

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
PUBLIC HEALTH OFFICE**

TENDER DOCUMENTS

FOR

**MECHANIZED ROAD AND ALL GATES
SECURITY BUILDING CLEANING WORK IN IIT
BOMBAY.**

YEAR 2021-22



(TECHNICAL BID DOCUMENTS)

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1) TECHNICAL DETAILS :-

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY, POWAI, MUMBAI - 400

Location :- 076

Period of contract :- One Year (Twelve Months)

Name of work :- Mechanized road and all gates security building cleaning work in IIT Bombay.

Name of Area:- **Main Roads:-** 'Y' point Gate to K.V. School left corner, 'Y' point Gate to K.V. Sangathan office upto drain, 'Y' Point Gate opp garden road (Between garden and K.V. school), K.V. school bldg. Corner to K.V. junction opp tum-Tum bus stop, Opp Tum Tum bus stop to TCS kiosk, Opp Type 1 bldg. No. 4 to Hostel No. 10 Junction, Main gate- Exit Gate, Main Gate-incoming gate (Near state Bank), A-7 Bungalow backside to Guest house junction, Guest house junction to nursery road, Nursery road to culvert, Culvert to staff hostel corner, Culvert to Hostel No. 1 Junction, Hostel No. 1 Junction to Hostel No. 15 bus stop, Guest house junction to opp A- 13, Opp A- 13 Bungalow to Guest house ramp, A-13 Bungalow to A-8 Bungalow, staff Hostel to Hostel No. 5 junction, Hostel No. 5 Junction to Hostel No. 9, Hostel No. 9 to Hostel No. 12 Main entrance, Hostel No. 5 Junction to Hostel no. 4, Hostel No. 4 entrance to Hostel No. 2 gate, Hostel No. 2 gate to Hostel No.1, 'Y' point Gate 1 -parking-- -2-Parking -3-Parking , Shopping Center -1) parking -2 -Parking -3- Parking, Main Gate:- 1) parking -2 -Parking -3- Parking, Lake side Gate- parking, Hostel No. 12 D wing entrance to D wing corner road, Hostel No 12 D wing corner to Hostel No. 13 C wing, A-12 Bungalow to A-9 Bungalow main road, A- 11 Bungalow garage upto road , A-11 Bungalow gate to road, Tennis court concrete road from staff Hostel to convocation, Opp BTR Bldg. to old multystory bldg. Junction, Lake side gate to H2 Bldg. No. 11, Old multistoried bldg junction to Devi Temple, 'B' Type bldg. No. 10 to 'B' type bldg. No. 5 (With footpath), 'C' Type bldg. No. 2 to 'C' Type bldg. No. 11 (with footpath), Central Maint. unit to K.V. Sangathan office corner (without footpath), 'C' Type bldg No. 2 to Nilgiri Bldg. Junction (without footpath), Opp. 'C' Type bldg No. 2 to Guest house junction (Old Hostel No. 10 wall side road)(without footpath), Opp. T.C.S. Kiosk to power House (main road)(with footpath), Power house to sameer junction (with footpath), **Mud area:-** K.V. School bldg corner to K.V. Junction opp Tum - Tum bus stop (Shopping center cycle parking to 'Y' Point Tum - Tum bus stop), Opp Tum-Tum bus stop to TCS kiosk , Nursery road to culvert junction (Opp main bldg Kiosk to culvert junction), Culvert junction to staff hostel corner (Mud area upto drain one side of road), Culvert junction to Hostel No. 1 junction (library road side mud area), Hostel No. 1 junction to Hostel No. 15 Bus stop, Guest house junction to Opp A- 13 Bungalow (Garden side 1 m & B Type bldg - 1 upto fence) , Opp A - 13 Bungalow to A-8 Bungalow (opp A-1 to BTR), Opp A- 13 Bungalow to guest house ramp (A-13 bungalow side to ramp), Opp BTR bldg to old multistory bldg junction, Old multistory bldg junction to Devi Temple , Staff hostel to hostel No. 05 junction (Both side of road upto drain), Hostel No. 5 junction to Hostel No. 9 (H - 9 side upto drain & opp side 1 m), Hostel No. 9 to Hostel No. 12 main entrance (Both side of road upto fence), Hostel No. 5 to Hostel No. 4 , (Campus hub

