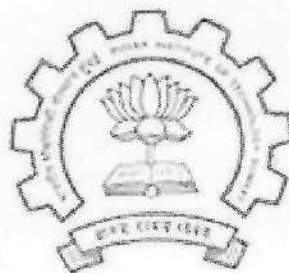
**PUBLIC HEALTH OFFICE**

**TENDER DOCUMENTS**

**FOR**

**HOUSEKEEPING WORK CONTRACT FOR ACADEMIC  
AREA (DEPARTMENT, CENTERS, SECTION, WORKSHOPS  
AND ADMINISTRATION BLDGS.) AND SURROUNDING  
AREA IN IIT BOMBAY**

**YEAR 2025-26**



**(TECHNICAL BID DOCUMENTS)**



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# 1) TECHNICAL DETAILS :-

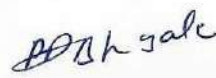
**Location :-** INDIAN INSTITUTE OF TECHNOLOGY BOMBAY, POWAI, MUMBAI - 400 076

**Period of contract :-** One Year (Twelve Months)

**Name of work :-** Housekeeping work contract for Academic area (department, centers, section, workshops and administration bldgs.) and surrounding area in IIT Bombay


**Name of Area** **Academic and Department area:-** Main Building, Kiosk - Main building, P C Saxena Auditorium, Central Library, CRNTS, System & control Engg. (SYSCON ), Sophisticated Analytical Instrument Facility (SAIF), I R C C, Institute classroom, S J S O M, Kiosk - Near SJSOM, KReSIT, Kiosk - KReSIT Parking, Kiosk - KReSIT Parking, Mathematics Department, Computer Science & Engg. Dept., Mechanical Engg. Dept., CTARA , I D C, CAD Centre (TCS), Electrical Maintenance Division (EMD) Bldg., Thermal & Hydraulic Testing Facility, Suman Mashruwala Advanced Micro-engineering Lab, Convocation Hall, SINE BIRAC Bio- NEST Electronics Lab, Transist Building (Pre Engineering Building ) , N - 2 Bay Central Workshop, S - 3 Bay Machine Tools Lab., N - 3 Bay Welding Section, Kiosk (workshop), N4 Bay-Refrigeration , A/C and Cryogenic Lab., I/C Engine & Combustion Lab., S I N E Laboratories (N- 6 Bay), Fluid Mechanics & Fluid Power Lab. (N-6 Bay), Hydraulic Lab.(N - 6 Bay), Heat Pump Lab, Solar Laboratories ( behind N- 3 Bay workshop ) , Rarefied Gas Flow Lab. (Prof. Amit Agarwal), Cummins Engine Research Facility (Opp Heat transfer lab) , Heat Transfer & Thermo Dynamics Lab., Steam Power Lab., Heavy Structure Laboratories, Geo physical & Multiphase lab (Behind Steam Power Lab.), Structural Evaluation & Materials Technology, EM and ICME Lab (Paper Rolling Mill Lab), Metal forming lab (Paper Rolling Mill Lab), Advance Geo-Technology Laboratories, Technical Engineering Laboratories (Soil), National Geo-Technology Facility (SUDARSHAN- ), Hydraulic Laboratories (PG)-Dept. of Civil Dept., Hydraulic Laboratories (Energy System side), Energy System Laboratories and Forbes Marshal centre (Opp. Computer Sc. Dept.), Mineral Processing Lab. (Dept. of Earth Science), Umesh Mashruwalla innovation cell, Exploration Centre 1st flr., E - Foundry/Ortho-cad ,S E M Laboratories - NCPRE (FESEM), C U S E, Computing complex New computer Center, Civil construction division building (Estate Office), Chemical Lab (T C S) (Prof. Venkatesh & Prof. Juvekar), P.G. Lab Phase - 2. (Chemistry Dept) TCS, Monash Bldg 3rd floor, X-Ray Diffraction Lab (Dept of Energy Science & Engg.), K.G., Campus School, Physics Department, Chemical

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Power House, Chemical Department, Chemistry Department, Lecture Hall Complex (LCH - 1 ), Lecture Hall Complex (LCH - 2 ), Lecture Hall Complex (LCH - 3), Metallurgical & Material Science Dept., Toilet Block of H2 BB, Toilet Block of 'Y' Point market gate, Civil Engineering Department, Convention Centre ( V M C C ), Electrical Engineering Department, Electrical Engineering Annex, Electrical Engg. Seminar Hall (MEMS), Gaitonde Lecture Hall Complex, C S R E, TIH Foundation for IOT and IOE, Earth Science Engg. Department, NANO Electronics Centre Building, I E O R (New), Aero Space Annex, New Bioscience & Bio-Engg. Dept., Humanities Department, Aeronautical Engg. Department, C A D Power House, A/C Repairing Room, Electrical Sub - Station, KIOSK - TCS, KIOSK - Chemical, Spoken Tutorial Lab , SITAC, Work shop -corridor (S- 1 Bay to N-3 Bay), Corridor -work shop (Kiosk to N - 3 Bay M. S. gate), N-5 Bay - E Tree Lab (NCPRE solar module Lab), Electrical- workshop (N-5 Bay), Tinkerer's Lab ( N- 5 Bay), Energy Science Lab (Nr by cummins lab) , Main corridor from Chem. Kiosk to Library and NCPRE, Material Management Division, Kiosk - Near EMD, CESE/DESE common Bldg., Printing press, Staff Canteen , F-1 shed- Bioprocess & environmental Engineering Lab. TCYD Lab , F-1 Shed - Reaction Lab, F-1 Shed- TEMS Lab, F-2 Shed- Ferrous process Lab, F-2 Shed- MMMF Lab, F-2 Shed- Rapid manufacturing Lab, F-2 Shed-Textile Lab, F-2 Shed- Hydron Lab, F-3 Shed- Metal forming lab. F-3 Shed - Carpentry workshop, F-3 Shed- Rapid manufacturing Lab , F-3 Shed- Micro fluidise Lab, Betic/orthocad Lab-2 (MS), SJMSOM 4th floor -IIT Washington University, Research park behind Manas bldg., Rahul Bajaj Bldg., A/c Maintenance Opp. THTF Lab, 3D Printer Lab( Back side Heavy structure Lab), N-4 Bay- Energetic Material Research Lab, KV school, Old shopping complex, New shopping complex, Amat Nano, Aero Substation, terrace, MKS Office, Old AC Maintenance, CESE parking (New), Pathway from backside of Mechanical dept. up to library corridor, Earth science terrace, pathway from backside of Mechanical dept upto library corridor, Footpath katta from DESE/ESED Dept. upto Hostel No. 10 Junction.

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**E - TENDER NOTICE**

Digitally signed online Technical & Financial Bids are invited for following work through E-tendering process of IITB from the bidders having experience in similar work in Central Government Departments/ State Government Departments/ Central or state Autonomous Bodies/ Central or state Public sector undertakings/ in reputed private companies. The detail of work is given below.

Sr. No	Name of work	Estimated cost in (Rs.)	EMD in (Rs.)	Time Limit
I	Housekeeping work contract for Academic area (department, centers, section, workshops and administration bldgs.) and surrounding area in IIT Bombay. (PR No.1000046835) & (RFX No.6100002122)	11,61,16,188.00 (Including GST @ 18 %)	23,22,324.00	01 Year

**Note:-** Intending bidders need to register themselves on the IIT Bombay portal i. e. [https://portal.iitb.ac.in/vrp/index.jsp\\_iitb](https://portal.iitb.ac.in/vrp/index.jsp_iitb) to get User ID and Password. Please visit [https://portal.iitb.ac.in/vrp/vrp\\_srm\\_docs.jsp](https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp) for configuration process and user manual. For queries regarding vendor registration, and configuration process please contact on 8291556377, 8291556277 (SRM help desk).

All tender documents, forms, etc are available online on <https://www.iitb.ac.in/tenders> and Central Public Procurement portal (CPPP) E-tender publishing portal of the Government of India. The date and time for distribution/download/upload the scan copies of tender for technical and financial bids are from **22/04/2025 to 13/05/2025 up to 06:00 pm.**

**Stage -I (Eligibility)**

- 1) Bidders should upload scan copies of documents as per the following details in technical bids for Housekeeping work contract for Academic area (department, centers, section, workshops and administration bldgs.) and surrounding area in IIT Bombay.
  - a) Experience of having Successfully completed similar works during last 7 years ending previous date of submission of tender as per i, ii, iii and 'b'.
  - i) Copies of work orders of three similar work completed having costing of each work order with work completion certificate for the period of one year not less than 40% of estimated cost of Rs.11,61,16,188.00.

or

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ii) Copies of work order of two similar works completed having costing of each work order with work completion certificate for the period of one year for not less than 60% of estimated cost of Rs.11,61,16,188.00

or

iii) Copy of single work order of similar work completed with work completion certificate with costing for the period of one year for not less than 80% of estimated cost of Rs.11,61,16,188.00

and

b) Copy of one single work order of any work completed with work completion certificate costing for the period of one year not less than 40% of value of estimated cost of Rs.11,61,16,188.00 in Govt or Semi Govt. or Public undertaking organization.

c) Valid certified copy of labour license issued by State/central labour commissioner office for minimum 300 Nos. of engagement of contract labour per day in single sweeping & cleaning work contract.

d) Copies of certificate of registration under the Companies Act, GST, PF & ESIC, copies of PF & ESIC challan for proof of payment made to respective authority for last six months .

e) Copies of pan card & Income tax return statement of last three years 2021-22, 2022-23 & 2023-24.

f) The contractor should have an average annual turnover of Rs. 11,61,16,188.00 during the last three financial years ending 31/03/2024. This should be certified by a chartered accountant verified with UDIN certificate and should not have incurred any loss during last two years.

g) Copy of valid bank solvency certificate of 40% of estimated amount of Rs.11,61,16,188.00 issued by any Nationalized/ Scheduled Bank.

h) Please upload the copies of work orders and work completion certificates as above mentioned in Sr. No. 'a' - i, ii, iii & 'b' only. Other wise the bid capacity will not be calculated and his technical bid will be summarily rejected and no financial bid will be opened. Please don't upload work order and work completion certificates below 40% of estimated cost.

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i) All bidders should submit EMD amount **Rs. 23,22,324.00** in the form of pay order or demand draft in the Public Health Office IIT Bombay on or before **09/05/ 2025 upto 4:00 pm**, in favour of "**Registrar, IIT Bombay**". Also bidders have to upload scanned copy of same D.D. or Pay order along with technical documents. Contractor having valid NSIC/ MSME certificate should submit the same in Public Health Office instead of EMD on or before the date mentioned above.

j) MSME having valid registration with District Industries Centers, Khadi and Village Industries Commission, Khadi and village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Hand-loom, any other body specified by Ministry of MSME of Startups as recognized by Department of Industrial Policy and promotion shall be exempted from payment of minimum EMD detailed in the bid.

### **Evaluation of applications for eligibility:-**

\* The applications will be evaluated for conformity to the eligibility criteria as mentioned in NIT under stage-I Sr. No. 'a' - i, ii, iii & 'b' c, d, e, f, g, h, i, j as per the prescribed format along with a copy of relevant documents and certificates.

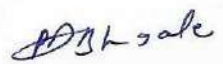
\* All those applications found eligible in Stage-I will only be considered for the technical evaluation as under.

