

**INDIAN INSTITUTE OF TECHNOLOGY
BOMBAY**

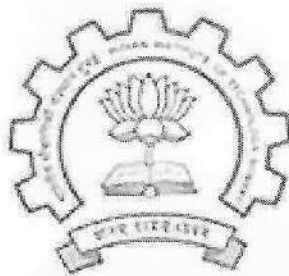
PUBLIC HEALTH OFFICE

TENDER DOCUMENTS

FOR

**HOUSEKEEPING WORK CONTRACT FOR
HOSTEL AND RESIDENTIAL AREA IN IIT**

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 Hostel & Residential area in IIT Bombay.

Name of Area **Name of Hostel & residential area:-** Hostel No. 1, Hostel No. 2, Hostel No. 3, Hostel No. 4 (New wing), Hostel No. 5, Hostel No. 6, PHO office, Hostel No. 9, Hostel No. 10, Hostel No. 11, Hostel No. 12, Hostel No. 13, Hostel No. 14, Hostel No. 15, Hostel No. 16, Hostel No. 18, Tansa House, SAC, Indoor Stadiums, New Swimming pool & New Gymkhana building, Toilet blocks of Type - I Bldg No. 11, Hostel No. 4 gate to Hostel No. 4 kiosk. Hostel No.12 (Hostel No.12 junction to bridge gate (road) footpath(with footpath), Hostel No. 4 kiosk, Cafeteria Toilet blocks its surrounding area cleaning work (Hostel No.12.13 & 14), Staff Hostel, Gulmohar building, Jalvihar Guest House, Hospital (Old Bldg.), Hospital (New Bldg.), NCC, Community halls, Garage, Vidya. Devi temple toilet block and Roads, Type I bldg. No. 22 (Resident behind hostel No. 6), Type I bldg. No. 11 (Resident behind hostel No. 4), Shivalik Bldg. C 23 pump room, Hostel QIP 10(A) pump room, Nilgiri bldg pump room, Booster pump room behind the shopping center, Satpura bldg pump room, Central & Lakeside area civil Maint office toilet block, Duct cleaning - Ananta bldg., Type II B bldg. No. 22,23,24, white house 20 & 21, Garden Area - Sarovar Udyan, Opp.. A-2 Bunglow, 'C' Type bldg. No. 9 backsides, Type H1 bldg. 15, Dargah Road & its surrounding area, Road from H-1 15 to Hillside labour camp, Staff club parking, Hospital parking, Hostel- 12 bridge gate -Kiosk, Nitie Gate-Kiosk, G. T. Lab, Staff Hostel (CPWD office), Tum- Tum Bus stop, Gulmohar terrace (Top flr.), Gulmohar toilet block (Gr. Flr.). Computer room (vidya) SAC, EMD Sub-station Near Hospital, Jalvihar Guest House Kitchen, Residential area, Residential plinth area, Residential area internal road, Electrical Maint Division power (Near Hostel - 1), Computer Hub, Gymkhana building - (Badminton & Tennis court), Bank of Baroda Innovation Centre (BoBIC), Type B bldg. 25, Hostel No. 17, Type I Bldg. No.11 (behind H-4), Type I Bldg. No.22 (Behind H-06), Tulsi Bldg. No.01, 02, 03, Manas Bldg., Main Gate Conopy, Security Cabin- (Hillside behind Udaygiri Bldg.), Old indoor stadium- Badminton court, Terrace cleaning (Hostel & Residential area), Open storm water drain. Covered storm water drain, Team Shunya, UG Lab, COE Lab, Laser optics Lab, Spectroscopy Lab, Micro Factory Lab, National Center of Excellence, Souvenir shop outside passage.

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E - TENDER NOTICE

Digitally signed online Technical & Financial Bids are invited for the following work through the 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 the work is given below.

Sr. No	Name of work	Estimated cost in (Rs.)	EMD in (Rs.)	Time Limit
1	Housekeeping work contract for the Hostel & Residential area in IIT Bombay. (PR No. 1000046845) & (RFX No.6100002121)	13,59,55,013.00 (Including GST @ 18 %)	27,19,100.00	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 to get User ID and Password. Please visit https://portal.iitb.ac.in/vrp/vrp_srm_docs.jsp for the configuration process and user manual. For queries regarding vendor registration and the configuration process, please contact 8291556377, 8291556277 (SRM help desk).

All tender documents, forms, etc, are available online on <https://www.iitb.ac.in/tenders> and the 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 the 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 scanned copies of documents as per the following details in technical bids for the Housekeeping work contract for the Hostel & Residential area in IIT Bombay.
 - a) Experience of having successfully completed similar works during the last 7 years ending the previous date of submission of tender as per i, ii, iii and 'b'.
 - i) Copies of work orders of three similar works completed, having the costing of each work order with work completion certificate for the period of one year, not less than 40% of the estimated cost of Rs. 13,59,55,013.00.

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ii) Copies of work orders of two similar works completed, having the costing of each work order, with a work completion certificate for the period of one year for not less than 60% of the estimated cost of Rs. 13,59,55,013.00

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 the estimated cost of Rs.13,59,55,013.00

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 the value of the estimated cost of Rs. 13,61.83,467.00 in Govt or Semi Govt. or Public undertaking organisation.

c) Valid certified copy of labour license issued by the State/central labour commissioner office for a minimum of 300 Nos. of engagement of contract labour per day in a 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 the respective authority for the 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. 13,59,55,013.00 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 the last two years.

g) Copy of valid bank solvency certificate of 40% of the estimated amount of Rs.13,61.83,467.00 issued by any Nationalised/ Scheduled Bank.

h) Please upload the copies of work orders and work completion certificates as mentioned above 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 orders and work completion certificates below 40% of the estimated cost.

i) All bidders should submit EMD amount **Rs. 27,19,100.00** in the form of a pay order or demand draft in the Public Health Office, IIT Bombay on or before **09/05/2025 up to 4:00 pm**, in favour of "**Registrar, IIT Bombay**". Also, bidders have to upload a scanned copy of the same D.D. or Pay order along with technical documents. Contractors having a valid NSIC/ MSME certificate should submit the same in the Public Health Office instead of EMD on or before the date mentioned above.