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to Hostel No. 5 gate mud area between the drain & H-5 wall fence), Hostel No. 4 to Hostel No. 2 entrance gate (Hostel No. 2 & 3 upto fence and indoor side upto drain) ,Hostel-No. 2 entrance gate to Hostel No. 1 junction, Type B – Bldg 10 to type B – Bldg No. 5 , Central maintenance unit to K.V. sangathan office corner , ‘C’ Type bldg No. 2 to Nilgiri Bldg junction (Road both side upto fence) , Opp ‘C’ Type Bldg No. 2 to guest house junction (Hostel No. 10 wall side),Opp TCS Kiosk to Power House - 1) TCS Kiosk to Earth Science 2) CESE fence to INC Tum – Tum bus stop 3) Opp carpentry to workshop corridor between , Power house to sameer junction:- 1) Type II B Bldg No. 22 to Type I Bldg No. 18 back side 2) H-1 bldg No. 15 to Vidya niwas side upto green house 3) Opp Tulsi bldg both side 4) Sameer garden to Hostel No. 15 bus stop, Hostel No. 12 D wing conner to Hostel No. 13 C wing. **Open SWD** :- ‘Y’ point gate to post office open drain, Shopping center cycle parking open drain ,Opp type B bldg No. 1 drain, Old multistory bldg junction to devi temple (H-2 bldg No. 14 open drain) ,Central maintenance unit to K.V. sangathan office corner (‘C’ type bldg No. 15 to ‘C’ type bldg No. 17), 2) ‘C’ type bldg No. 11 back side to ‘C’ type bldg No. 15, TCS kiosk to power house 1) Earth science to TCS Kiosk , 2) Carpentry entrance to workshop corridor, Power house to sameer junction i) Udaygiri bldg to power house kiosk, PHO office to Hostel No. 11 entrance gate, Hostel No. 11 gate to staff hostel entrance along road, PHO office gate to Hostel No. 8 gate, Hostel No. 8 entrance gate to opp cycle shop, NCC corner to NCC entrance gate, NCC entrance gate to Hockey ground entrance gate, Hostel No. 8 corner to football ground gate, Football ground gate to Hostel No. -5 junction road bridge , Hostel No. 10 entrance to SOM Kiosk main road nala, Gulmohar gate to guest house junction to big nala , Hostel No. 9 entrance nala to big nala joined , Hostel No. 12 entrance to Hostel No. 14 ‘C’ wing road side nala, Hostel No. 7 entrance nala to sub station back side , Main gate parking to Hostel No. 10 back side big nala, B type bldg. No. 6 to main gate out (wall side), Tennis court surrounding drain (staff Hostel side), Tennis court surrounding drain (convocation hall side),all security gates building, marathi library and computer hub.

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2) E - TENDER NOTICE

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY PUBLIC HEALTH OFFICE.

Digitally signed online Technical & Financial Bids are invited for following work through E-tendering process of IITB from the bidders having experience in similar work in Central/State Government or Central Autonomous Bodies / State or Central Public Sector Undertakings & Large Private Organizations.

| Sr. No | Name of work | Estimated cost (Rs.) | EMD (Rs.) | Time Limit |
|---------------|--|-----------------------------|--------------------|---------------------------|
| 1 | Mechanized road and all gates security building cleaning work of IIT Bombay. (PR No. 1000017581) & (RFX No. 6100000560) | 1,07,57,835.00 | 2,15,157.00 | 01 Year (one year) |

Note:- All interested agencies are requested to registered in IIT Bombay ERP and SRM system and the registered bidders should upload the scan copies of technical documents and commercial details as per given below from **05/01/2021** to **25/01/2021** upto 05:00 pm.

1) Bidders should upload scanned copies of documents as per the following details in technical bids for Mechanized road and all gates security building cleaning work of IIT Bombay.

a) Successfully completed works during last 7 years ending last day of the month of December 2020 as per i, ii, iii and 'b'.

- i)** Copies of three similar work completed work orders having costing of single work order with work completion certificate for one year period not less than 40% of estimated cost of Rs. 1,07,57,835.00
- or
- ii)** Copies of two similar work completed work orders having costing of single work order with work completion certificate for one year period not less than 60% of estimated cost of Rs. 1,07,57,835.00
- or
- iii)** Copy of one similar work completed single work order with work completion certificate of costing for one year period not less than 80% of estimated cost of Rs. 1,07,57,835.00 and
- b)** Copy of one single work order of any work completed work order with work completion certificate costing for one year period not less than 40% of value of estimated cost of Rs. 1,07,57,835.00 in Govt or Semi Govt. or Public under taking organization.
- c)** Certificate copies of valid labour license, company registration, PF & ESIC registration, copies of PF & ESIC challan for proof of payment made respective authority for last six months.