### **Stage- II (Technical)**

\* Quality/ schedule/ performance / compliance evaluation of completed works shall be conducted by an Evaluation committee constituted by the Dean (IPS), IIT Bombay. Evaluation will be based on the following performance :-

1. Firm Turnover - 20 marks.
2. Scale & Size of Operation- 20 marks.
3. No. of Projects - 10 marks.
4. Manpower on Roll- 10 marks.
5. Presentation - 20 marks.
6. Site Visit - 20 Marks

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The above points are mentioned in the table below:

Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Marks to be allotted	Remarks/Documents for submission in technical bid folder
01	Firm Turnover	20	a) Upto 11 Crore (1 Mark for every 1.1 Crore)	1- 10 Marks	a) Firm turnover is defined as the average turnover from facility management services over the last 3 Years
			b) For more than 11 Crore, every additional Rs. 50 Crore will score 1 mark each.	11-20 Marks	b) Chartered Accountant ( mention UDIN number) verified / audited turnover statements to be furnished as proof for the same

Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Remarks/Documents for submission in technical bid folder
02	Scale & Size of Operation	20	<p>a) Single work of similar nature &gt; 15 Cr during awarded work duration- <b>20 Marks</b></p> <p>b) Single work of similar nature greater 10 Cr but up to 15 Cr during awarded work duration - <b>16 Marks</b></p> <p>c) Single work of similar nature greater than 5 Cr. But up to 10 Cr. During awarded work duration- <b>13 Marks</b></p> <p>d) Single work of similar nature greater than 2 Cr but up to 5 Cr during awarded work duration - <b>10 Marks</b></p>	<p>a) Similar works mean – Mechanized cleaning of Educational Institute, Residential PSU colonies/ Government / non-residential corporate office buildings, metro rail premises, Airport work etc.</p> <p>b) Client certificate for experience should show the nature of work done, the value of work, date of start, date of completion as per agreement / status of ongoing work</p> <p>c) Level of satisfaction of client with work needs to be mentioned in the work experience certificate.</p> <p>d) Highest work value performed during the last 7 years of the single work will be considered for evaluation with min. of 1 year of execution of contract completed (Ongoing works meeting the above criteria will be considered)</p>

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Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Remarks/Documents for submission in technical bid folder
03	No. of Projects	10	<p>a) No. of works of similar nature greater than equal to 7 Nos in the past 7 Year = <b>10 Marks</b></p> <p>b) No. of works of similar nature greater than 4 but lesser than 7 in the past 7 Year = <b>7 Marks</b></p> <p>c) No. of works of similar nature greater than or equal to 1 and lesser than or equal in the past 3 Year = <b>5 Marks</b></p>	<p>a) Definition of similar works - same as above but with at least 1 year duration. Work can be completed work / ongoing work and should have at least 1 year of work executed and should have been performed over the last 7 years.</p> <p>b) Value of each works contract should not be less than 5 Cr during awarded duration.</p> <p>c) TPIA certification of experience certificates for completed work / ongoing work issued by the Organization awarding work shall be acceptable.</p>

Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Remarks/Documents for submission in technical bid folder
04	Manpower on Roll	10	<p>a) Overall manpower on roll more than 1000 = <b>05 marks</b></p> <p>b) Above 1000, for every additional 1000 manpower will score 1 mark = <b>06-10 Marks</b></p>	<p>a) Manpower on roll will be all employees on the books of the company on the date of release of the tender</p> <p>b) Duty CA audited statement of manpower wages/ manpower roll for the previous four quarters to be submitted as part of the technical bid.</p> <p>c) For winning contractor, EPFO Challan /bank account statement in support of available manpower (duly submitted to EPFO) in respect of the previous four quarters may be verified during award of contract. Inability to produce the same will lead to blacklisting of agency from future</p>

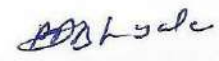
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Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Remarks/Documents for submission in technical bid folder
05	Presentation	20	<p>The presentation by the bidders need to cover the following aspects for evaluation assessment by IITB Bombay:</p> <p>a) Client list, and size/distribution of contracts completed/ under execution</p> <p>b) Number of employees on payroll</p> <p>c) Client satisfaction certificates and quality certification like ISO 9001, ISO 14001, ISO 4500, ISO 41001 &amp; SA 8000.</p> <p>d) Systems and processes followed for recruiting and training the employees</p> <p>e) Comprehensive operational plan (with all details) given the technical bid for delivering housekeeping services to IITB Bombay Mumbai.</p> <p>f) Brands of materials (Quantity, unit etc.) &amp; equipment proposed (as per Annexure)</p> <p>g) Online/ realtime complaint management system/ App which will be proposed in IIT Bombay including at existing working app system at contractor's site.</p> <p>h) Machinery/equipment planned to stationed at IITB Bombay</p> <p>i) Transition/takeover plan for Technical &amp; Housekeeping services</p> <p>j) Online complaint redressal system proposed</p> <p>k) Strategy for cleaning IIT campus.</p> <p>Marks will be allotted based on the observation of the committee.</p>	<p>a) Presentation will be evaluated by a panel appointed by Dean IPS.</p> <p>b) Bidders are encouraged to study the referred Educational Institute, PSU Government, Private sector, University, residential Complex, Corporate Office Building and also suggest improvements for upkeep. Bidder is supposed to explicitly detail out work plan of chemical usage (make and monthly consumption quantity), manpower deployment (quantity and qualifications) as well as machinery plan (no. of machines and make) in the presentation.</p> <p>c) Work plan details of machinery, chemicals, manpower as well as innovations showcased in presentation will be added to work contract / agreement and contractor will be bound to adhere to it at all costs . Presentation needs to be given In-person and Date of Presentation will be intimated.</p> <p>d) QA certification should have been obtained at least a year before the date of the tender release. Certification should be valid with undertaking for periodic renewal</p>

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Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Remarks/Documents for submission in technical bid folder
6	Site Visit	20	Marks will be allotted based on the site visit observation of the site visit committee.	The Site Visit report will be evaluated by a panel appointed by A Dean (III) IPS. The bidder should submit contact details of two clients/customers Ongoing Projects, from whom the Performance, cleanliness & hygiene at workplace, Capability, manpower management, online/ realtime complaint management system, Quality of Work, equipment, consumable materials used, site feedback, etc. would be evaluated. The decision taken by the committee/PHO will be final and binding on everyone.

\* A Bidder should secure mandatorily a minimum of 70% marks (i.e. 70 marks out of total 100 marks) in Technical Evaluation in order to be a qualified bidder for being eligible for Technical weight-age and subsequently for opening of financial bids & financial weight-age. The authority reserves the right to lower the qualification marks of 70% if at least 2 bidders do not achieve the 70 marks out of total of 100 marks.

**TOTAL MARKS= 100**

\* The bidder shall submit documents/report detailing each of the above 6 items signed by the authorized signatory and should be part of the bid.

\*To qualify, the applicant must secure at least 50% (Fifty percent) marks in each of the above criteria and 70% (seventy percent) marks in aggregate.

\* Invitation for presentation and Site visit does not mean bidder is technically qualified.

\* Presentation shall be given by agencies in front of committee within 7 days of intimation. The schedule will be informed in due course.

\* The Indian Institute of Technology Bombay reserves the right to restrict the list of eligible Tenderers/bidders to any number deemed suitable.

\* Even though an applicant may satisfy the specified criteria, he/she would be disqualified if he/she has:-

a) Made misleading or false representations or deliberately suppressed the Information in the form statements and enclosures required in the application for eligibility.

b) Record of poor performance such as, slow progress of work, abandoning of work, not properly completing the contract, or financial failures/ weaknesses etc.

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\* The employer reserves the right to accept or reject any application and to annul the qualifications process /Tender process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

### Opening of Financial bid :-

\* The bidders who are found technically qualified under the **Stage II** will be considered for opening the financial bid.

\* The date of opening of the financial bid shall be intimated to the bidders only who are technically qualified.

**\*Technical Score, Financial Score and Combined Score will be calculated as mentioned below:**

**A. Technical Score:** A Tender Evaluation Committee shall formed by the department to evaluate the submitted Bids. Technical proposals of only those bidders, who are found eligible as per the eligibility criteria defined in the tender document, shall be considered for Combined Technical & Financial Score (CTFS) evaluation. The criteria of computation of technical score of each agency/bidder is mentioned below, as example only.

Name of the Bidder	Technical Marks Obtained	Technical Score (TS= T/T(High)*100)
A	90	(90/90) *100 = 100.00
B	80	(80/90) *100 = 88.89
C	75	(75/90) *100 = 83.33
D	55	(55/90) *100 = 61.11

T = Technical marks obtained by the bidder

T(High) = Highest Technical marks amongst the bidders

Technical Score (TS) = T/T (High)\*100

Bidder whose Technical marks are minimum 70 shall be technically qualified for financial bid opening & further evaluation of bid.


**B. Financial Score:** Financial bids of only technically qualified bidders shall be opened and considered

for Combined Technical & Financial Score (CTFS) evaluation. The "Total Bid Cost" from the financial bid shall be used for computing the financial score. For arriving at "Total Bid cost" following formula shall be used.

The "Total Bid Cost" shall be equal to the estimated cost per month, including the service charge quoted by

the bidder. For computation purposes, the estimate shall be hypothetically considered, including all charges @ Rs.115/-.

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An example of computing the financial bid score of each bidder/agency is mentioned below:

Name of the Bidder	Financial Bid (Total Bid cost)	Financial Score (FS= LFB/F*100)
A	115	$(107/115) * 100 = 93.04$
B	110	$(107/110) * 100 = 97.27$
C	107	$(107/107) * 100 = 100.00$
D	Not opened as technical marks are lower than 70	Not Applicable

LFB = Lowest Financial Bid amongst the bidders

F = Financial bid of the bidder.

Financial Score (FS) =  $LFB/F * 100$

**C. Combined Technical & Financial Score (CTFS) for final selection:** Final selection of the agency shall be as per Quality and Cost Based Selection (QCBS) method. The contract shall be awarded to the bidder who will score the highest Combined Technical & Financial Score (CTFS) with 70:30 weightages of technical and financial score.

Name of the Bidder	Applying weightage for Technical and Financial Score (TS x 0.70) + (FS x 0.30)	Combined Technical Financial Score (CTFS)
A	$(100.00 * 0.70) + (93.04 * 0.30)$	97.91
B	$(88.89 * 0.70) + (97.27 * 0.30)$	91.39
C	$(83.33 * 0.70) + (100 * 0.30)$	88.33
D	NA	NA

Bidder "A", securing the highest Combined Technical & Financial Score (CTFS) score of 97.91 shall be declared as the successful selected bidder.

\* List of documents to be submitted along with the bid application within the period of bid submission.

1) i) Details of three similar works each costing not less than 40% of estimated cost of Rs. 11,61,16,188.00 per year along with performance report.

or

ii) Details of two similar works each costing not less than 60% of estimated cost of Rs. 11,61,16,188.00 per year along with performance report.

or


iii) Details of one similar work not less than 80% of estimated cost of Rs. 11,61,16,188.00 per year along with performance report.