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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

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 13 Crore (1 Mark for every 1.3 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 13 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

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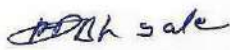
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Sr. No	Criteria	Max Marks	Remarks/Documents for submission in technical bid folder	Remarks/Documents for submission in technical bid folder
02	Scale & Size of Operation	20	<p>a) Single work of similar nature > 15 Cr during awarded work duration- 20 Marks</p> <p>b) Single work of similar nature greater 10 Cr but up to 15 Cr during awarded work duration - 16 Marks</p> <p>c) Single work of similar nature greater than 5 Cr. But up to 10 Cr. During awarded work duration- 13 Marks</p> <p>d) Single work of similar nature greater than 2 Cr but up to 5 Cr during awarded work duration - 10 Marks</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>
03	No. of Projects	10	<p>a) No. of works of similar nature greater than equal to 7 Nos in the past 7 Year = 10 Marks</p> <p>b) No. of works of similar nature greater than 4 but lesser than 7 in the past 7 Year = 7 Marks</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 = 5 Marks</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>

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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
04	Manpower on Roll	10	<p>a) Overall manpower on roll more than 1000 = 05 marks</p> <p>b) Above 1000, for every additional 1000 manpower will score 1 mark = 06-10 Marks</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) Duly 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>
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 Client satisfaction certificates and quality certification like ISO 9001, ISO 14001, ISO 4500, ISO 41001 & SA 8000.</p> <p>d) Systems and processes followed for recruiting and training the employees</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>

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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
			<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.) & equipment proposed (as per Annexure)</p> <p>g) Online/ real time 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 & Housekeeping services</p> <p>j) Online complaint redressal system proposed</p> <p>k) QA certification should have been obtained at least a year before the date of the tender release.</p> <p>Certification should be valid with undertaking for periodic renewal Strategy for cleaning IIT campus.</p> <p>*Marks will be allotted based on the observation of the committee.</p>	<p>d) QA certification should have been obtained at least a year before the date of the tender release.</p> <p>Certification should be valid with undertaking for periodic renewal</p>

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Sr. No	Criteria	Max Marks	Remarks/Documents for submission in the technical bid folder	Remarks/Documents for submission in the 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 a total of 100 marks) in Technical Evaluation in order to be a qualified bidder for being eligible for Technical weightage and subsequently for opening of financial bids & financial weightage. 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 a total of 100 marks.

TOTAL MARKS= 100

* The bidder shall submit documents/report detailing each of the above 6 items, signed by the authorised 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 the bidder is technically qualified.

* Presentation shall be given by agencies in front of the 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.

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

* 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

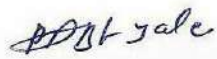
Bidder whose Technical marks are minimum 70 shall be technically qualified for financial bid opening & further evaluation of bid.

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 the estimated cost of Rs.13,59,55,013.00 per year, along with a performance report.

or

ii) Details of two similar works, each costing not less than 60% of the estimated cost of Rs.13,59,55,013.00 per year, along with a performance report.

or

iii) Details of one similar work not less than 80% of the estimated cost of Rs. 13,59,55,013.00 per year, along with a performance report.

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- 2) At least one of the above-mentioned works costing not less than 40% of the estimated cost of Rs.13,59,55,013.00 should have been carried out for any Central Government Departments/ Government Institutions/ Autonomous Bodies/Institutions/Public Sector organisations.
- 3) Completion certificates in case of works carried out for a 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' is 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 Staff with copies of their Degree, diploma certificate, if any required for above said work, must be given in the undertaking with official signature and seal/stamp; otherwise tender will be rejected
- 10) Form G undertaking.
- 11) Bank Solvency certificate 40% of the estimated cost issued within one year from any Nationalised / Scheduled Bank.
- 12) P. F. registration certificate
- 13) P. F. challas of the last six months (as per the labourers engaged during a particular month).
- 14) ESIC registration certificate and copies of ESIC challans of last six months (as per the labourers engaged during a particular month).
- 15) PAN card.
- 16) GST registration certificate.
- 17) Income Tax Return for the last 03 years.
- 18) Preferable bidders should have their own list of Plant Equipment, Machinery, and Tools.
- 19) Valid certified copy of labour license obtained during the last 01 years for 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 the Annexure Form G undertaking.

21) All bidders should submit EMD amount **Rs. 27,19,100.00** in the form of a 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 a scanned copy of the same D.D. or Pay order along with technical documents. Contractors having a valid NSIC/MSME certificate should submit the same in the 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 or Partnership. Deed in case of a partnership Firm, Articles of Association in case of Private / Public Limited Companies.

24) List of works executed during the 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.

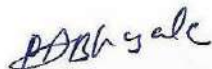
* The validity of the bid will be for 180 days from the date of opening of the tender.

* 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 estimated value, will only be considered. The tenders 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 with 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.

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

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

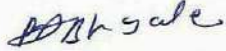
* IIT Bombay reserves its right to verify all the credentials, quality, quantity, workmanship, other required details, etc. of the bidders/contractors with their clients along with ongoing/completed work based on a site visit and other sources before finalisation and award of the work. In case of requirement/emergency,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

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TO BE UPLOADED IN A SEPARATE FILE ALONG WITH FINANCIAL BID

ANNEXURE 'A' (FORMAT)

TECHNICAL BID

Name of work :- Housekeeping work contract of Hostel & Residential area in IIT Bombay work contract 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 be 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 st 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.

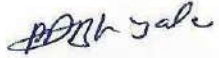
III Income Tax Pan details (to be uploaded separately)

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 Hostel & Residential area in IIT Bombay for one year.