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(PANKAJ P. BHOSALE)
Public Health Officer



- d) Copies of pan card & Income tax return statement of last three year 2017-18, 2018-19 & 2019-20.
- e) Copy of valid bank solvency certificate 40% of estimated amount Rs. 1,07,57,835.00 issued by any Nationalized/ Schedule Bank.
- f) Annual turnover of contractor should be at least 100% of estimated cost during last three financial years (2017-18, 2018-19 & 2019-20).
- g) Please upload the copies of work orders and work completion certificates as above mentioned in Sr. No. 'a' - i, ii, iii & 'b' only. Please don't upload work order and work completion certificates below 40% of estimated cost.
- h) All bidders should submit EMD amount **Rs. 2,15,157.00** in the form of pay order or demand draft in the Public Health Office IIT Bombay on or before **22/01/2021** upto 5 :00 pm, in favour of "**Registrar, IIT Bombay**". Also bidders have to upload scanned copy of same D.D. or Pay order along with technical documents. Contractor having valid NSIC/ MSME certificate should submit the same in Public Health Office instead of EMD on or before the date mentioned above.
- i) 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.
- 2) Agency which will qualify in technical bid only those agencies commercial bid will be opened.
- 3) Bidders should upload scanned copies of all documents in combined PDF with company stamp and authorized person signature and date along with our technical documents.
- 4) Bidders should upload multiple technical documents in combined PDF files each file upto 5.00 MB.
- 5) During commercial bid uploading bidders must add GST @ 18% (Tax code – N5) on every line items.
- 6) Validity of quoted prices will be six months from the last day of submission of technical and commercial bids.

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- 7) Pre-bid meeting will be held on **12/01/2021** at 11:30 am in Public Health Office, IIT Bombay, Powai, Mumbai- 400 076 and those who have registered online on portal <https://portal.iitb.ac.in/vrp/index.jsp> iitb and got user ID and password.
- 8) IIT- Bombay reserves its rights to accept and reject any tender or to relax any above conditions without assigning any reason and without any reference.

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3)- GENERAL INSTRUCTIONS TO TENDERER :-

1) Mechanized road and all gates security building cleaning work of IIT Bombay will be completed through public advertisement by two bid systems (Technical & Financial bids)

2) Bidders should upload scanned copies of documents as per the following details in technical bids for Mechanized road and all gates security building cleaning work of IIT Bombay.

a) Successfully completed works during last 7 years ending last day of the month of December 2020 as per i, ii, iii and 'b'.

i) Copies of three similar work completed work orders having costing of single work order with work completion certificate for one year period not less than 40% of estimated cost of Rs. 1,07,57,835.00

or

ii) Copies of two similar work completed work orders having costing of single work order with work completion certificate for one year period not less than 60% of estimated cost of Rs. 1,07,57,835.00

or

iii) Copy of one similar work completed single work order with work completion certificate of costing for one year period not less than 80% of estimated cost of Rs. 1,07,57,835.00 and

b) Copy of one single work order of any work completed work order with work completion certificate costing for one year period not less than 40% of value of estimated cost of Rs. 1,07,57,835.00 in Govt or Semi Govt. or Public under taking organization.

c) Certificate copies of valid labour license, company registration, PF & ESIC registration, copies of PF & ESIC challan for proof of payment made respective authority for last six months.

d) Copies of pan card & Income tax return statement of last three year 2017-18, 2018-19 & 2019-20.

e) Copy of valid bank solvency certificate 40% of estimated amount Rs. 1,07,57,835.00 issued by any Nationalized/ Schedule Bank.

f) Annual turnover of contractor should be at least 100% of estimated cost during last three financial years (2017-18, 2018-19 & 2019-20).

g) Please upload the copies of work orders and work completion certificates as above mentioned in Sr. No. 'a' - i, ii, iii & 'b' only. Please don't upload work order and work completion certificates below 40% of estimated cost.