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- 2) At least one of the above-mentioned work of costing not less than 40% of estimated cost of Rs. 11,61,16,188.00 should have been carried out for any Central Government Departments/ Government Institutions/ Autonomous Bodies/Institutions/Public Sector organizations.
- 3) Completion certificates in case of works carried out for Government department. The certificate should have been issued by the Class 1 officer.
- 4) Details of work completed/Balance in the form 'A' enclosed.
- 5) Financial information in the form 'B' enclosed
- 6) Details of works in progress in form "C" enclosed.
- 7) Format of Performance report enclosed in form "D"
- 8) Form of Machinery details enclosed in form "E"
- 9) Form "F" of undertaking and declaration of information in respect of manpower and mandays, list of Technical Staffs with copies of their Degree, diploma certificate if any required for above said work must be given in undertaking with official signature and seal/stamp, otherwise tender will be rejected
- 10) Form G undertaking.
- 11) Bank Solvency certificate 40% of estimated cost issued within one year from any Nationalized / Schedule Bank.
- 12) P. F. registration certificate
- 13) P. F. challans of last six months (as per the labours engaged during a particular months).
- 14) ESIC registration certificate and copies of ESIC challans of last six months (as per the labours engaged during a particular months).
- 15) PAN card.
- 16) GST registration certificate.
- 17) Income Tax Return for last 03 years.
- 18) Preferable bidders should have their own list of Plant Equipment's, Machinery, Tools.
- 19) Labour License obtained during last 03 years of at least 300 Nos. workers.

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20) Litigation history or undertaking in the prescribed format of the agency is required to be submitted along with the application. A tender would not be awarded if any inquiry proceeding related to the criminal case is found pending against the agency. Also if the contract is terminated in the last 07 years due to non compliance with the statutory provision, the vendor cannot participate in this tender; the tender will be summarily rejected as per Annexure Form G undertaking.

21) All bidders should submit EMD amount **Rs. 23,22,324.00** in the form of pay order or demand draft in the Public Health Office IIT Bombay on or before **09/05/2025 upto 4:00 pm**, in favour of **“Registrar, IIT Bombay”**. Also bidders have to upload scanned copy of same D.D. or Pay order along with technical documents. Contractor having valid NSIC/MSME certificate should submit the same in Public Health Office instead of EMD on or before the date mentioned above. Also hard copy of all technical documents is to be submitted with TPIA certification on or before 13/05/2025 at 6:00 pm.

22) MSME having valid registration with District Industries Centers, Khadi and Village Industries Commission, Khadi and village Industries Board, Coir Board, National Small Industries Corporation, Directorate of Handicraft and Hand-loom, any other body specified by Ministry of MSME of Startups as recognized by Department of Industrial Policy and promotion shall be exempted from payment of minimum EMD detailed in the bid.

23) Proof of Constitution: An affidavit in case of Sole Proprietorship Partnership. Deed in case of partnership Firm, Article of Association in case of Private / Public Limited Companies.

24) List of works executed during last 7 years (with date of start, stipulated /stipulated actual date of completion/value of work etc.)

**Note:-**

\* The Contractor can download Tender documents and all other required forms from the CPPP website and <https://iitb.ac.in/tenders> official tender advertisement portal of IIT Bombay.

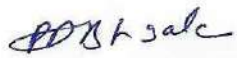
\* The validity of the bid will be valid for 180 days from the date of opening of tender.

\* The available bid capacity will be calculated based on the above information received from the agencies and the agencies those who are having sufficient bid capacity, i. e. bid capacity more than the estimate value, will only be considered. The tender of agencies having less bid capacity will be rejected.

\* If required contractors/Agencies/proprietors should submit the power of Attorney to their representative to deal any matter with any officer or Staff of IIT Bombay on behalf of them or their agency.

\* The rates are calculated as per Notification of Chief labour Commissioner (C) New Delhi File No. 1/27(5)/2024-LS-II dated 25/09/2024 and rate analysis.

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



\* Tender will be rejected if corrections are made in tender by using whitener/ overwriting in tender documents.

\* The pre- bid meeting will held on **29/04/2025 at 11:30 am** Public Health Office, IIT Bombay. Contractors who wish to attend shall intimate to this office with number of visitors attending it with their names at [office.pho@iitb.ac.in](mailto:office.pho@iitb.ac.in) in an advance on or before **28/04/2025 upto 01:00 pm**. Tenderers should be send by email all their queries, latest by 15 hours one day before to the scheduled pre- bid meeting date to [office.pho@iitb.ac.in](mailto:office.pho@iitb.ac.in)

\* If there are varying or conflicting provisions made in any one document forming part of the contract, the PHO shall be the deciding authority with regard to the interpretation of the documents and his decision shall be final and binding on the tenderer.

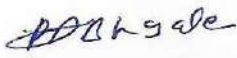
\* IIT Bombay reserves its right to verify all the credentials, quality, quantity, workmanship, other required details etc. of the bidders/contractors with their clients along with ongoing/completed work based on-site visit and other sources before finalization and award of the work. In case of requirement/emergency IIT Bombay reserves its right to award any quality of works to any other contractor /agencies at his own risk and cost.

\* IIT Bombay reserves its right to reject/accept any or all applications for online tender forms and / or accept/reject any tender or re-invite the tenders without assigning any reason and without any reference.

#### **Important dates to remember:-**

- 1) Pre-bid meeting is scheduled on 29/04/2025 at 11:30 am
- 2) Date of uploading of technical and financial bids on 22/04/2025 to 13/05/2025 at 6:00 pm
- 3) Date of opening of the Technical Bid will be 19/05/2025 at 11:30 am
- 4) The time and date of opening of the financial bid shall be intimated later to the eligible tenderer.

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



**TO BE UPLOADED IN A SEPARATE FILE ALONG WITH FINANCIAL BID**  
**ANNEXURE 'A' (FORMAT)**

**TECHNICAL BID**

**Name of work :-** Housekeeping work contract for Academic area (department, centers, section, workshops and administration bldgs.) and surrounding area in IIT Bombay for one year.

Name of the Contractor:- -----

Sr. No.	Name of client	Name of works	2020-21 (In Lakhs)	2021-22 (In Lakhs)	2022-23 (In Lakhs)	2023-24	
						Completed	Balance
1							
2							
Total Amount (In Lakhs)							

**Note:-** Contractor must upload his details as per Annexure 'A' with declaration stating that he **possessing all the original copies of work orders and experience certificates, it will be produced as and when required to IIT Bombay.** However, if it is found false at later state, the contractor will be debarred or blacklisted. Whereas, if information is not submitted as per Annexure 'A' format his bid capacity will not been calculated and his tender will be summarily rejected.

**Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



**FORM 'B'**  
**FINANCIAL INFORMATION**

**(To be duly filled, signed and uploaded along with technical bid by the tenderer.)**

**I) Financial Analysis:-**

Details to be furnished duly supported by figures in Balance sheet/profit and loss Account for the last three years duly certified by the Chartered Account with UDIN number, as uploaded by the applicant to the Income- Tax Department(Copies to be uploaded separately).

Sr. No.	Details	Year ending 31 <sup>st</sup> March of		
		2021-22	2022-23	2023-24
1	Gross annual turnover in housekeeping work			
2	Profit(+)/Loss(-)			

II Financial arrangement for carrying out the proposed work.

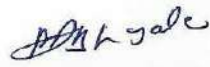
III Income Tax Pan details (to be uploaded separately)

IV Solvency certificate from Bankers of Applicant (to be uploaded separately).

SIGNATURE OF APPLICANT (S)

SIGNATURE OF CHARTERED ACCOUNTANT WITH SEAL

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



**FORM 'C'****(To be duly filled, signed and uploaded along with technical bid by the tenderer)****HOUSEKEEPING WORK UNDER EXECUTION OR AWARDED**

Sr. No.	Name of work	Owner or sponsoring organizations	Agreement no.	Cost of work	Date of commencement as per contract	Stipulated Date of completion	Up to date percentage progress of work	Slow progress if any and reasons there of	Name and address/Tel no. Of officer to whom reference may be made	Remarks(Indicate whether any show cause notice issued or Arbitration initiated during the progress of work)

SIGNATURE OF APPLICANTS

Contractor Signature  
& Company Stamp

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
 Public Health Officer



**FORM 'D'****(To be duly filled, signed and uploaded along with technical bid by the tenderer)****PERFORMANCE REPORT FOR WORKS REFERRED**

1.	Name of the work & Location.
2.	Scope of work:-
3.	Agreement No.
4.	Estimated Cost
5.	Tendered Cost
6.	Value of work done
7.	Date of start
8	Date of completion
i	Stipulated date of completion
ii	Actual date of completion
9	Amount of compensation levied for unclean Housekeeping work
10	Performance report based on quality of work
11	Excellent/very good/ Good/ Fair

Date:-

(\*Signature and seal of the client/owner to whom the work executed)

**\* Certified by self will not be accepted****Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



**ANNEXURE 'E'****MACHINERY & EQUIPMENT & TOOLS DETAILS**

**Name of Work:-**Housekeeping work contract for Academic area (department, centers, section, workshops and administration bldgs.) and surrounding area in IIT Bombay.

**Name of the Contractor:-** -----

Sr. No.	Particular	Yes/No
a)	Auto Floor scrubbing machines	
b)	Single disc floor scrubbing machine	
c)	High pressure cleaners	
d)	Wet & dry vacuum cleaners	
e)	Wet & dry vacuum cleaners( Capacity 62 Litre)	
f)	Dry Vacuum cleaner (Back pack)	
g)	Glass cleaning kits	
h)	Various heights ladders	
i)	Telescope rods (for cobweb removal work)	
J)	Suitable length hose pipes	
k)	Plastic drums for garbage collection & storage (Neelkamal brand)	
l)	Sign boards (at the time of cleaning activity) (Neelkamal brand)	
m)	Dust collecting pans	
n)	Hand gloves & mask	
o)	Plastic buckets & mugs (Neel kamal brand)	
p)	Rubber squeezes (Gala brand)/viper	
q)	Aluminum casing scrubbing brush/T- Brush	
r)	Toilet brush (Gala brand)/ Hockey with both side brush	
s)	Full Body Harness	
t)	Any other tools, equipments and liner of all dust bins machine required as per scope of work -Green chemical	
u)	Vibasafe's Nanobubble Aquocous Ozone Equipment	

**Contractor Signature  
& Company Stamp**

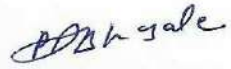
*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



Sr. No.	Particular	Yes/No
v)	Plastic dabble bucket wringer trolley (34 Lrt.K-119A)	
w)	Fiablew mopping service trolley Janitor cart (FJC 112WB)	
x)	Dustbins for wet & dry garbage collection	
y)	Compact Ride scrubber driver standard- battery operated( RB800) Roots/ Columbus ARA80 BM100 or equivalent Taski.	
z)	Compact Ride scrubber driver standard- battery operated (RB650/750) Roots/ ARA66/BM70 Columbus or equivalent Taski.	
aa)	Electric Multi plug Extension Board with cable (20 m wire)	
bb)	Electric Multi plug Extension Board with cable (15 m wire)	
cc)	Soap Dispenser (Orchids International)	
dd)	Compact Blower Vacuum with backpack 72 Lits. Collection capacity blowing speed 404 Km/hr.	

**Note:** Contractor must submit his details as per Annexure 'E' with declaration stating that contractor is possessing all the original equipment, tools required for awarded work, with all other required statutory & license formalities, it will be produced as and when required by concern authorities of IIT Bombay. However, if it is found false at later stage, the contractor will be debarred or blacklisted.