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(62 Ltr. Capacity)	
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)	
q)	Aluminum casing scrubbing 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	

Contractor Signature
& Company Stamp

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



Sr. No.	Particular	Yes/No
u)	Vibasafe's Nanobubble Aquocous Ozone Equipment	
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 (RB650/750) Roots/ ARA66/BM70 Columbus or equivalent Taski.	
z)	Electric Multi plug Extension Board with cable (20 m wire)	
aa)	Electric Multi plug Extension Board with cable (15 m wire)	
bb)	Soap Dispenser (Orchids International)	
cc)	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
(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 Hostel & Residential 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.

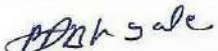
List of information in respect of technical, non technical and manpower.

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)
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)
Public Health Officer



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]

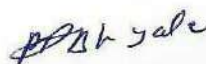
Place: [Place]

Deponent's Signature: _____

[Your Full Name]

[Designation, if applicable]

**Contractor Signature
& Company Stamp**


(PANKAJ P. BHOSALE)
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.

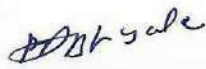
Date; [Date]

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 3 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.

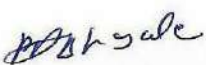
4) Contractor will not be allowed to sublet the work to the sub-contractor, if found so, the said work will be terminated and the contractor will be blacklisted with intimation to other Organizations.

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.

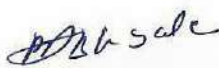
**Contractor Signature
& Company Stamp**


(PANKAJ P. BHOSALE)
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.

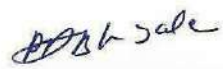
22) The contractor should make necessary arrangements for the welfare and health of their workers at his own cost.

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



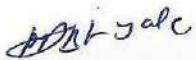
- 26) IIT reserves its rights to entertain the complaints related to the compliance, to investigate the matters, and if any claims are found to be correct, the said amount will be adjusted through RA bills/security deposit/performance deposit of the contractor and release the said payment to the concerns.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

**Contractor Signature
& Company Stamp**


(PANKAJ P. BHOSALE)
Public Health Officer

- 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.
- 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.

**Contractor Signature
& Company Stamp**


(PANKAJ P. BHOSALE)
Public Health Officer



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 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

**Contractor Signature
& Company Stamp**


(PANKAJ P. BHOSALE)
Public Health Officer



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.

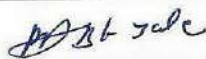
48)The contractor should collect form No. III from the Public Health Office, wherein the Name of work, date of commencement, Date of completion, etc. are mentioned with the declaration of the principal employer.

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.

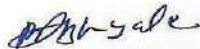
Sr. No.	Items	Quantum of penalty for Non- Satisfactory performance per day
a	Non-clearance of wild vegetation	Rs. 1500/- per week from the date of written communication accepted by contractor or his supervisor
b	Non-lifting of garbage	Rs. 1000 per recorded incident per site
c	Burning Garbage/fallen leaves	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
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 st July.	Reimbursement payment towards PF deposit will be withheld and Rs. 1000/- will be deducted for every month immediately after 31 st 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)

**Contractor Signature
& Company Stamp**


(PANKAJ P. BHOSALE)
Public Health Officer

- 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.
- 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.

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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 7th 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

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.

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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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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 Hostel, & Residential area in IIT Bombay.**

Sr. No.	Name of cleaning machines, equipments, tools	Minimum Number for Hostel area
a)	Auto Floor scrubbing machines	05 Nos.
b)	Single disc floor scrubbing machine	08 Nos.
c)	High pressure cleaners	05 Nos.
d)	Wet & dry vacuum cleaners	08 Nos.
e)	Wet & dry vacuum cleaners(62 Ltr. Capacity)	03 Nos
f)	Dry Vacuum cleaner (Back pack)	14 Nos.
g)	Glass cleaning kits	14 Nos.
h)	Various heights ladders	06 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 150 Nos of suitable or Required quantity
l)	Sign boards (at the time of cleaning activity) (Neelkamal brand)	Suggested 200 Nos of suitable or Required quantity
m)	Dust collecting pans	Suggested 50 Nos of suitable or Required quantity
n)	Hand gloves & mask	Required quantity
o)	Plastic buckets & mugs (Neel kamal brand)	Suggested 200 Nos of suitable or Required quantity
p)	Rubber squeezes (Gala brand)	Suggested 250 Nos of suitable or Required quantity
q)	Aluminum casing scrubbing brush	Suggested 25 soft and 25 hard Nos of suitable or Required quantity
r)	Toilet brush (Gala brand)/Hockey with both side brush	Suggested 250 Nos of suitable or Required quantity
s)	Full Body Harness	Suggested 12 Nos of suitable or Required quantity

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Sr. No.	Name of cleaning machines, equipments, tools	Minimum Number for Hostel area
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 150 Nos of suitable or Required quantity
w)	Fiablew mopping service trolley Janitor cart (FJC 112WB)	Suggested 06 Nos of suitable or Required quantity
x)	Dustbins for wet & dry garbage collection	Required quantity
y)	Compact Ride scrubber driver standard- battery operated (RB650/750) Roots/ ARA66/BM70 Columbus or equivalent Taski.	03
z)	Electric Multi plug Extension Board with cable (20 m wire)	08
aa)	Electric Multi plug Extension Board with cable (15 m wire)	03
bb)	Soap Dispenser (Orchids International)	200 Nos and additional quantity if required
cc)	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 Hostel and residential area in IIT Bombay.**