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- h) All bidders should submit EMD amount **Rs. 2,15,157.00** in the form of pay order or demand draft in the Public Health Office IIT Bombay on or before **22/01/2021** upto 5 :00 .pm, in favour of **“Registrar, IIT Bombay”**. Also bidders have to upload scanned copy of same D.D. or Pay order along with technical documents. Contractor having valid NSIC/ MSME certificate should submit the same in Public Health Office instead of EMD on or before the date mentioned above.
- i) 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.
- 3) Agency which will qualify in technical bid only those agencies commercial bid will be opened.
- 4) Bidders should upload scanned copies of all documents in combined PDF with company stamp and authorized person signature and date along with our technical documents.
- 5) Bidders should upload multiple technical documents in combined PDF files each file upto 5.00 MB.
- 6) During commercial bid uploading bidders must add GST @ 18% (Tax code – N5) on every line items.
- 7) Validity of quoted prices will be six months from the last day of submission of technical and commercial bids.
- 8) Pre-bid meeting will be held on **12/01/2021** at 11:30 am in Public Health Office, IIT Bombay, Powai, Mumbai- 400 076 and those who have registered online on portal <https://portal.iitb.ac.in/vrp/index.jsp> iitb and got user ID and password.
- 9) IIT- Bombay reserves its rights to accept and reject any tender or to relax any above conditions without assigning any reason and without any reference.

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4) TERMS & CONDITIONS OF CONTRACT :-

- 1) Contractor have to make alternate arrangement for road cleaning, whether it is with machine or manually, when regular machine will fail. Also during rainy season, if machine is unable to clean the roads then contractor have to clean it manually. If contractor fails to do this, then amount of road cleaning work will not be paid to the contractor and penalty of Rs. 5000/- per day will be imposed on contractor against unsatisfactory & unattended work.
- 2) Roads cleaning work should be done only with sweeping machines as per details given in work schedule. When machines will be under repair then contractor have to make alternative arrangement of machines for sweeping road and cleaning work.
- 3) Contractor have to make arrangement of required ride on truck mounted vacuum suction system of battery operated cleaning machines to complete given area as per given scope of work.
- 4) Security deposit @ 10% will be deducted from the monthly bill for contract period and it will be refunded after period of one year after expiry of contract and Income Tax @ 1.50 % & 1% CGST and 1% SGST or as per time to time notification from Income Tax Department and any additional charges /taxes as levied by the authorities will be recovered from the bill as per conditions of contract accepted by successful contractor.
- 5) The Security Deposit thus recovered will be refunded after completion of 12 months from the date of work completion, after the receipt of application from contractor, with provident fund paid yearly online statement of all workers and ESIC payment details of same period to that effect. If the application will not be received with in three years, the same will be credited to the Institute account and there after no claim will be entertained. If contractor not fulfill the conditions of P.F., E.S.I.C. & any other conditions then work order this amount will be recovered from security deposit.
- 6) Agreement will be concluded as per normal procedure of the IIT Bombay for which you may contact the undersigned until the same is concluded, the quotation/tender submitted by you will be part and parcel of the contract.
- 7) Contractor will not be allowed to sublet the work to sub-contractor, if found said work will be terminated and you will be blacklisted with intimation to other Organization.
- 8) Contractor should work as per terms and conditions of tender documents of this office and this work order will be part and parcel of this contract.
- 9) The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971.
- 10) The Contractor shall provide PF & ESIC facility to the labourers as provided in the PF & ESIC Act.

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- 11) The Contractor shall follow the Minimum wages Act. and salary to the labourers disburse on or before 7th of every month.
- 12) The contractor shall pay salary to labourers in the form of A/C payee, cheque and direct transfer to labourers account and disbursement along with salary slip should be made in the presence of PHO representative .
- 13) Every month salary register & Attendance Register shall be submitted in PHO before release of payment for checking.
- 14) If more than 20 workers engaged by contractor then contractor shall obtain required labour license from RLC (Central) within 15 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC (Central) by the contractor.
- 15) Contractor should maintain muster roll for each site and labourers should sign the muster of the contractor which will be verified by Public Health office Representative during the disbursement of salary.
- 16) The contractor should complete all daily, weekly, monthly work as per scope of work for all working days, Saturday, Sunday and Holidays during their contract period.
- 17) Any liability/Penalty arising from Labour Commissioner office/court or any other Govt., Semi-Govt. Office shall be deducted from bill/S. D./E.M.D. Amount of contractor.
- 18) Workers engaged by contractor for complete work should attend the duty in uniform with company identity card. Contractor can obtain temporary identity cards for their workers from the security office of this Institute. Also contractor should submit list of workers those are working in the Institute with P.F. & ESIC No. details to Public Health Office & Security Section. The workers who don't have gate pass card of security section, IIT Bombay shall not allow entry inside the IIT Bombay campus and those who don't have ESIC card will be not allowed to perform their duties.
- 19) All safety & security rules, regulations and practices prevalent in the Institute should be strictly followed by the contractor and contractor labours.
- 20) Contractor should collect Gate entry passes for their all workers those are working in IITB from Security Section & all workers have to produce it at all gates to security, during morning & evening attendance to PHO representative.
- 21) Contractor should fill the form of P F & ESIC and get the PF number & ESIC card of all workers within 30 days of contract starting date. After one month workers who do not have ESIC card will not be permitted for the work in campus.
- 22) The contractor should make necessary arrangement of welfare and Health of their labours at his own cost.