Contractor Signature  
& Company Stamp

  
(PANKAJ P. BHOSALE)  
Public Health Officer



**TO BE UPLOADED WORK UNDERTAKING ALONG WITH TECHNICAL BID  
WORK UNDERTAKING  
FORM 'F'**

**To,**  
**Public Health Officer**  
Indian Institute of Technology Bombay,  
Powai, Mumbai, Maharashtra- 4000076

**Name of Work:-**Housekeeping work contract for Academic area (department, centers, section, workshops and administration bldgs.) and surrounding area in IIT Bombay for one year.

Dear Sir,

We are hereby quoting all the rates for the attached schedule of short tender of the above mentioned work.

We hereby accept & signed all the General Terms and Conditions of Contract.

The work will be completed within specified time limit of one year as mentioned in the notice inviting for tenders.

I/We agree to keep the tender open for One Hundred and Eighty (180) days from the due date of its opening / One Hundred and Eighty days from the date of opening of financial bid and not to make any modification in its terms and conditions.

List of information in respect of technical, non technical and manpower.

1) Technical and non technical staff to be engaged in work contract.

Information to be provided for technical staff and non technical staff as under:

Sr. No.	Name	Qualification	Designation	Discipline/stream	University	Years of experience

**Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



2) Information for labours required to be provided by the contractor for the contract period.

i) No. of Unskilled casual labour to be required per day-----

ii) No. of Skilled casual labour to be required per day-----

**Note:-** The above mentioned information is required to be provided by the contractor. If fails to do so, the tender will be assumed incomplete and hence it will be rejected.

Thanking you,

Yours faithfully,

Signature of the Contractor  
with official Seal/ stamp of the firm.

**Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*

**(PANKAJ P. BHOSALE)**  
Public Health Officer



## Annexure Form G

### AFFIDAVIT

I, [Your Full Name], son/daughter of [Parent's Name], aged [Your Age] years, residing at [Your Address], do hereby solemnly affirm and state as follows;

1. That I am the [Designation/position] of [Name of the Organization, if applicable], having its registered address at [Organization's Address].
2. That I am duly authorized to make this affidavit on behalf of [Name of the Organization], if applicable.
3. That to the best of my knowledge and belief, [I/My Organization] am/is not blacklisted, debarred, or prohibited by any government agency, financial, educational institution, state /central semi Government organization or any local boards or any Government and semi Government under taking regulatory authorities in any country for similar services as on date.
4. That there are no current or past instances where [I/My Organization] have/has been involved in any fraudulent, corrupt, or unlawful practices that led to being blacklisted debarred, banned on date of submission of bid.
5. I declare that A tender would not be awarded if any inquiry proceeding related to the criminal case and fail to non- compliance with mandatory statutory provision in similar services as per this contract by me and my organization and my contract is not terminated due to non-compliance with the statutory provision. If found my tender may be rejected at any stage and you are free to take any legal action as deemed fit. If noticed later stage my EMD amount may be forfeited also a criminal action may be initiated against me/us.
6. That this affidavit is made to certify and declare my/our status regarding blacklisting for the purposes of [Reason for the Affidavit, e.g., tender participation]
7. That I am making this affidavit in good faith and understand that any false declaration will be subject to legal consequences.

I, therefore, solemnly affirm that the contents of this affidavit are true to the best of my knowledge, information, and belief, and nothing material has been concealed.

Date: [Date]

Place: [Place]

Deponent's Signature:

[Your Full Name]

[Designation, if applicable]

**Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



## VERIFICATION

I, the above-named deponent, do hereby verify that the statements made in this affidavit are true and correct to the best of my knowledge and belief.

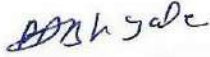
Date; [Date]

Place: [Place]

Deponent's Signature:

You may need to notarize this affidavit on 100/- Rs. None judicial stamp paper and submit/upload along with the technical bid otherwise the tender will be summary rejected.

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



## TERMS & CONDITIONS OF CONTRACT :-

1) Security deposit @ 5% will be deducted from all bills for the contract period and it will be refunded after a period of 12 months from the expiry of the contract. A performance bank guarantee of 5% of work value will be deposited by the contractor before award of work order and it will be refunded after completion of work i.e after 03 months of submission of final bill. Deduction of Income Tax @ 2% or as per notification issued by the Income Tax Department from time to time and any additional charges /taxes as levied by the authorities will be recovered from the bill as per the conditions of the contract accepted by the successful contractor.

2) The Security Deposit thus recovered will be refunded after completion of 12 months from the date of completion of work, after the receipt of the application from the contractor along with proof of payment of provident fund & yearly online statement of all workers and ESIC payment details of the same period to that effect. If the application is not received within three years, the amount will be credited to the Institute account, and thereafter no claim will be entertained. If the contractor fails to make the statutory payment of P.F., E.S.I.C., PT, LWF, gratuity, bonus, workmen compensation policy & any other liability then the unpaid amount along with penalty if any, will be recovered from the amount of security deposit.

3) The Agreement will be concluded as per the normal procedure of IIT Bombay for which the contractor may contact the undersigned until the same is concluded, the quotation/tender submitted by the contractor will be part and parcel of the contract.

4) Contractor will not be allowed to sublet the work to the sub-contractor, if found so, the said work will be terminated and the contractor will be blacklisted with intimation to other Organizations.

5) The contractor should work as per the terms and conditions of the tender documents of this office and this work order will be part and parcel of this contract.

6) The contractor shall follow all the provisions of the Contract Labour (Regulation & Abolition) Act 1970 and Rules 1971, Minimum Wages Act, Payment of Wages Act, Payment of Bonus Act, Payment of Gratuity Act, Inter-State Migrant Workmen (RE &CS) Act, Workmen Compensation Act, and Industrial Disputes Act.

7) The Contractor shall provide PF & ESIC facility to the workers as provided in the PF & ESIC Act. The contractor shall remit PF, ESI, PT, and LWF within the stipulated time. The Contractor is liable for timely remittance. Damages, if any, charged by the concerned department, have to be borne by the contractor.

**Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



8) The contractor should not employ any worker beyond normal working hours or on weekly holidays. If any worker has worked beyond normal working hours or on a weekly holiday, the contractor has to pay overtime wages as provided under the Minimum Wages Act.

9) The Contractor shall pay salary to the workers between the 7th to 10th day of every month.

10) The contractor shall pay salary to workers in the form of an A/C payee cheque or direct transfer to workers' accounts, and disbursement should be made in the presence of a representative of the PHO.

11) The contractor shall issue wage slips to all the workers at least one day before the disbursement of wages. The contractor shall issue an Employment Card, e Pehchan Card, and UAN No. to all the workers. Necessary acknowledgement/signing of the salary disbursement sheet must be taken in the presence of a PHO representative.

12) Every month's salary register & attendance Register shall be submitted to PHO before the release of payment for checking.

13) The contractor shall obtain the required license from the Assistant Labour Commissioner (Central) within 15 days from the date of issue of the work order. All returns as per the rules shall be submitted to the ALC (Central) and concerned authorities by the Contractor.

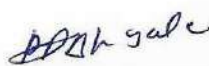
14) The contractor should maintain a muster roll for each site and workers should sign the muster of the contractor and do the Biometric attendance twice a day (on joining & leaving the duty) in the presence of a PHO representative and which will be verified by Public Health Office Representative during the disbursement of salary.

15) The contractor should complete all daily, weekly, monthly, and once in two months/ three months, six months work as per the scope of work for all working days, Saturdays, Sundays, and Holidays during the contract period.

16) Any liability/Penalty arising out of complaint from the worker or as directed by the Labour Commissioner's office/court or any other Govt., Semi-Govt. office shall be deducted from the bill/S.D./E.M.D. amount of contractors.

17) A copy of the license shall be displayed permanently at the premises where the work is being carried out. Also, a notice board shall be displayed by the contractor containing the details of the Rate of minimum wages, Date of payment of wages, Working hours, Weekly holiday, and Name and address of the Inspectors having jurisdiction.

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer

18) Workers and supervisors engaged by the contractor to complete work should attend to the duty in uniform with their identity card. The contractor can obtain temporary gate passes for their workers from the security office of this Institute. & all workers and supervisors have to produce them at all gates to security, also during morning & evening attendance to PHO representative. Also, the contractor should submit the list of workers who are working in the Institute with P.F. & ESIC number, details to the Public Health Office & Security Section. The workers and supervisors who don't have a Gate pass card in the security section, at IIT Bombay shall not be allowed entry inside the IIT Bombay campus and those who don't have ESIC card will not be allowed to attend their duties.

19) All safety & security rules, regulations, and practices prevalent in the Institute should be strictly followed by the contractor and contractor workers.

20) The contractor should fill out the form of P.F. & E.S.I.C. and get the P.F. number & E.S.I.C. card of all workers within 30 days from the date of commencement of the contract. The worker whose PF and ESI number is not generated, will not be allowed to join duty.

21) The contractor shall be responsible for any injury or loss caused to his workmen while on duty. He shall obtain the necessary E.S.I.C. card, workmen compensation policy, and also any additional coverage, if any, and relieve IIT Bombay from the responsibilities/liabilities in this respect.


22) The contractor should make necessary arrangements for the welfare and health of their workers at his own cost.

23) The contractor shall submit a bill in respect of the services rendered by him in duplicate on a calendar month basis with daily, monthly & once in two-month work reports in the prescribed format duly signed by the authorized representative. A Xerox copy of the salary register, Attendance sheet P.F., E.S.I.C., P T, LWF & GST paid challans with a statement of all workers of the same month.

24) A temporary office/ godown/ locker/ store room will be required to be constructed on the campus with the cost of contractor and at the time of final bill, the same will be removed by the contractor.

25) As per the amended Payment of Bonus Act, the contractor has to pay a Bonus @ 8.33% of wages, during the contract period to the workers who are working in IITB under their contract. IIT Bombay will not reimburse the bonus amount to the contractor as the amount of the Bonus is inclusive of rates quoted by the contractor. The contractor should give a bonus to the worker once in a year i.e. during Diwali Festival & after completion of work

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



26) IIT reserves its rights to entertain the complaints related to the compliance, to investigate the matters, and if any claims are found to be correct, the said amount will be adjusted through RA bills/security deposit/performance deposit of the contractor and release the said payment to the concerns.

27) Present GST is @ 18% and in the future, if any changes take place in GST taxes, it will be reimbursed by IIT Bombay to the concerned contractor, when the contractor submits proof of payment made by him to the respective Govt. authority.

28) The contractor shall be responsible for the recruitment/engagement, discharge, and payment of persons engaged by him and the completion of all work as per the scope of work of this contract.

29) It will be the whole responsibility of the contractor to supervise the jobs carried out by their workers as per the schedule & scope of work given by PHO.

30) For irregular/incomplete/unsatisfactory service, a penalty of Rs.5000/- per day shall be imposed on the contractor and this amount will be deducted from the contractor's monthly payment as per the direction of PHO.

31) In the event of failure to carry out the work assigned under the cleaning, sweeping & upkeeping contract to the satisfaction of IIT Bombay. Performance will be evaluated by performance monitoring committee & necessary deduction will be done from performance bank guarantee/security deposit. The Institute reserves the right to get the work done through alternate sources at the cost and risk of the contractor. The necessary Security deposit as well as performance bank guarantee will be forfeited and the same contract will be terminated and it may be awarded to another contractor.