Sr. No.	Item	Brand per month	Qty. per month
1	Soft Broom	Gala- Laxmi	300 Nos.
2	Hard Broom	As per sample provided by PHO	450 Nos.
3	Easy mop refill	Kleenal International / Gala/ Wonder wall	300 Nos.
4	Naphthalene ball	As Per Sample provided by PHO	115 Kg.
5	Domex – 2 in 1 /Sunny	Hindustan uni Lever /Sunny Home Care Pvt. Ltd.	350 Lits
6	Lizol	Reckitt Benkiser India Ltd	500 lits
7	Glass cleaner -R3 (conc.)/ colin	Divercy care / Reckitt Benkiser India Ltd	25 Lits
8	Floor cleaner – spiral Taski (conc.) - R2	Divercy care	130 Lits
9	Floor cleaner-R7 (conc.)	Divercy care	130 Lits
10	liquid wash (conc.) -Vim/pril	Hindustan unilever Ltd./Henkel ventures	400 Lits
11	Vim powder / odopic	Hindustan Lever Ltd./ Dabar	75 Kg
12	Scotch Brite (large)	3 M product	550 Nos.
13	Glass duster	As Per Sample provided by PHO	660 Nos.
14	Floor duster	As Per Sample provided by PHO	300 Nos.
15	Air freshener (Spray) - Air First / Good Home	Kishmat Industries/TTK Healthcare Ltd	50
16	Sani cubes (packet of 12 Nos. sanicube)-Winall/clean mate/wonder fress	Atlas commodities Pvt. Ltd./KAPShygiene solutions Pvt. Ltd./M. K. Incorporation	1100 pkts.
17	Bleaching powder Note:- Only for rainy season for the month of June, July August and September, October & November	Vikram Brand Grasim Industry / Tiger brand	1500 Kg. Per month, Hence 06 months = 9000 Kg.
18	D-7 lift partition cleaner (conc.)	Diversey care	20 lits.

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Sr. No.	Item	Brand per month	Qty. for Hostel area per month
19	Dettol / Fem Hand wash (conc.) with dispenser	Reckitt Benckiser (India) Ltd/ fem care pharma ltd. / Godrej	1500 lits.
20	Toilet clener (Conc.)/ R6	Divercy care/ Hindustan unilever Ltd.	300 lits
21	Harpik- Toilet cleaner	Reckitt Benckiser India Ltd.	325 lits
22	HDPE white bags of size (48"x 36")	As per sample provided by PHO	2000 Nos.
23	HDPE colour bags of size (48"x36")	As per sample provided by PHO	1000 Nos.
24	Dry mops	Kleenal International / Gala / Wonder wall	50 Nos.
25	Urinal screen mat with fragrance	Ekam	4000 Nos
26	Wringer trolley mop refill	Gala	200 Nos
27	Taski R4 for wooden cleaner	Diversey care	20 Lits

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Scope of Work for Hostel & Residential area cleaning work in IIT Bombay

- I - Hostels, Mess and Dinning Hall of Hostel**
- II - SAC, Indoor Stadiums, New Gymkhana building & Swimming pool area**
- III - Gulmohar Bldg.**
- IV - Guest House (Jalvihar)**
- V - Hospital (Old & New Bldg.)**
- VI - Residential area**
- VII - Security cabin, Type-1 Bldg -11,22, Tulsi 1,2,3, Manas & GT Lab Computer Hub**
- VIII – Main Gate, Gymkhana Bldg., Hostel No.17 & Hostel No.18, Hostel 10**

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1- HOSTELS AREA

DAILY CLEANING WORK

1. Daily sweeping of front road, entrance, cycle stand & parking area, removing mud, slit, papers, plastics from the area between the wings and around the hostel & removing unwanted material from this location & dispose at the given location before 10:00 a.m.


DAILY CLEANING WORK

1. Sweeping and moping of floor from lounge, T.V. Room, hall manager & warden office with floor cleaner & disinfectant (dilution of material as prescribed on packing).
2. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storing at given location including providing liner/ bag & cleaning as per requirement & direction of PHO representative.
3. Sweeping & moping with floor cleaner & disinfectant from all staircase, veranda & corridor floor once a day.
4. Continuous monitoring and periodic hard cleaning (minimum once in a week) 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 time to time as per instructions given by PHO representative (As per dilution prescribed on material packing)
5. Cleaning of nahani trap, removal of choke-up of bathroom, W.C. urinal, washbasin .
6. Cleaning of water cooler outer surface & its surrounding area (Three times in a day).
7. Cleaning of all staircase & veranda/balcony railings with floor duster.
8. Sweeping & mopping of canteen front area and collecting papers, plastics from surrounding area.
9. Stop the entry of stray animals in the Hostel premises and cleaning their waste if any with disinfectant.
10. Collection & segregation of wet & dry garbage from corridors and offices of hostels & storing of wet & dry garbage as per direction of PHO representative.
11. Cleaning of elevators from inside & front side partitions with glass duster.
12. Cleaning of entrance glass doors.
13. Daily collection of sanitary napkins from the ladies hostels toilet block and transfer it to given location. (From ladies Hostel No. 10,11, 15 & 16).
14. Cleaning & sweeping of parking area of Hospital).
15. Sweeping and moping of floor from NITIE gate kiosk & Hostel No. 12 bridge gate kiosk.
16. 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 .
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 Hostel premises /offices /common area.

MONTHLY CLEANING WORK

1. Collecting unwanted material from building surrounding up to the building fence and disposal at given location.

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2. Sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, cleaning of furniture, window glass, door panels from inside & outside (if possible) of all Hostel rooms in the presence of students.
3. Washing of all dustbins from the corridor with disinfectant and cleaning material. (Four times in a month)
4. Cleaning of gymkhana equipments & mirror.
5. Removing cobwebs from all wings at all heights in the corridor, staircase, varandas, foyer, T.V. room, lounge, offices, computer rooms, gymkhana room, TV room & open space etc.
5. Cleaning of elevators doors on all floor from inside & outside by applying D-7 material (Four times in a month).
6. Removing of stagnant water from hostel, hostel terraces and residential bldgs. Terrace, SWD and building surrounding area wherever possible.
7. Collection of unwanted materials, E-waste and solid waste collection from Hostel premises and surrounding upto the fence and disposal at given locations as per direction of PHO representative (four times in month)

ONCE IN A MONTH CLEANING WORK

1. All flooring to be scrubbed, washed & cleaned with required tools, equipments, machines along with sanitary material as per dilution factors given on branded items & for non branded items dilution and use to be done as directed by PHO representative.
2. Cleaning of storm water drain removing of silt and waste material from it & disposing it as per direction of PHO representative.
3. Removing cobwebs at all wings from all heights outside the hostel building.
4. Cleaning of plinth protection from building surrounding inside the building compound and removing of wild growth from plinth protection.
5. Cleaning of all glass panels with glass cleaner from inside & outside.
6. Parking, concrete walk ways & road areas to be cleaned with bleaching powder during rainy season.
7. Cleaning & wiping of tube lights, fans & exhaust fans.
8. Cleaning of all building terraces, roof top of cycle stands & parking sheds.
9. 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.)
10. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
11. 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 further transport or for disposal off the same.
12. 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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13. 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.

14. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

ONCE IN TWO MONTHS CLEANING WORK

1. Cleaning of internal and external glass partitions & window glasses upto 2nd floor level of all buildings.

ONCE IN FOUR MONTHS CLEANING WORK

1. Removal of cobweb from inside and outside from all buildings, cycle stands and parking area.

HOSTEL NO- 1, 3, 11, & JALVIHAR GUEST HOUSE

DINING HALL AND MESS AREA (FOR INSTITUTE MESS ONLY)

DAILY CLEANING WORK

1. Sweeping, washing and moping of floor & dado with floor cleaner & disinfectant (as per dilution prescribed on packing) of cooking area twice a day .
2. Cleaning of utensil washing area twice a day.
3. Collection & segregation of waste food, wet garbage, dry garbage & vegetable waste from canteen, mess & dinning area after every food service & storing of it as per direction of PHO representative in the hostels.
4. Sweeping and moping of floor with floor cleaner & disinfectant (as per dilution given on the pack) of dining hall after every service.
5. Sweeping, moping of floor with floor cleaner & disinfectant of store area once in a day.
6. Cleaning of washbasin and its surrounding area in dinning hall before and after every service.
7. Cleaning of water cooler and its surrounding area (Three times in a day).
18. Wringer trolley / Nano bubble machinest must used by housekeeping workers in Hostel mess premises /offices /common area.

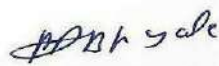
MONTHLY CLEANING WORK

1. Washing of floor and dadoes in mess, canteen and dining hall with floor cleaner and disinfectant as per dilution given on material packing.
2. Cleaning of all dustbins from inside & outside with liquid detergent. (four times in a month).

ONCE IN A MONTH CLEANING WORK

1. Dining hall floor and dado scrubbing/ washing and moping by floor cleaner.
2. Cleaning, wiping & dry dusting of tube lights, fans & exhaust fans.
3. Cleaning of all building terraces, roof top of cycle stands & parking sheds.

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4. 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.)

5. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.

6. 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 further transport or for disposal off the same.

7. 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.

8. 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.

9. 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 with glass cleaner from inside & outside.

ONCE IN FOUR MONTHS CLEANING WORK

1. Removing cobwebs from store, mess and dining hall room from all heights.

II - SAC, INDOOR STADIUM, GYMKHANA BUILDING & SWIMMING POOL AREA

DAILY CLEANING WORK

1. Daily sweeping of front road, entrance, cycle stand & parking area, removing mud, slit, papers, plastics from the area between the wings and around the hostel & removing unwanted material from this location & dispose at the given location before 10:00 a.m.


DAILY CLEANING WORK

1. Cleaning of entrance, front road, cycle stand & parking area, removing papers, plastics, from the surrounding of SAC, Indoor stadium & swimming pool & removing of mud, silt, all type of waste material and unwanted material from above location & dispose at the given location before 10.00 a.m. every day.

2. Sweeping and moping of floors (as per dilution prescribed on packing) from all offices, rooms, conference rooms, cabins, corridors, lobby, common areas, staircases & area around the swimming pool.

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)

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4. Collection & segregation of waste material from all dustbins in veranda / corridor twice a day and storing it at the given location as per direction of PHO representative.
5. Cleaning of all notice board, tables, chairs and benches from all offices, rooms, conference room & cabins .
6. To stop the entry of stray animals in the SAC, Indoor stadium, Gymkhana building & swimming pool premises & cleaning their waste if any on floor with disinfectant.
7. Cleaning of water cooler & its surrounding area (Three times in a day) .
8. Cleaning of all staircase & varandah railings with wet & dry floor duster.
9. Cleaning of entrance glass doors.
10. Cleaning of elevators from inside & front side partitions with glass duster.
11. Continuous vigilance and monitoring of toilet blocks cleanliness to be done by supervisor .
12. Wringer trolley / Nano bubble machine must used by housekeeping workers in premises /offices /common area.

MONTHLY CLEANING WORK

1. Unwanted materials & solid waste from building surrounding and disposing at given location.
2. Floor washing with floor cleaner & high pressure cleaner around swimming pool area.
3. Cleaning of all dustbins from inside & outside with liquid detergent. (four times in a month).
4. Removing cobwebs from all heights of all offices, rooms, conference room, cabins, corridor, lobby, staircase & common areas around the swimming pool buildings. (four times in months)
5. Removing of stagnant water from inside bldg., building terraces SWD and building surrounding area (four times in a months)
6. Collection of unwanted materials ,E waste and solid waste collection from bldg. premises and bldg. surrounding upto the fence and disposing at given locations as directed by PHO representative (four times in a month).
7. Cleaning of elevators doors on all floor from inside & outside by applying D-7 material (Four times in a month).

ONCE IN A MONTH CLEANING WORK

1. All offices, rooms, conference room, cabins, corridors, lobby, staircase, common areas to be scrubbed and cleaned with required tools, equipment & machines along with liquid floor cleaner as per dilution factors given on branded items and for non branded items as directed by PHO representative.
2. Cleaning of silt and removing wild growth from storm water drains, surrounding area and building plinth protection.
3. Parking, concrete walk ways & road areas to be cleaned with bleaching powder during rainy season.
4. Cleaning & wiping of tube lights, fans & exhaust fans.
5. Cleaning of all building terraces, roof top of cycle stands & parking sheds.
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.)