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- 23) The contractor shall be responsible for any injury or loss caused to his workmen. He shall obtain necessary ESIC card and relieve IIT Bombay free from Responsibilities/liabilities in this respect.
- 24) GST is 18% and in future, if any changes takes place in GST taxes, it will be reimbursed by IIT Bombay to the concerned contractor, when contractor will submit proof of payment made by the contractor to the respective Govt. authority.
- 25) The contractor shall submit bill in respect of the services rendered by him in triplicate on calendar month basis with daily, weekly & monthly report in the prepared format duly signed by concerned representative, xerox copy of salary paid register, attendance sheet P.F., ESIC & GST paid challans with statement of all labours of same month.
- 26) The terms & conditions mentioned in the workmen's compensation act, Industrial disputes act, Minimum wages act, payment of bonus act, factories act, contract labour act etc. are to be followed by contractor scrupulously.
- 27) As per the amendment bonus Act, contractor have to pay 8.33 % of actual wages, during contract period the labourers those are working in IITB under their contract. IIT Bombay will not be reimbursed bonus amount to the contractor after submission of payment proof to Public Health Office.
- 28) IIT reserves its rights to entertain complaints of labourers, to investigate into the matters and if labourers' claims are found to be correct, the said amount will be adjusted through RA bills/Security Deposit of the Contractor and release the said payment to the labourer.
- 29) The contractor shall be held responsible for engagement, discharge and payment of persons engaged by him and completion of all work as per scope of work of this contract.
- 30) It will be the whole responsibility of the contractor to supervise the jobs carried out by your labours as per scope of work given by PHO.
- 31) The wage rates, holidays, hours of work and conditions of services of the workmen of the contractor shall be such as may be specified in this behalf by the chief labour commissioner (Central).
- 32) For the irregular /incomplete/unsatisfactory service, penalty of Rs. 5000/- per day shall be imposed on contractor and this amount will be deducted from contractors monthly payment.
- 33) In the event of failure to carryout the work assigned under the cleaning, sweeping & upkeeping contract to the satisfaction of IIT Bombay. The Institute reserves the right to get the work done through the alternate sources at the cost and risk of the contractor and same contract will be terminated and it may awarded to other contractor.

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- 34) The contractor has to follow the Govt. labour Acts which are in force at present and introduced from time to time, such as Acts enforced by Regional provident fund commissioner. Directorate of E.S.I.C. And Enforcement officer of contract labour act and all necessary arrangement for labour security insurance will have to be made by the contractors at his own cost including minimum wages declared by competent authority from time to time.
- 35) The contractor should produce the records i. e. labour license, proof of payment of wages, Attendance Register, GST paid proof, P.F., ESIC etc. as and when demanded by the Institute authorities.
- 36) The contractor shall indemnify against any actions, awards, proceeding, claims and demands that any be made against it due to any act negligence, default etc. made by the contractor or his workers during the contract period.
- 37) 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 labour laws, non-implementation of court orders, orders from labour law authorities received time to time and terms & conditions of work order and agreement.
- 38) Reporting about the status of the job on a day to day basis shall have to be ensured by your personal to the concerned area and Public Health Office representative .
- 39) The working timings should be set to carry out various jobs from 07:00 a.m. to 04:00 p.m. (8 hours and one hour lunch break) the working hours of laboures should not exceed eight hours in a day to complete given work as per scope of work and as direction of PHO time to time.
- 40) Minimum wages rates are calculated as per Notification of Chief labour commissioner (C) New Delhi [File No. 1/20(5)/2019-LS-II dated 12/10/2020. Any increase or decrease in the basic pay, dearness allowance, P.F. and E.S.I.C. contribution will be paid by contractor to the labourers or concerned authority. Institute will reimburse difference of initial pay & increased pay in the basic, D.A., P.F. & E.S.I.C. after the submission of payment proof which is made to their workers. Present minimum wage is Rs. 639.00 per day & subsequent minimum wage differences will be reimbursed.
- 41) If the contractor wants to withdraw the contract before, contract expiring date, due to their personal reason, at that time, the contractor should give written request at least three months in advance to the Public Health officer. After withdrawing contract, EMD & Security deposit amount will not be refunded to the contractor.
- 42) The contractor shall submit monthly work schedule for the one month in advance before starting the new month to carry our work as per scope of work.
- 43) Work which is not attended by contractor as per scope of work, then amount of unattended work will be deducted from the monthly bill.