32) The contractor has to follow all enactments that are in force at present and introduced from time to time, such as Acts enforced by the Employees Provide Fund Organisation, Directorate of E.S.I.C. and concerned inspectors under the Act, and all necessary arrangements for worker security, leave, and insurance will have to be made by the contractors at their own cost including minimum wages declared by the competent authority from time to time.

33) The contractor should produce the records i.e. labour license, proof of payment of wages, attendance register, P.F., ESIC, GST & any other Govt. authority payments, etc., as and when demanded by the institute authorities.

**Contractor Signature  
& Company Stamp**

*Pankaj P. Bhosale*  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



34)The contractor shall indemnify the institute against any actions, awards, proceedings, claims, and demands that may be made against it due to any act of negligence, default, etc. made by the contractor or his workers during the contract period.

35)The Institute reserves the right to terminate the contract without advance termination notice of three months for noncompliance/violation/contravention of any of the provisions of worker laws, non-implementation of court orders, orders from worker law authorities received from time to time, and terms & conditions of work order and agreement, in such case, EMD, performance bank guarantee & security deposit will be forfeited.

36)Reporting about the status of the job on a day-to-day basis shall have to be ensured by your personnel to the concerned Department, Centres, Sections, Workshops, Administration Bldg. Hostel, Guest house & residential area, and Public Health Office representative.

37)The working hours of workers should be set to carry out various jobs from 7:00 am to 4:00 pm, 8:00 am to 5:00 pm, 11:00 am to 8:00 pm and 3:00 pm to 12:00 pm (9 hours duty including one hour interval for rest ) the working hours of workers should not exceed eight hours in a day to complete given work as per the scope of work and as per directions of PHO from time to time.

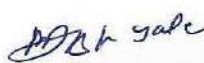
38)Minimum wage rates are calculated as per Notification of Chief labour commissioner (C) New File No.1/27(5)/2024-LS-II dated 25/09/2024. Any increase or decrease in the basic pay, dearness allowance, P.F., and E.S.I.C. contribution will be paid by the contractor to the labourers or concerned authority. The institute will reimburse the difference between initial pay & increased pay in the basic, D.A., P.F. & E.S.I.C. after the submission of payment proof is made to their workers. The present minimum wage is Rs.783.00 per day & subsequent minimum wage differences will be reimbursed.

39)If the contractor wants to withdraw the contract due to inaccessibility, due to personal reasons, or local issues, before the contract expiring date, at that time, the contractor should give a written request at least three months in advance to the Public Health Officer. After withdrawing the contract, the EMD, performance bank guaranty and security deposit amount will not be refunded to the contractor.

40)The contractor shall produce checklist of make all daily, weekly, monthly, and once in two months/ three months/six months, schedules one week in advance before starting the new month to carry out the work as per the scope of work.

41)Work that is not attended to by the contractor as per the scope of work, the said amount of unattended work will be deducted from his monthly bill.

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



42) Water & electricity will be provided free of cost by the Institute for cleaning, sweeping & upkeeping work only & use of it should be economical. Also, while cleaning with the help of the machine your staff should use electrical points which are given particularly for cleaning machine purposes if used at other electrical points & if any damage takes place to that point then the amount of it will be recovered from the bill of the contractor.

43) The Contractor shall be responsible for any damage to the Institute property due to negligence of the agency and the cost of all such damages will be recovered from the bills of the contractor.

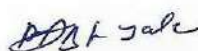
44) The contractor should not engage any workers below 18 years of age. The contractor should pay the wages to the workers as per the Minimum Wages Act as fixed by the appropriate government from time to time. If any accident takes place, the Contractor will be fully held responsible and for that, he should provide workmen compensation, insurance/ group insurance/ ESIC scheme.

45) This contract is purely based on a Sqm area basis and is to be carried out in given areas daily, weekly, monthly, once in two months, once in six months, housekeeping work for all working days Saturday, Sunday, and all Holidays as per scope of work & as per the schedule. The contractor is suggested to engage a sufficient/desired number of manpower, supervisor including relievers for the same. The cost of incomplete work will be with a levy of a penalty of Rs.5000 per location deducted from the monthly running bill as per PHO direction. In the academic area department and Main building offices and department labs, classrooms are closed on Saturdays, Sundays, and holidays due to this locked non-attended area will be deducted from your bills, but contractors have to engage sufficient manpower during these days to complete work as per the scope of work. Also, contractors have to engage more manpower at the time of events/summit/seminars and when required to complete all daily, weekly, monthly, and once-in-three/six month work as per the scope of work.

46) The contractor should arrange required cleaning machines working in good condition, equipment, tools & disposal plastics, and HDPE bags as per the list given in **Annexure-I**. The contractor should keep all these machines, equipment & tools permanently at the IIT Bombay site at the given place under their supervision & risk. If a given quantity of machinery at the site is not found in working condition, then the contractor has to make an alternate arrangement for minor repair work within 24 hours and for major repair work within 05 days. If the contractor fails to do this, then a penalty of Rs.5000/- will be levied upon the contractor.

47) The Contractor should provide service with branded sanitary consumables as per minimum quantity as mentioned in **Annexure-II**. The institute will not be responsible for any increase in the rates or tax on sanitary items. Due to misuse or excess use of sanitary materials, if an additional quantity is required to complete the work then the contractor should arrange the additional quantity

**Contractor Signature  
& Company Stamp**

  
**(PANKAJ P. BHOSALE)**  
Public Health Officer



of material at their own cost, The Institute will not provide any additional materials or cost of additional material. When sanitary materials remain balanced in a particular month then the contractor has to bring sanitary materials by deducting the quantity of balance materials from the monthly quantity & the amount against this will be deducted from the bill based on the tax invoice rate submitted along with material delivery challan. If the contractor fails to do then a penalty of Rs.5000/- will be levied on the contractor and this amount will be deducted from monthly running bills. The expiry date of all supplied sanitary materials should be valid. Sanitary material that is brought after the expiry date of that product will be rejected. If any material brand is not available in the market then the contractor has to obtain the consent of PHO for an alternative brand & in this case PHO instructions will be the final decision. Green product certification is preferred for environmental sustainability.

48)The contractor should collect form No. III from the Public Health Office, wherein the Name of work, date of commencement, Date of completion, etc. are mentioned with the declaration of the principal employer.

49)If any of the services under the scope of work is not carried out to the satisfaction of IIT Bombay the payment due to the contractor will be at the discretion of IITB. If any work is not attended then for every unattended work of each location penalty of Rs.5000/- will be levied & it will be deducted from performance deposit.

50)If any of the services under the scope of work is not carried out to the satisfaction of the IIT Bombay the payment due to the contractor, at the discretion of IITB, may be reduced by the quantum of amount shown against each point, which are as under.

Sr. No.	Items	Quantum of penalty for Non- Satisfactory performance per day
a	Non-clearance of wild vegetation	Rs. 1500/- per week from the date of written communication accepted by contractor or his supervisor
b	Non-lifting of garbage	Rs. 1000 per recorded incident per site
c	Burning Garbage/fallen leaves	Rs. 1000/- for each recorded incident or on receipt of complaint
d	Unavailability of cleaning materials including but not limited to toiletries, brooms, dusting cloth	Rs. 5000 per day

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Sr. No.	Items	Quantum of penalty for Non-Satisfactory performance per day
e	Spitting on wall, chewing of tobacco by contractor staff	Rs. 500 on each occasion
f	Non-submission of PF account details of workers for each completed year by 31 <sup>st</sup> July.	Reimbursement payment towards PF deposit will be withheld and Rs. 1000/- will be deducted for every month immediately after 31 <sup>st</sup> July.
g	Delay in payment of wages to workers	Rs. 200 per worker per day (Payment to be made to concern worker in next month salary)

51)The contractor should bring the sanitary material to IITB as mentioned in clause No.47 and show it to the Public Health Office Representative for his signature on the delivery challan and tax invoice before distribution and signed delivery material challan & tax invoice produced in PHO on the same day.

52)The Institute reserves the right to add new areas as per the rates of the work order or remove any area from the contract after awarding the work order. When a new area is added, then the area proportionally manpower number & material quantity will be increased and on removal of area, it will be decreased. An increase or decrease in manpower will be decided by the contractor and informed to PHO.

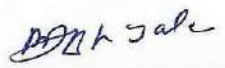
53)In the calculation of per day manpower cost includes Basic pay, D.A., PF, ESIC, workmen compensation policy Gratuity, Bonus, uniform, duster, hand gloves, shoes and mask. Therefore, contractors should consider all these items while bidding and provide them to workers engaged by them.

54)The 26th of January, 15th of August & 2nd of October are paid holidays, contractors have to give paid holidays to workers who are working in their contract. Workers who are performing duty on these days, are entitled to over time wages at double the normal rate for those days only.

55)The contractor should complete all daily, weekly, monthly, and once in two months/ three months/three months, work reporting system is offline. The contractor should follow this procedure and they have to make the required manpower arrangement. The contractor should follow the biometric attendance procedure along with routine attendance of all workers every day and produce a record of it in the first week of every month for the preparation of measurement statements.

56)The contractor has to distribute hand gloves, masks, dusters, shoes and uniforms to all his workers in the presence of a PHO representative.

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57)The renewal of the housekeeping contract to the same agency may be done at the end of the contract period, for the further period of one more year, when the contractor will submit the application to the Public Health Officer for an extension of the contract three months before the expiry date of the contract and it will be extended on same prevailing work order rules, terms, conditions, and rates, after evaluating the performance of contractor by PHO tender committee and the end users.

58)Successful contractors have to do the Police verification of all their workers who will work under this contract in IIT Bombay and submit a report to PHO within a month of starting of contract.

59)Contractor should have 2 to 3 months payment capacity of his workers against their wages.

60)The gratuity amount is to be paid by the contractor to his workers through LIC Gratuity trust at a rate not less than the eligible amount as per the provision of payment of the Gratuity Act. Payment of premium with respect to Gratuity borne by the contractor & IIT Bombay will not pay the amount of Gratuity to the contractor.

61)The option clause is to be part of this tender document.

62)The contractor should give a skilled wages to the supervisor and co-ordinator. The supervisor should have a minimum 12th Std. Qualification. They must engage the Facility Manager/Manager as per the following requirement and levy a penalty for non employed . Worker should have a minimum three years experience or minimum 7<sup>th</sup> Std. Pass.

#### Employment of Technical Staff and employees

Designation	Minimum qualification and experience required	No.	Non-employment Penalty
Facility Manager (for over all work)	Graduation in Hospitality Management with minimum 5 years of experience	01	Rs. 5000/- per day
Manager (one for hostel & residential area)	Any Graduation with minimum 2 years or 12th pass with minimum 5 years of experience	01	Rs. 5000/-per day

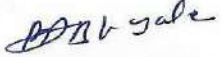
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- 63) Shuffling of manpower after every four months in the contract period and or as per direction of PHO representative.
- 64) IIT Bombay will not entertain any worker's issues. The contractor must solve all worker's issues related to contract terms & conditions and as per the institute policy.
- 65) Unforeseen scenarios need to be taken care of by the contractor.
- 66) Every month performance evaluation will be done based on existing terms, conditions, and scope of work. If the performance is not satisfactory, the performance deposit will be forfeited.
- 67) In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding on the contractor.
- 68) The contractor has to provide a number of workers in individual entities (Hostel and Residential area etc.
- 69) The worker must wear PPE (Personal Protective Equipment ) all the time and follow safety precaution.
- 70) The contractor shall indemnify the institute against any actions, awards, proceedings, claims, and demands that may be made against it due to any act of negligence, default, etc. made by the contractor or their workers during the contract period.
- 71) Online/ real time complaint management system/ App to be provided by the contractor in the IIT Bombay including at existing working app system at contractor's site.