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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.
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. 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. Removing cobwebs from all heights outside the building.

III - GULMOHAR (CAFETERIA) BUILDING

DAILY DAY CLEANING WORK

1. Daily sweeping of front road, entrance, cycle stand & parking area, removing mud, slit, papers, plastics from the area between the wings and around the hostel & removing unwanted material from this location & dispose at the given location before 10:00 a.m.

DAILY CLEANING WORK

1. Cleaning of entrance, front road & building surrounding and removing of mud silt, all types of waste material from these locations and disposal of collecting material as directed by PHO representative.
2. Sweeping & moping of floor with floor cleaner and disinfectant of all offices, corridors, common areas & staircase etc.
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 dry & wet garbage from offices, corridors & common area dustbins and storing it at the given location.
5. Cleaning of staircase, corridor & hand railing with wet & dry glass duster.
6. Cleaning of Notice Boards.
7. Removing of chock up from toilets, washbasins and cooler up to the nahani trap.

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8. Cleaning of toilet blocks floor, urinals, washbasins, W. C. pan at 3rd floor area with floor cleaner & disinfectant as per direction of PHO for various functions.

9. Cleaning of 3rd floor dining hall floor, removing cobwebs and terrace cleaning of Gulmohar building as directed by PHO representative for various functions.

10. Cleaning of elevator from inside & front partition with glass duster.

11. Cleaning of entrance glass doors.

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 premises /offices /common area.

MONTHLY CLEANING WORK

1. Cleaning of elevator doors on all floor from inside & outside with D-7 material. (four times in a month)

2. Cleaning of all dustbins from inside & outside with liquid cleaner & disinfectant. (four times in a month)

3. Cleaning of Floors, glasses, toilet blocks and removing cobwebs of Gulmohar 3rd floor as per booking and functions of Institute.

4. Removing cobwebs from toilet blocks, corridors & staircases. (four times in a month) .

5. Removing of stagnant water from building, building terraces, SWD and building surrounding area (four times in a month).

6. Collecting of unwanted materials ,E waste and solid waste from building premises and building surrounding upto the fence and disposing at given locations as directed by PHO representative (four times in a month)

ONCE IN A MONTH CLEANING WORK

1. Floor scrubbing work of corridors, common areas, staircase, banquet hall and offices with required tools, equipment, machines along with liquid floor cleaner as per dilution factors given on branded items and for non branded items as directed by PHO representative.

2. Collecting & disposing of unwanted materials, empty bottles & broken furniture's from building surroundings.

3. Glass cleaning, steel structure & trusses dusting from inside and outside the building at all heights with tools, equipments and proper safety arrangement.

4. parking, concrete walk ways & road areas to be cleaned with bleaching powder during rainy season.

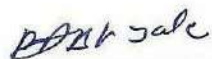
5. Cleaning and removing of silt and wild growth from building plinth protection and storm water drains.

6. Cleaning & wiping of tube lights, fans & exhaust fans.

7. Cleaning of all building terraces, roof top of cycle stands & parking sheds.

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.)

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Public Health Officer

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 further 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.

ONCE IN TWO MONTHS CLEANING WORK

1. Cleaning of door, window, partition glasses from inside and outside with glass cleaner & glass cleaning kits.

ONCE IN FOUR MONTHS CLEANING WORK

1. Removing cobwebs from outside of offices, banquet hall and common areas of all building.

IV - GUEST HOUSE (JALVIHAR)

DAILY CLEANING WORK

1. Daily sweeping of front road, entrance, cycle stand & parking area, removing mud, slit, papers, plastics from the area between the wings and around the hostel & removing unwanted material from this location & dispose at the given location before 10:00 a.m.

DAILY CLEANING WORK

1. Cleaning of entrance, cycle stand & parking area. collecting papers, plastics from the surrounding of building & removing of mud, silt, all type of waste material and unwanted material from this location & dispose at the given location before 10:00 a.m. every day and in the afternoon during function conference.

2. Two times sweeping & moping of floor with floor cleaner & disinfectant of lobby, offices, porch, ramp, atrium, terrace lobby, common area & staircases. Also during conference or any other function as per requirement till the end of function.

3. Cleaning of furniture's & removing of cobwebs 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 and storing as per instruction of PHO representative at the given location. Morning & afternoon and when function gets over on that day.

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.

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8. Cleaning and removing of chock-up of toilets, W. C. urinals, washbasins and chambers up to the main chamber.

9. Cleaning of entrance glass doors.

10. Floor sweeping & moping with disinfectant (As per dilution prescribed on material packing) of conference rooms as per date & time of the function arranged.

11. Removing papers, plastics & unwanted material from Gulmohar lawn.

12. Cleaning of elevator from inside & front partition with glass duster.

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 premises /offices /common area.

ONCE IN A WEEK CLEANING WORK:-

1. Scrubbing/washing & moping of Jalvihar entrance stilt area.

MONTHLY CLEANING WORK

1. Collecting of unwanted materials & solid waste from building surrounding and disposing at given location.

2. Cleaning of elevator doors on all floors from inside and outside with D-7 (as per dilution prescribed on material packing) (four times in a month).

3. Cleaning of all dustbins from inside & outside with liquid detergent.

4. Chairs and carpet cleaning of all conference room with vacuum cleaner as per functions date & time.

5. Monthly cleaning of floor & dado of stilt area scrubbing/washing & moping of jalvihar guest house ground floor. (four times in month).

6. Removing of stagnant water from building, building terraces, SWD and building surrounding area (four times in a month)

7. Collecting of unwanted materials ,E waste and solid waste from building premises and building surrounding upto the fence and disposing at given locations as directed by PHO representative (four times in a month).