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- 44) 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 help of machine, your staff should use electrical points which are given particular for cleaning machine purpose, If used other electrical points & damage takes place to that point then amount of it will be recovered from bill of contractor.
- 45) Contractor shall be responsible for the damage of every sort of the property of the Institute due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the agency.
- 46) Contractor should not engage laboureres below 18 year age and you should pay the wages to the laboureres as per the minimum wages act as per the circular issued by the Regional Labour Commissioner, Mumbai from time to time. If any accident takes place, you will be fully held responsible and for that you should give workman compensation, insurance/ group insurance/ ESIC scheme.
- 47) This contract is purely based on Sqm area basis and contractor should carry out given areas daily, weekly, monthly, mechanized road and all gates security building cleaning work for all working days Saturday, Sunday & Holidays as per scope of work, Contractor should arrange sufficient number of required machines, tools, equipments & manpower.
- 48) The Institute reserves the right to add new areas as per the rates of work order or remove any area from the contract after awarding the work order.
- 49) In the calculation of per day manpower cost includes Basic pay, D.A., PF, ESIC, uniform, duster, hand gloves and mask. Therefore contractor should consider all these item and provide to workers engaged by them.
- 50) 26th January, 15th August & 2nd October are paid holidays. Contractor have to give paid holidays to workers those who are working in their contract. Workers those who are performing duty on these days, they are entitle for double salary for those days only.
- 51) Contractor have to distribute hand gloves, mask, uniform to all your workers in presence of PHO representative.
- 52) Contractor have to distribute salary slips of all workers those are working in IITB along with salary cheque or during signing the salary disbursement sheet in presence of PHO representative.
- 53) Contractor have to distribute over time or any other payments of all your workers those are working in IITB in presence of PHO representative & same signed documents by PHO representative and contractor have to produce in PHO.

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(PANKAJ P. BHOSALE)
Public Health Officer



- 54) The renewal of contract to same agency may be done at end of every year, further one more year, when contractor will submit the application to Public Health Officer for extension of contract three months before the expiry date of contract and it will be extended on same prevailing work order rules, terms, conditions & rates, after evaluating the performance of contractor by PHO tender committee and the end users.
- 55) Contractor have to arrange sanitary consumable them self as per required quantity during cleaning work. Total quantity of sanitary material should get checked from PHO representative and contractor have to submit delivery challan for the same to PHO.
- 56) Contractor have to make their own arrangement for keeping all these machines & attachments inside the campus. IIT Bombay will provide temporary open place inside the campus.
- 57) A separate supervisory staff is to be engaged for monitoring the road cleaning on daily basis. The worker engaged for street sweeping should be well trained and experienced in the operating the equipment/ machinery.
- 58) The cost of running charges of machines/equipments (if any engaged) i.e Fuel/petrol battery /battery charges, shall be borne by the contractor and nothing extra is payable by IIT Bombay.
- 59) All personnel shall carry proper identity card and shall be in complete uniform to be provided by the contractor and shall maintain discipline and conform to office etiquette IIT Bombay will reserve the right to remove undisciplined-undesirable person(S) of the contractor at its sole discretion.
- 60) Contractor should arrange required number of truck mounted road sweeping machine with vacuum suction system or ride on battery operated road sweeping machines with suitable capacity to cover given area of hostel, academic, central, lakeside, TCS ,Hill side and residential area. If more number of truck mounted or ride on battery operated road sweeping machines are required to complete all given roads then contractor have to make arrangement for it. If contractor fails to clean all the roads as per scope of work then, Rs.5,000/- (Rs. Five thousand only) penalty will be laved on contractor. Along with the deduction of unattended area
- 61) Contractor is responsible for removal of paper, plastic, packaging material and any other odd waste material from all road areas every day.
- 62) Successful contractor have to do the police verification of all their workers those who will work under this contract in IIT Bombay and submit report to PHO within one month period of starting of contract.