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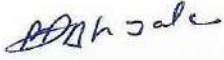
  
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**TERMS OF PAYMENT: -**

- 1.No advance payment against cleaning bills will be made under any circumstances.
- 2.Monthly bill will be paid based on sqm. area work completed as per the scope of work and work measurement statement of that month. Amount of short manpower & sanitary material, incomplete work, and penalty if any will be deducted from the monthly bill.
- 3.The total security deposit equivalent to 5% of the bill will be deducted from the monthly running bill.
- 4.Income tax of 2% along with 1% CGST and 1% SGST will be recovered at the prevailing rates from the bills payable to the contractor.
- 5.As per the notification of the central Govt. GST is @ 18% and this amount will be reimbursed by IIT Bombay to the contractor. If GST is changed by Govt. then the contractor has to pay as per the revised rate and IIT Bombay will reimburse the same.
- 6.Wages of workers shall be paid by online method, A/c payee, cheque, or ATM through bank and Bank statement, Xerox copy of attendance sheet, salary & overtime disbursement sheet, and other documents which are mentioned in terms & conditions of the contract of all workers shall be produced to Public Health Office along with the monthly bill.
- 7.The contractor should submit a monthly bill for payment in two sets along with that month's workers' attendance sheets, salary disbursement sheets, Bank statement of P.F. & ESIC payment, P.F., ESIC, PT, receipt of payment of LIC premium for group gratuity & LWF contribution and online payment detail statements sanitary material challans & copy of tax invoice, GST paid challan, over time payment statements, a sheet of advance given to workers with signature, a sheet of hand gloves, masks & dusters issued to the worker with signature in particular months and any additional information required to PHO from contractor related to any payment to worker & Govt. authorities.
- 8.The final bill shall be submitted by the contractor in the same manner as specified in interim bills within three months of the physical completion of the work. No further claims shall be made by the contractor after submission of the final bill and these shall be deemed to have been waived and extinguished.

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**Annexure – I****List of machines, tools & equipments for Housekeeping work contract for Academic area in IIT Bombay.**

Sr. No.	Name of cleaning machines, equipments, tools	Minimum Number for Academic area
a)	Auto Floor scrubbing machines	06 Nos.
b)	Single disc floor scrubbing machine	06 No.
c)	High pressure cleaners	04 Nos.
d)	Wet & dry vacuum cleaners	04 Nos.
e)	Wet & dry vacuum cleaners( Capacity 62 Litre)	04 Nos
f)	Dry Vacuum cleaner (Back pack)	12 Nos.
g)	Glass cleaning kits	20 Nos.
h)	Various heights ladders	04 Nos.
i)	Telescope rods (for cobweb removal work)	20 feet:- 05 Nos, 30 feet- 05 Nos, 50 feet- 05 Nos
J)	Suitable length hose pipes	04 Nos.
k)	Plastic drums for garbage collection & storage (Neelkamal brand)	Suggested 100 Nos of suitable or Required quantity
l)	Sign boards (at the time of cleaning activity) (Neelkamal brand)	Suggested 150 Nos of suitable or Required quantity
m)	Dust collecting pans	Suggested 100 Nos of suitable or Required quantity
n)	Hand gloves & mask	Required quantity
o)	Plastic buckets & mugs (Neel kamal brand)	Suggested 250 Nos of suitable or Required quantity
p)	Rubber squeezes (Gala brand)/viper	Suggested 250 Nos of suitable or Required quantity
q)	Aluminum casing scrubbing brush/T- Brush	Suggested soft-50 Nos and hard- 50 Nos of suitable or Required quantity
r)	Toilet brush (Gala brand)/ Hockey with both side brush	Suggested 300 Nos of suitable or Required quantity
s)	Full Body Harness	Suggested 12 Nos of suitable or Required quantity
t)	Any other tools, equipments and liner of all dust bins machine required as per scope of work -Green seal chemical (Everklin)	Required quantity
u)	Vibasafe's Nanobubble Aquocous Ozone Equipment	02
v)	Plastic dabble bucket wringer trolley (34 Lrt.K-119A)	Suggested 120 Nos of suitable or Required quantity

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Sr. No.	Name of cleaning machines, equipments, tools	Minimum Number for Academic area
w)	Fiablew mopping service trolley Janitor cart (FJC 112WB)	Suggested 10 Nos of suitable or Required quantity
x)	Dustbins for wet & dry garbage collection	Required quantity
y)	Compact Ride scrubber driver standard- battery operated( RB800) Roots/ Columbus ARA80 BM100 or equivalent Taski.	01
z)	Compact Ride scrubber driver standard- battery operated (RB650/750) Roots/ ARA66/BM70 Columbus or equivalent Taski.	03
aa)	Electric Multi plug Extension Board with cable (20 m wire)	08
bb)	Electric Multi plug Extension Board with cable (15 m wire)	08
cc)	Soap Dispenser (Orchids International)	200 Nos and additional quantity if required
dd)	Compact Blower Vacuum with backpack 72 Lits. Collection capacity blowing speed 404 Km/hr.	05

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**Annexure -II –****List of sanitary Material for Housekeeping work contract for Academic area in IIT Bombay.**

Sr. No.	Item	Brand per month	Qty. for Acad. area per month
1	Soft Broom	Gala- Laxmi	500 Nos.
2	Hard Broom	As per sample provided by PHO	400 Nos.
3	Easy mop refill	Kleenal International / Gala/ Wonder wall	300 Nos.
4	Naphthalene ball	As Per Sample provided by PHO	125 Kg.
5	Domex – 2 in 1 /Sunny	Hindustan uni Lever /Sunny Home Care Pvt. Ltd.	400 Lits
6	Lizol	Reckitt Benkiser India Ltd	500 Lits
7	Glass cleaner -R3 (conc.)/ colin	Divercy care / Reckitt Benkiser India Ltd	30 Lits
8	Floor cleaner – spiral Taski (conc.) /R2	Divercy care	180 Lits
9	Floor cleaner-R7 (conc.)	Divercy care	200 Lits
10	liquid wash (conc.) -Vim/pril	Hindustan unilever Ltd./Henkel ventures	180 Lits
11	Vim powder / odopic	Hindustan Lever Ltd./ Dabar	100 Kg.
12	Scotch Brite (large)	3 M product	500 Nos.
13	Glass duster	As Per Sample provided by PHO	550 Nos.
14	Floor duster	As Per Sample provided by PHO	500 Nos.
15	Air freshener (Spray ) - Air First / Good Home	Kishmat Industries/TTK Healthcare Ltd	150 Nos.
16	Sani cubes ( packet of 12 Nos. sanicube )-Winall/clean mate/wonder fress	Atlas commodities Pvt. Ltd./KAPShygiene solutions Pvt. Ltd./M. K. Incorporation	800 Nos.
17	Bleaching powder <b>Note:-</b> Only for rainy season for the month of June, July August and September, October & November	Vikram Brand Grasim Industry / Tiger brand	1500 Kg. month, Hence 06 months = 9000 Kg.

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**Scope of Work for Housekeeping work contract of Academic area (Departments, Centers, Sections, Workshops & Administration bldgs.) and its surrounding area in IIT Bombay.**

- 1) Administration Bldgs**
- 2) Central library**
- 3) Departments**
- 4) Centers**
- 5) Sections**
- 6) Workshops**
- 7) VMCC & Rahul Bajaj Bldg.**
- 8) Lecture Hall Complex – 1, 2 & 3**
- 9) K.G. & Campus School**
- 10) CESE/ DESE common bldg.**

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# SCOPE OF WORK:-

## 1) ADMINISTRATION BUILDINGS :-

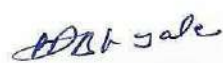
### DAILY CLEANING WORK

1. Daily cleaning, sweeping and moping of P. C. saxena auditorium corridor floor up to telephone exchange office & backside area of P. C. saxena auditorium as per requirement of various functions with floor cleaner & disinfectant (dilution of material as per prescribed on packing).

### DAILY CLEANING WORK

1. Sweeping & cleaning of Bldg. entrance, front road, cycle stand & parking area. Collection of paper, plastics, from the surrounding of main building removal of mud, silt, all type of waste material and unwanted material from surrounding area & dispose at given location before 9.00 a. m. every day.
2. Sweeping & moping of floor from all offices, classroom's, labs, Library, lounge, corridors, common areas & staircases floor with cleaner & disinfectant (dilution of material as per prescribed on packing)
3. Continuous monitoring and periodic hard cleaning to ensure a clean and odorless environment at all times of all toilet blocks floor, urinals, washbasin and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant. Also, removing of cobwebs from all toilet blocks as per schedule given by PHO representative (As per dilution prescribed on material packing)
4. Cleaning of all staircase & veranda /balcony railings with wet & dry floor duster with appropriate chemical.
5. Dusting of notice board, tables, chairs and benches from offices & classrooms.
6. Cleaning and removal of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
7. Cleaning of water cooler and its surrounding area twice a day.
8. Cleaning of carpet by vacuum cleaner as per requirement of various functions.
9. Continuous dry moping at all corridors & entrance and its connected area.
10. Twice a day collection & segregation of dry & wet garbage from corridors, all offices, labs, classrooms, stores, corridors dustbins and storage of wet and dry garbage as per direction of PHO.
11. Cleaning of elevators from inside & front side partitions with D-7 & glass duster/ micro duster and floor with floor cleaner.
12. Cleaning of building entrance glass doors.
13. Stop the entry of stray animals in the building premises and cleaning of dirt made by them on floor with disinfectant.
14. Cleaning of ladies toilet to be done compulsorily by ladies cleaner only and cleaning of Gents toilet to be done compulsorily by gents cleaner only .
15. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor.
16. Class room board cleaning.
17. Wringer trolley / Nano bubble machine must used by housekeeping workers in offices/labs/administration Bldgs./common area.

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## WEEKLY CLEANING WORK :-

1. Removal of old sanicubes & naphthalene balls from urinals & washbasins. Checking & putting new naphthalene balls & sanicubes in each urinals & wash basins.
2. Washing of all dustbins from inside & outside with disinfectant and cleaning materials.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.
4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobweb removal from all heights of offices, labs, classrooms, faculty rooms, stores, department library, computer room, conference room corridor, toilet blocks, staircase & common area of building.
6. Three times in a week dusting of notice board, tables, chairs and benches from offices & classrooms .

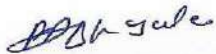
## MONTHLY CLEANING WORK :-

1. Parking, concrete walk ways & roads area to be cleaned with bleaching powder as on requirement during rainy season.

## ONCE IN A MONTH CLEANING WORK :-

1. All flooring including corridors, common areas, keyboard, P. C. saxena hall backside area & staircases to be washed /scrubbed with required machines, tools & equipments and liquid floor cleaner as per dilution factors given on branded items and for non branded items, as per the guidance of PHO.
2. All floors of offices & classroom in the administration & all departments building to be scrubbed with required machines, tools & equipments & floor cleaner in presence of office or section representative after permission of office or section In charge.
3. Cleaning & removal of silt and wild growth from storm water drains and building plinth protection.
4. Cleaning, wiping & dry dusting of tube lights, fans & exhaust fans.
5. Cleaning of carpets at seminar halls & auditoriums with vacuum cleaner thoroughly.
6. In rainy season contractors representative should check the terrace locations mentioned in the attached list . So that they should be free from any obstruction and cause stagnation blockage of water on terrace outlet.(Note:- cleaning of terrace to be done twice in a month during rainy season.)
7. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
8. After the terrace cleaning the residue material should be lifted and transported to designated place as per instructions of Public Health Office. It should be collected at the central place for furthers transport or for disposal off the same.
9. If any Institute material is lying on terrace then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of this material.