8. Removing cobwebs from toilet blocks, corridors, staircases and building (four times in a month).

ONCE IN A MONTH CLEANING WORK

1. Lobby, offices, porch, ramp, atrium, adjacent outside area & ground floor to be scrubbed & cleaned with required tools, equipment & machines along with liquid floor cleaner as per dilution factors given on branded items and for non branded items as directed by PHO representative.

2. Fountain cleaning with floor cleaner along with surrounding area.

3. Shifting & disposal of unwanted material & empty bottles after the permission from Guest House In- charge to given location by PHO representative.

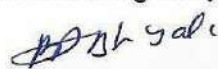
4. Floor cleaning & removing cobwebs work in all ducts.

5. Cleaning & wiping of tube lights, fans & exhaust fans.

6. Cleaning of all building terraces, roof top of cycle stands & parking sheds.

7. 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.)

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8. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
9. 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.
10. 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.
11. 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.
12. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

ONCE IN FOUR MONTHS CLEANING WORK


1. Removing cobwebs from external face of the building.

V - HOSPITAL (NEW BLDG.)

DAILY CLEANING WORK

1. Sweeping of front road, entrance, cycle stand & Parking area, removing papers, plastics, from the area around the hospital & removing of mud, silt, all type of waste material and unwanted material from this location & disposing at the given location before 09:00 a.m. every day.
2. Sweeping and moping of floor from all rooms, doctor rooms, operation theater, laboratories, 'X' Ray room, general wards, special wards, isolation wards, PMC wards, nurses rooms, labour rooms, offices with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storing it at the given location as directed by PHO representative.
4. Sweeping, moping with floor cleaner & disinfectant and removing of mud, silt, all type of waste & unwanted material from all staircase, veranda & corridor.
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 nahani trap and removing of choke-up in bathroom, W.C. urinals and washbasins & chambers up to main chamber.
7. Cleaning of water cooler & its surrounding area (Three times in a day) .
8. Cleaning of chairs, tables & other furnitures from Doctor rooms, staff rooms, computer rooms, offices with wet cloth.
9. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.
10. Stop the entry of stray animals in hospital premises and cleaning their waste if any with disinfectant.

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11. Shifting of mattress, furnitures (mattress, table, cotes, cupboard etc.) & collected unwanted materials within the hospital only as per instruction of hospital representative.
12. Collection & segregation of wet & dry garbage from corridors, offices, pantry of hospital twice a day & storing of wet & dry garbage as per direction of PHO representative.
13. Cleaning of elevator from inside & front partitions with glass duster.
14. Cleaning of entrance glass doors.
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 premises /offices /common area.

DAILY CLEANING WORK OF HOSPITAL OLD BLDG.

1. Sweeping of front road, entrance, cycle stand & Parking area, removing papers, plastics, from the area around the hospital & removing of mud, silt, all type of waste material and unwanted material from this location & disposing at the given location before 10:00 am. every day.
2. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storing it at the given location as per direction of PHO Representative.

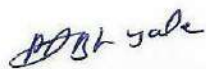
MONTHLY CLEANING WORK OF OLD & NEW HOSPITAL BLDG.

1. collecting unwanted materials from hospital building surrounding up to the fence and disposing at the given location .
2. Washing of all dustbins from the corridor with disinfectant and cleaning material.(four times in a month)
3. Removing cobwebs from inside the building on all floors & wings at all heights in the corridors, staircase, varandas, waiting rooms, offices, computer rooms, open space, toilet blocks etc. (four times in a month)
4. Cleaning of elevators doors on all floor from inside & outside by applying D-7 material. (four times in a month)
5. Collection of unwanted materials ,E waste and solid waste collection from bldg. premises and bldg. surrounding upto the fence and disposal at given locations as per direction of PHO representative (four times in a month).
6. Removing of stagnant water from hospital and hospital building terrace, SWD and building surrounding area (four times in a month).

ONCE IN A MONTH CLEANING WORK OF OLD & NEW HOSPITAL BLDG.

1. Floors scrubbing/washing with required tools, equipments, machines along with liquid floor cleaner as per dilution factors given on branded items & for non branded items dilution and use to be done as directed by PHO representative.
2. Cleaning of storm water drains and removing of silt and waste material from it & disposing it as per direction of PHO representative.
3. Cleaning of plinth protection from building surrounding inside the building compound and removing of wild growth from plinth protection.

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4. Cleaning & wiping of tube lights, fans & exhaust fans.
5. Cleaning of all building terraces, roof top of cycle stands & parking sheds.
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.
- 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.Cleaning of all glass panels with glass cleaner from inside & outside.

ONCE IN FOUR MONTHS CLEANING WORK

- 1.Removing cobwebs at all floor from all heights outside the hospital building.

FOR HOSPITAL PANTRY

DAILY CLEANING WORK

- 1.Sweeping, washing and moping of floor & dado with floor cleaner & disinfectant (as per dilution prescribed on packing) of cooking area four time a day after every service is over.
- 2.Cleaning of hand & utensil washing area twice a day.
- 3.Collection & segregation of waste food, wet garbage, dry garbage & vegetable waste from pantry after every food service (4 times in a day) & storing it as per direction of PHO representative in the Hospital or at given location.
- 4.Sweeping, moping of floor with floor cleaner & disinfectant of store area once a day.
- 5.Wringer trolley / Nano bubble machine must used by housekeeping workers in hospital premises /offices /common area.

ONCE IN A MONTH CLEANING WORK

- 1.Cooking area floor and dado scrubbing/washing and moping with required tools, equipment, machines & liquid floor cleaner .
2. Cleaning & wiping of tube lights, fans & exhaust fans.
- 3.Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

ONCE IN FOUR MONTHS CLEANING WORK

- 1.Removing cobwebs from store pantry inside and outside from all heights.