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Public Health Officer



- 63) Contractor has to maintain regular cleanliness and hygienic conditions at all work sites.
- 64) Contractor has to take the precaution of water stagnation on the roads and side drains.
- 65) Contractor should have 2-3 months payment capacity of his workers against their wages.
- 66) Sprinkling of bleaching powder on slippery area whenever fungal growth has taken place (Roads, foot-paths, parking area, tiled/paves block) area under your scope of work.
- 67) Deployment of additional manpower whenever the mechanized road sweeping will not be done during monsoon period and also during the machine break down period.
- 68) Providing good quality of raincoats with caps during monsoon period.
- 69) 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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5) TERMS OF PAYMENT:-

- 1) No advance payment against monthly bills will be made under any circumstances.
- 2) Monthly bill will be paid on the basis of sqm. area work completed as per scope of work. Amount of incomplete work and penalty if any will be deducted from the total monthly bills.
- 3) Contractor should submit P.F. & ESIC contribution and online payment details statement of their workers for those working at IITB through their contract.
- 4) The total security deposit equivalent to 10% of the bill will be deducted from monthly running bill.
- 5) Income tax 1.50 % along with 1% CGST and 1% SGST, will be recovered at the prevailing rates from the bills payable to the contractor.
- 6) Wages of labourers shall be paid by 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 contract of all laboures shall be produced to Public Health Office along with monthly bill.
- 7) As per Notification of Central Govt. GST is 18% and this amount will be reimbursed by IITB to contractor. If GST changed by Govt. then contractor have to pay as per that & IIT will reimburse that amount.
- 8) Contractor should submit monthly bill for payment in two sets along with that months, labour attendance sheets, salary disbursement sheets, Bank statement, P.F. & ESIC online payment statements, sanitary material challans & copy of tax invoice, over time payment statements, sheet of advance given to workers, sheet of hand gloves, masks & dusters issued to labours in particular months and any additional information which will be required to PHO from contractor related to any payment to labours & Govt. authorities.
- 9) 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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6) Annexure – I

| Sr. No. | Road Details |
|---------|---|
| 1 | 'Y' point Gate to K.V. School left corner |
| 2 | 'Y' point Gate to K.V. Sangathan office upto drain |
| 3 | 'Y' Point Gate opp garden road (Between garden and K.V. school) |
| 4 | K.V. school bldg. Corner to K.v. function opp tum-Tum bus stop |
| 5 | Opp Tum Tum bus stop to TCS kiosk |
| 6 | Opp Type 1 bldg. No. 4 to Hostel No. 10 Junction |
| 7 | Main gate- Exit Gate |
| 8 | Main Gate-incoming gate (Near state Bank) |
| 9 | A-7 Banglow backside to Guest house junction |
| 10 | Guest house junction to nursery road |
| 11 | Nurssery road to culvert |
| 12 | Culvert to staff hostel conner |
| 13 | Culvert to Hostel No. 1 Junction |
| 14 | Hostel No. 1 Junction to Hostel no. 15 bus stop |
| 15 | Guest house junction to opp. A-13 bunglow |
| 16 | Opp A-13 Bunglow to Guest house ramp |
| 17 | A-13 Bunglow to A-8 Bunglow |
| 18 | Staff Hostel to Hostel No. 5 Junction |
| 19 | Hostel No. 5 Junction to Hostel No. 9 |
| 20 | Hostel No. 9 to Hostel No. 12 Main entrance |
| 21 | Hostel No. 5 Junction to Hostel No. 4 |
| 22 | Hostel No. 4 entrance to Hostel No. 2 gate |
| 23 | Hostel No. 2 gate to Host4el No.1 |
| 24 | 'Y' point Gate parking-1 |
| | Parking -2 |
| | Parking -3 |
| | Shopping Center parking -1) |
| | Parking -2 |
| | Parking -3 |

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| Sr. No. | Road Details |
|---------|---|
| 25 | Main Gate:- Parking -1 |
| | Parking -2 |
| | Parking -3 |
| 26 | Lake side Gate- parking-1 |
| 27 | Hostel No. 12.D wing entrance to 'D' wing corner road |
| 28 | Hostel No. 12 'D' wing corner to Hostel No. 13 'c' wing |
| 29 | A-12 Bunglow to A-9 Bunglow main road |
| 30 | A-11 Bunglow gate to road |
| 31 | A-11 Bunglow garage upto road |
| 32 | Tennis court concrete road from staff Hostel to convocation |