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10. The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing.
11. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

**ONCE IN TWO MONTHS CLEANING WORK :-**

1. All door glasses, window glasses, glass partition's & corridor glasses to be cleaned from inside and outside with glass cleaner (As per dilution prescribed on material packing) & glass cleaning kits.

**ONCE IN FOUR MONTHS CLEANING WORK :-**

1. Cobweb removal from outside the building at all heights of building with proper care & safety precaution.

**YEARLY CLEANING WORK:-**

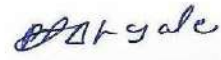
1. Once in a year before Diwali cleaning of external window

**2) CENTRAL LIBRARY:-**

**DAILY CLEANING WORK :-**

1. Sweeping & cleaning of entrance, front road, cycle stand & parking area including removal of paper, plastics, mud, silt, all type of waste material and unwanted material from building surrounding area & dispose at given location before 9.00 a. m. every day.
2. Sweeping & mopping of central open area floor twice a day.
3. Sweeping and moping of floor with disinfectant (as per dilution prescribed on material packing) of all offices, study room area, book issue area, store, book binding room, common area and staircase.
4. Cleaning of tables, chairs, furniture & fixtures with wet & dry glass dusters.
5. Continuous monitoring and periodic hard cleaning to ensure a clean and odorless environment at all times of all toilet blocks floor, urinals, washbasin and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant. Also, removing of cobwebs from all toilet blocks as per schedule given by PHO representative (As per dilution prescribed on material packing)
6. Cleaning of staircase & corridor hand railing with wet and dry dusters.
7. Dusting of notice board, tables, chairs and benches from offices .
8. Removal and cleaning of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
9. Sweeping & mopping of AC plant room, office, store & it's surrounding with removal of paper, plastics, removal of mud, silt, all type of waste material and unwanted material from surrounding area & dispose at given location before 9.00 a. m. every day.
10. Collection & segregation of garbage from all dustbins twice a day and storage of wet and dry garbage at given location as per direction of PHO representative.
11. Cleaning of entrance glass doors.

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12. Stop the entry of stray animals at library premises
13. Sweeping and moping of floor with disinfectant (as per dilution prescribed on material packing) of conference rooms.
14. Central open area & steps inside the library to be washed with bleaching powder & removal of wild growth from same area.
15. Cleaning of ladies toilet to be done compulsorily by ladies cleaner only.
16. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor .
17. Wringer trolley / Nano bubble machine must used by housekeeping workers in offices/labs/administration Bldgs./common area.

#### WEEKLY CLEANING WORK :-

1. Removal of old sanicubes and naphthalene balls checking and putting 2 Nos. new naphthalene in each urinals & washbasins.
2. Cleaning and removal of all dustbins from inside & outside with liquid soap.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.
4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobwebs to be removed from all heights of offices, stores, study room area, book issue area, conference room, toilet blocks & common areas.
6. Three times in a week dusting of notice board, tables, chairs and benches from offices & classrooms .

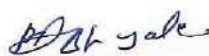
#### MONTHLY CLEANING WORK :-

1. Parking, concrete walk ways & roads area to be cleaned with bleaching powder as on requirement during rainy season.

#### ONCE IN A MONTHS CLEANING WORK :-

1. All areas to be scrubbed in presence of library representative after permission of library and to be cleaned with required tools, equipments & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items PHO will be advice the dilution and use.
2. Cleaning & removal of silt and wild growth from storm water drains and building plinth protection.
3. Cleaning & wiping of tube lights, fans & exhaust fans.
4. Carpet to be cleaned by vacuum cleaner.
5. Cleaning of Pillars & Racks.
6. In rainy season contractors representative should check the terrace locations mentioned in the attached list . So that they should be free from any obstruction and cause stagnation blockage of water on terrace outlet.(Note:- cleaning of terrace to be done twice in a month during rainy season.)
7. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.

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8. After the terrace cleaning the residue material should be lifted and transported to designated place as per instructions of Public Health Office. It should be collected at the central place for furthers transport or for disposal off the same.
9. If any Institute material is lying on terrace then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of this material.
10. The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing.
11. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

#### **ONCE IN TWO MONTHS CLEANING WORK :-**

1. All door & window glasses, glass partition's & corridor glasses to be cleaned from inside and outside with glass cleaner (As per dilution prescribed on material packing) & glass cleaning kits.

#### **ONCE IN FOUR MONTHS CLEANING WORK :-**

1. Cobweb removal from outside the building.

#### **YEARLY CLEANING WORK:-**

1. Once in a year before Diwali cleaning of external window

### **3, 4,5,6) DEPARTMENTS, CENTERS, SECTIONS & WORKSHOPS**

**DAILY CLEANING WORK** (Institute classroom, SJSOM, Mathematics Department, Computer Science & Engg. Dept., IDC, East Office, Monash Bldg., Physics Department, Chemical Power house, Chemical Department, IEOR, Civil Engineering Department, Gaitonde Lecture hall complex, New Bioscience & Bio Engg. Department, CESE/DESE common Bldg. Staff canteen, F1 shed-Bioprocess, Research park behind Manas Bldg.)

1. Daily sweeping & cleaning of entrance, front road , cycle stand & parking area, removal of paper, plastics, from all departments & removal of mud, silt, all type of waste material and unwanted material from department surrounding & dispose at given location before 09:00 a.m. (Please refer measurement sheet)

#### **ALTERNATE DAY CLEANING WORK**

1. Alternate day & as per requirement, sweeping & cleaning of entrance, front road , cycle stand & parking area, removal of paper, plastics, from all departments & removal of mud, silt, all type of waste material and unwanted material from department surrounding & dispose at given location before 09:00 a.m. (Please refer measurement sheet)

#### **DAILY CLEANING WORK**

1. Cleaning of entrance, front road , cycle stand & parking area, removal of paper, plastics, from all departments & removal of mud, silt, all type of waste material and unwanted material from department surrounding & dispose at given location before 09:00 a.m. every day.

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2. Sweeping and moping of floors (as per dilution prescribed on packing) from all offices, labs, classrooms, faculty rooms, department, library, computer rooms, corridors, common areas & staircases with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Continuous monitoring and periodic hard cleaning to ensure a clean and odorless environment at all times of all toilet blocks floor, urinals, washbasin and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant. Also, removing of cobwebs from all toilet blocks as per schedule given by PHO representative (As per dilution prescribed on material packing)
4. Collection & segregation of waste material from all dustbins in veranda/ corridor twice a day and storage at given location as per direction of PHO representative.
5. Cleaning of all notice board, tables, chairs and benches from offices, classrooms, faculty rooms, labs & department library.
6. To stop the entry of stray animals in the department premises & cleaning of dirt made by them on floor with disinfectant.
7. Removal and cleaning of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
8. Sweeping & moping of corridor from central library to chemical engg. dept. entrance.
9. Cleaning of water cooler & its surrounding area twice a day.
10. Cleaning of all staircase & veranda railings with wet & dry floor duster.
11. Cleaning of entrance glass doors.
12. Floor sweeping & moping with disinfectant (As per dilution proscribed on material packing) of seminar halls.
13. Cleaning of elevator from inside and outside with D-7 (as per dilution prescribed on material packing).
14. Dusting of notice board, tables, chairs and benches from offices & classrooms three times in a week.
15. Dusting of notice board, tables, chairs and benches from offices & classrooms.
16. Cleaning of ladies toilet to be done compulsorily by ladies cleaner only.
17. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor.
18. Wringer trolley / Nano bubble machine must used by housekeeping workers in offices/labs/administration Bldgs./common area.

#### **WEEKLY CLEANING WORK :-**

1. Checking & putting naphthalene balls & sanicube in all urinals & washbasins. Also arrangement of hand wash in all toilet blocks.
2. Cleaning of all dustbins from inside & outside with liquid detergent.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.

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4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobweb removal work from all heights of offices, labs, classrooms, faculty rooms, stores, department library, computer room, conference room corridor, toilet blocks, staircase & common areas of building.
6. Three times in a week dusting of notice board, tables, chairs and benches from offices & classrooms .


### **MONTHLY CLEANING WORK :-**

1. Parking, concrete walk ways & roads area to be cleaned with bleaching powder of all department & centers buildings during rainy season .

### **ONCE IN A MONTHS CLEANING WORK :-**

1. Classrooms, corridors, common areas & staircases to be scrubbed and cleaned with required tools, equipment's & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items PHO will be advice the dilution and use.
2. Cleaning of silt and wild growth removal from storm water drains, surrounding area and building plinth protection.
3. Shifting & disposal of unwanted material & empty bottles after the permission & written letter from the department HOD to given location by PHO representative.
4. Outside cleaning of water cooler & it's surrounding area with spiral (as per dilution prescribed on material packing).
5. Washing and cleaning of corridor from central library to chemical engineering department.
6. Cleaning & wiping of tube light, fans & exhaust fans.
7. Carpet cleaning at seminar halls & auditorium with vacuum cleaner.
8. In rainy season contractors representative should check the terrace locations mentioned in the attached list . So that they should be free from any obstruction and cause stagnation blockage of water on terrace outlet.(**Note:-** cleaning of terrace to be done twice in a month during rainy season.)
9. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
10. After the terrace cleaning the residue material should be lifted and transported to designated place as per instructions of Public Health Office. It should be collected at the central place for furthers transport or for disposal off the same.
11. If any Institute material is lying on terrace then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of this material.
12. The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing.
13. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

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**ONCE IN TWO MONTHS CLEANING WORK:-**

1. Cleaning of all door & window glasses, glass partitions & corridor glasses at all heights from inside and outside with glass cleaner (as per dilution prescribed on material packing) & glass cleaning kits.

**ONCE IN FOUR MONTHS CLEANING WORK:-**

1. Cobweb removal from outside the building.

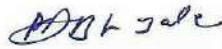
**YEARLY CLEANING WORK:-**

1. Once in a year before Diwali cleaning of external window.

**7, 8) VMCC, LHC- 1, 2 & 3 AND CONFERENCE HALL, RAHUL BAJAJ BLDG.****DAILY CLEANING WORK :-**

1. Cleaning of entrance, cycle stand & parking area. Collection of paper, plastics from the surrounding of building & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 9 = 00 a.m. every day and in the afternoon during function conference.
2. Sweeping & moping of floor with floor cleaner & disinfectant of lobby, office, porche, terrace lobby, common area & staircases. Also during conferences or any other functions cleaning should be as per requirement till the end of function.
3. Cleaning of furnitures & removal of cobweb from above mentioned area.
4. Continuous monitoring and periodic hard cleaning to ensure a clean and odorless environment at all times of all toilet blocks floor, urinals, washbasin and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant. Also, removing of cobwebs from all toilet blocks as per schedule given by PHO representative (As per dilution prescribed on material packing)
5. Collection & segregation of dry & wet garbage twice a day and storage as per instruction of PHO representative at given location. During conferences & functions collection & segregation of all solid waste should do till the end of program.
6. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.
7. Dusting of notice board, tables, chairs and benches from offices & classrooms & classroom board.
8. Cleaning of entrance glass doors.
9. Cleaning and removal of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
10. Cleaning of elevators from inside & front side partitions with glass duster and floor with spiral floor cleaner.