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VI – RESIDENTIAL AREA

HOUSE TO HOUSE WET & DRY WASTE MATERIAL COLLECTION AND AREA ROADS CLEANING WORK

DAILY CLEANING

1. Collecting papers, plastics and unwanted materials from building surrounding and along the roads and storm water drains and disposing of collected solid waste as per direction of PHO representative.
2. Collection of segregation waste from house to house in two separate containers and store separately in two closed containers properly at the given location.
3. If mixed waste handover from residential area then segregation of mixed solid waste into the wet waste & dry waste. Also further segregation of dry waste into the dry recyclable and dry non recyclable & keep both segregated dry waste in close containers as per instructions of PHO.
4. Collecting papers, plastics and unwanted materials from lake phase area, roads and remaining odd areas of campus and disposing of collected waste as per instructions of PHO representative.
5. Daily sweeping & moping floor of community halls as per requirement of 8 times in a month, NCC & Garage.
6. 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) of Community halls, garage & NCC building.
7. Daily papers, plastics and unwanted material collection & disposing from Gulmohar lawn.
8. Daily sweeping of staff canteen outside area and collecting papers, plastics and unwanted materials from surrounding area.
9. Twice a day wet & dry waste material collection from staff canteen, community halls, garage & NCC and store as per instructions of PHO.
10. Daily sweeping of open paved area & entrance roads of community halls, Garage and NCC building.
11. Daily cleaning of garden equipments & garbage collection from garden area.
12. Daily sweeping of floor at pump room from Nilgiri, Shivalik, Satpura, Booster pump behind shopping centre, hostel QIP (10A), 'Y' point & Lake side gate.
13. Processing of collected wet waste from residential area to the near by composting units as per direction of PHO.
14. Collection, segregation & transport of garbage to be done in appropriate dustbins.
15. Daily cleaning of Lifts in Residential area.

TWICE IN WEEK CLEANING WORK:-

1. Cleaning & sweeping of internal roads & road side area upto SWD/fence building plinth with storm water drain.
2. Collection of E-waste and unwanted materials from residential area.
3. Cleaning of Lifts with D-7.
4. Internet hub Bldgs to do weekly

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MONTHLY CLEANING WORK :-

1. Collecting papers, plastics & unwanted materials from residential bldg area, sweeping of all internal roads, cleaning of SWD along the road and building entrances. Shifting of collected dry & stored leaves at the given location. (four times in a month)
2. House to house collecting of E-wastes, scraps, unwanted materials from the residential area as per instruction of PHO representative. (four times in a month)
3. Cleaning & sweeping of Dargah road and its surrounding area and road from H1-15 to hill side labour camp (four times in a month)
4. Duct cleaning of Nilgiri, Ananta, Shivalik, Satpura, Aarvali, Himadri, Type II B- 22, 23, & 24, white house-20 (four times in a month).

ONCE IN A MONTH CLEANING WORK :-

1. Cleaning of plinth protection and SWD of all residential bldg. community halls, Garage and NCC building.
2. Cleaning of all building terraces, roof top of cycle stands & parking sheds.
3. 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.)
4. If found should be removed immediately or necessary cleaning should be done within a time frame with the co-ordination of Public Health office.
5. 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 further transport or for disposal off the same.
6. 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.
7. 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.
8. Removing cobweb of community halls, garage and NCC building from inside and outside the buildings.
9. Dusting of showcase, trophy, shield, medal and periodic cleaning by adequate liquid if required.

ONCE IN TWO MONTHS CLEANING WORK

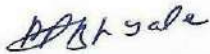
1. Glass cleaning from community halls, Garage and NCC building.

VII - SECURITY CABIN, TYPE-1 BLDG-11, 22, Tulsi 1,2,3, Manas Bldg. & GT LAB, COMPUTER HUB

DAILY CLEANING

1. Daily floor sweeping & moping of H-4 Security cabin & GT Lab – monthly eight times.

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2. 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) of H-4 security cabin, type – 1 bldg. - 11 & GT Lab

WEEKLY CLEANING:-

1. Sweeping, mopping of floor, staircase, railing of TYPE-1 BLDG-11,22, Tulsi 1,2,3, Manas Bldg.

MONTHLY WORK

1. Removing cobwebs of H-4 security cabin & GT Lab, Computer Hub.

ONCE IN A MONTH WORK

1. Cleaning & wiping of tube lights, fans & exhaust fans.

ONCE IN TWO MONTHS CLEANING WORK

1. Glass cleaning of security cabin & GT lab

ONCE IN FOUR MONTHS CLEANING WORK

1. Removing cobwebs from H-4 security cabin & GT lab from outside

COMPUTER Hub:-

ONCE IN A WEEK CLEANING WORK:-

1. Sweeping & moping of floors.

2. Collection, segregation & storage of paper, plastics, E- waste and unwanted materials from computer hub.

VIII – Main Gate, Gymkhana Bldg., Hostel No.17 & Hostel No.18, Hostel No. 10

ONCE IN THREE MONTH WORK

1. Cleaning of facade of entrance glass, main glass, side glass & conopy glass of all buildings (Main Gate, Gymkhana Bldg., Hostel No.17 & Hostel No.18), Hostel No. 10.


Open & Covered drain:-

1) Removing and re-fixing of drains covers including finishing must be taken care while cleaning work.

2) In rainy season contractors representative should check the locations mentioned in the attached list . So that drain should be free from any obstruction and cause stagnation of water.

3) 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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4) After the drain 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 further transport or for disposal off the same.

5) The contractor should use necessary cleaning material & equipment like bleaching powder, cleaning agents, jet spray, brooms, spade, trolley, etc. which is required to remove all dirt & dry leaves as per the specification mentioned in the schedule.

Gully sucker:-

1) Gully sucker should be used as per instructions & requirement of Estate Engineers & Public Health Officer.

2) Contractor should attend the complaint within 24 hours after received complaint.

3) The chock up material should be disposed as per instruction of Public Health Office.

4) In any case, no waste solid material should be kept on road side or any where in the IIT Campus.

5) Proper records should be maintained for use of gully sucker.

Urinals Screens :-

Twice in a month replacement of urinals screens mentioned in Annexure 2

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Pankaj P. Bhosale

(PANKAJ P. BHOSALE)
Public Health Officer