7)- Annexure :-II

| Sr. No. | Road Details |
|---------|---|
| 1 | Opp BTR Bldg. to old multystory bldg. junction |
| 2 | Lake side gate to H2 Bldg. No. 11 |
| 3 | Old multistories bldg junction to Devi Temple |
| 4 | 'B' Type bldg. No. 10 to 'B' type bldg. No. 5 (With footpath) |
| 5 | 'C' Type bldg. No. 2 to 'C' Type bldg. No. 11 (with footpath) |
| 6 | Central Maint. unit to K.V. Sangathan office corner (without footpath) |
| 7 | 'C' Type bldg No. 2 to Nilgiri Bldg. Junction (without footpath) |
| 8 | Opp. 'C' Type bldg No. 2 to Guest house junction (Old Hostel No. 10 wall side road) (without footpath) |
| 9 | Opp. T.C.S. Kiosk to power House (main road)(with footpath) |
| 10 | Power house to sameer junction (with footpath) |

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8) Scope of work:-

Mechanized Roads and security gate buildings cleaning work

Daily work

- 1) Daily mechanized sweeping of roads as per given in annexure - I and collection of mud, silt & dry leaves and disposal of it as per direction of Public Health Office.
- 2) Daily collection of paper, plastic & unwanted material from road, footpath & road side storm water drain up to the fence as per given in annexure I & II and disposal of collected material as per instruction of PHO.
- 3) Road cleaning time will be fixed by Public Health Office & It may vary time to time as per requirement.
- 4) Daily sweeping & removal of mud, silt, unwanted material, paper, plastics from Gate entrance roads, cycle stand, parking area walk way and open concrete area in front & at surrounding of security buildings of gate & disposal of these collected material at given location.
- 5) Daily three times sweeping and moping of floors and one time cleaning of furnitures and railings, removal of dust accumulated at scurting and window off-sets and collection, segregation & storage of paper, plastics, unwanted material collected from 03 Nos. security gate buildings.
- 6) Daily three time (Morning, Afternoon & Evening) cleaning of toilet blocks floor, urinals, washbasins & W. C. pans, removal of waste material from nahani Trap, removal of chock up and collection of waste material, paper, plastics & unwanted material from Toilet blocks and disposal of it as per as per instruction of PHO.
- 7) All the roads should be kept clean and the mud / garbage/ dead leaves accumulated should be collect and dispose it to the given location on daily basis by deploying required numbers of manpower. Garbage bins fixed along the road should be, free of stench, flies and away from human sight before disposal.
- 8) Sprinkling of bleaching powder on slippery area whenever fungal growth has taken place (Roads, foot-paths, parking area, tiled/paves block) area under your scope of work.
- 9) Daily sweeping and moping of floors and one time cleaning of furnitures and railings, removal of dust accumulated at scurting and window off-sets and collection, segregation & storage of paper, plastics, unwanted material collected from marathi library.

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Weekly Work

- 1) Three times in a week (Monday, Wednesday & Friday) mechanized sweeping of roads as per given in annexure – II and collection of mud, silt & dry leaves and disposal of it as per direction of Public Health Office.
- 2) Once in a week cleaning of mud area from roads to fence of all roads, where fence is not available at that location clean it upto 1 m from road side.

Monthly work

- 1) Monthly hard cleaning of toilet blocks floor, dadoes, door & window panels & glasses, mirrors, plumbing fixtures, hand rails, urinals, washbasins, W. C. pans, drains & nahani traps and cobweb removal work of 03 Nos. security gates buildings.
- 2) Monthly inside and outside cobweb removal work of 03 Nos. security gate buildings, marathi library & computer hub .
- 3) Removal of dry leaves and silt from storm water drain along the main roads and disposal of removed dry leaves & silt as per instruction of PHO.
- 4) Monthly floor, scurting, dado, staircase scrubbing/ washing & moping from 03 Nos. security gate buildings & marathi library.
- 5) Monthly cleaning, removal of mud silt & dry leaves & unwanted material and wild growth removal from plinth area and building surrounding storm water drains of 03 Nos. security gates buildings.
- 6) Monthly cleaning & wiping of Tube lights & fans from 03 Nos. security gate buildings & marathi library. (1 unit = One fan & two tube lights)
- 7) Monthly cleaning of 03 Nos. security gate buildings terraces of gates.
- 8) Monthly cleaning of vertical glasses, glass partitions, window glasses and outside cobweb removal at all heights of 03 Nos. security gate buildings & marathi library.
- 9) Monthly sweeping and moping of floors and removal of dust accumulated at scurting and window off-sets, removal of inside and outside cobweb, wiping of tube lights & fans, cleaning of glasses and collection, segregation & storage of paper, plastics, unwanted material collected from computer hub.

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