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11. Floor sweeping & moping with disinfectant (As per dilution proscribed on material packing) of conference rooms as per functions dates & time.
12. Cleaning of ladies toilet to be done compulsorily by ladies cleaner only.
13. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor .
14. Wringer trolley / Nano bubble machine must used by housekeeping workers in offices/labs/administration Bldgs./common area.

#### **WEEKLY CLEANING WORK :-**

1. Checking & putting naphthalene balls & sanicube in all urinals & washbasins.
2. Cleaning of all dustbins from inside & outside with liquid detergent.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.
4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobweb removal work from all heights of offices, labs, classrooms, faculty rooms, stores, department library, computer room, conference room corridor, toilet blocks, staircase & common areas of building.
6. Three times in a week dusting of notice board, tables, chairs and benches from offices & classrooms.

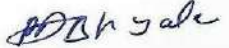
#### **MONTHLY CLEANING WORK:-**

1. Concrete road & parking area cleaning with bleaching powder as on requirement during rainy season only.

#### **ONCE IN A MONTH CLEANING WORK :-**

1. All floors to be scrubbed & cleaned with required tools, equipments & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items PHO will be advice the dilution and use.
2. Floor cleaning & cobweb removed work at all ducts.
3. Cleaning & wiping of tube lights, fans & exhaust fans.
4. Chairs and carpet cleaning of all conference room with vacuum cleaner as per functions date & time.
5. In rainy season contractors representative should check the terrace locations mentioned in the attached list . So that they should be free from any obstruction and cause stagnation blockage of water on terrace outlet.(Note:- cleaning of terrace to be done twice in a month during rainy season.)
6. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
7. After the terrace cleaning the residue material should be lifted and transported to designated place as per instructions of Public Health Office. It should be collected at the central place for furthers transport or for disposal off the same.

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8. If any Institute material is lying on terrace then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of this material.
9. The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing.
10. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

#### **ONCE IN TWO MONTHS CLEANING WORK:-**

1. Cleaning of glass window, partitions from inside and outside at all lights of Buildings.

#### **ONCE IN FOUR MONTHS CLEANING WORK:-**

1. Cobweb removal from outside the building.

#### **YEARLY CLEANING WORK:-**

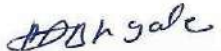
1. Once in a year before Diwali cleaning of external window

### **9) CAMPUS SCHOOL & K.G. SCHOOL.**

#### **DAILY CLEANING WORK :-**

1. Cleaning of entrance, front road, cycle stand & parking area & collection of paper, plastics, from school building surrounding & removal of mud, silt, all type of waste material and unwanted material from above locations & dispose at given location before 9 : 00 a.m. every day.
2. Sweeping and moping floor (as per dilution prescribed on packing) from all classrooms, corridor, laboratories, stores, library, co-ordination room, music room, P. T. room, computer room, staff room, Xerox room, office & principal office and common areas & staircases & disinfectant (dilution of material as per prescribed on packing).
3. Continuous monitoring and periodic hard cleaning to ensure a clean and odorless environment at all times of all toilet blocks floor, urinals, washbasin and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant. Also, removing of cobwebs from all toilet blocks as per schedule given by PHO representative (As per dilution prescribed on material packing)
4. Cleaning of staircase & corridor hand railing with dry and wet duster.
5. Cleaning of all Notice boards.
6. Removal and cleaning of chock-up of toilets, W. C. Urinal, washbasin and chambers up to the main chamber.
7. Collection & segregation of waste material from all dustbins of offices, labs, classrooms, stores and veranda/ corridor twice a day and storage at given location as per direction of PHO representative.
8. To stop the entry of all stray animals in the building premises.
9. Cleaning of entrance glass doors.
10. Dusting of notice board, tables, chairs and benches from offices & classrooms.

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11. Cleaning of ladies toilet to be done compulsorily by ladies cleaner only.
12. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor .
13. Wringer trolley / Nano bubble machine must used by housekeeping workers in offices/labs/administration Bldgs./common area.

### **WEEKLY CLEANING WORK :-**

1. Checking & putting naphthalene balls & sanicubes in all urinals & washbasins. Also arrangement of hand wash in all toilet blocks.
2. Washing of all dustbins from outside & inside with liquid cleaner & disinfectant.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.
4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobweb removal from all toilet blocks, Corridor, staircase, offices, classrooms, laboratories, library & common area.
6. Three times in a week dusting of notice board, tables, chairs and benches from offices & classrooms.

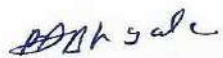
### **MONTHLY CLEANING WORK:-**

1. Parking, concrete walk ways & roads area to be cleaned with bleaching powder as on requirement during rainy season.

### **ONCE IN A MONTH CLEANING WORK:-**

1. Classrooms, offices, labs, library, corridors, common areas & staircases to be scrubbed and cleaned with required tools, equipment, machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items PHO will be advice the dilution and use.
2. Cleaning & removal of silt and wild growth from storm water drains and building plinth protection.
3. Shifting & disposal of unwanted material & broken furniture's from surrounding of buildings after the written permission of in charge at given location.
4. Cleaning & wiping of tube lights, fans & exhaust fans.
5. In rainy season contractors representative should check the terrace locations mentioned in the attached list . So that they should be free from any obstruction and cause stagnation blockage of water on terrace outlet.(Note:- cleaning of terrace to be done twice in a month during rainy season.)
6. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
7. After the terrace cleaning the residue material should be lifted and transported to designated place as per instructions of Public Health Office. It should be collected at the central place for furthers transport or for disposal off the same.
8. If any Institute material is lying on terrace then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of this material.

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9. The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing.
10. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

#### **ONCE IN TWO MONTHS CLEANING WORK:-**

1. Cleaning of all glass panels & window glass with glass cleaner.

#### **ONCE IN FOUR MONTHS CLEANING WORK:-**

1. Cobweb removal from outside building at all heights.

#### **YEARLY CLEANING WORK:-**

1. Once in a year before Diwali cleaning of external window

#### **10) CESE/ DESE COMMON BLDG.**


#### **DAILY CLEANING WORK**

1. Daily as per requirement, sweeping and moping of corridor floor up to telephone exchange office & backside area as per requirement of various functions with floor cleaner & disinfectant (dilution of material as per prescribed on packing).

#### **DAILY CLEANING WORK :-**

1. Sweeping & cleaning of Bldg. entrance, front road, cycle stand & parking area. Collection of paper, plastics, from the surrounding of CESE/DESE common bldg removal of mud, silt, all type of waste material and unwanted material from surrounding area & dispose at given location before 9.00 a. m. every day.
2. Sweeping & moping of floor from all offices, classroom's, labs, landing passages, faculty office, corridors, Lecture rooms, Library, seminar halls, common areas & staircases floor, staircase entrance, ramp, foyer, passages, with cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Continuous monitoring and periodic hard cleaning to ensure a clean and odorless environment at all times of all toilet blocks floor, urinals, washbasin and W. C. pans, dado, glasses, door & window panels, mirrors, plumbing fixtures with floor cleaner & disinfectant. Also, removing of cobwebs from all toilet blocks as per schedule given by PHO representative (As per dilution prescribed on material packing)
4. Cleaning of all staircase & veranda /balcony railings with wet & dry floor duster.
5. Dusting of notice board, tables, chairs and benches from offices & classrooms.
6. Cleaning and removal of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.

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7. Cleaning of water cooler and its surrounding area twice a day.
8. Sweeping and moping of CESE/DESE common bldg corridor floor as per requirement of various functions with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
9. Continuous dry moping at all corridors & entrance and its connected area.
10. Twice a day collection & segregation of dry & wet garbage from corridors, all offices, labs, classrooms, stores, corridors dustbins and storage of wet and dry garbage as per direction of PHO.
11. Cleaning of elevators from inside & front side partitions with D-7 & glass duster and floor with floor cleaner.
12. Cleaning of building entrance glass doors.
13. Stop the entry of stray animals in the building premises and cleaning of dirt made by them on floor with disinfectant.
14. Cleaning of ladies toilet to be done compulsorily by ladies cleaner only.
15. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor.
16. Wringer trolley/ Nano bubble machine must used by housekeeping workers in offices/labs/administration Bldgs./common area.

#### WEEKLY CLEANING WORK :-

1. Removal of old sanicubes & naphthalene balls from urinals & washbasins. Checking & putting new naphthalene balls & sanicubes in each urinals & wash basins.
2. Washing of all dustbins from inside & outside with disinfectant and cleaning materials.
3. Collection of unwanted materials E-waste and solid waste collection from building surrounding up to the fence and disposal at given location as per direction of PHO representative.
4. Twice in week removal of water stagnation from inside building, building terrace, SWD & building surrounding area.
5. Inside Cobweb removal from all heights of offices, labs, classrooms, faculty rooms, stores, department library, computer room, conference room corridor, toilet blocks, staircase & common area of building.
6. Three times in a week dusting of notice board, tables, chairs and benches from offices & classrooms .

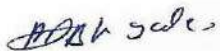
#### MONTHLY CLEANING WORK :-

1. Parking, concrete walk ways & roads area to be cleaned with bleaching powder as on requirement during rainy season.

#### ONCE IN A MONTH CLEANING WORK :-

1. All flooring including corridors, common areas, keyboard, backside area & staircases to be washed /scrubbed with required machines, tools & equipments and liquid floor cleaner as per dilution factors given on branded items and for non branded items, as per the guidance of PHO.
2. Cleaning & removal of silt and wild growth from storm water drains and building plinth protection.
3. Cleaning & wiping of tube lights, fans & exhaust fans.

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4. Cleaning of carpets at seminar halls & auditoriums with vacuum cleaner thoroughly.
5. In rainy season contractors representative should check the terrace locations mentioned in the attached list . So that they should be free from any obstruction and cause stagnation blockage of water on terrace outlet.(Note:- cleaning of terrace to be done twice in a month during rainy season.)
6. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
7. After the terrace cleaning the residue material should be lifted and transported to designated place as per instructions of Public Health Office. It should be collected at the central place for furthers transport or for disposal off the same.
8. If any Institute material is lying on terrace then proper care should be taken while cleaning of terrace without any damage to such materials or shifting of this material.
9. The contractor should maintain a cleaning record of the terrace, open & covered storm water drainage of every building & keep informing to concerned authorities while cleaning the same by obtaining a signature on the register. The contractor must submit all records at the time of monthly billing.
10. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

**ONCE IN TWO MONTHS CLEANING WORK:-**

1. All door glasses, window glasses, glass partition's & corridor glasses to be cleaned from inside and outside with glass cleaner (As per dilution prescribed on material packing) & glass cleaning kits.

**ONCE IN FOUR MONTHS CLEANING WORK:-**

1. Cobweb removal from outside the building at all heights of building.

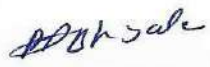
**YEARLY CLEANING WORK:-**

1. Once in a year before Diwali cleaning of external window.

**Urinals Screens :-**

Twice in a month replacement of urinals screens & fragrance mentioned in Annexure 2.

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