

# **INSTITUTE OF MATHEMATICAL SCIENCES**

TENDER No.IV of NIT Dated 21.11.2012

**Annual Housekeeping Work for the  
year 2013[01.01.2013 – 31.12.2013  
] at Institute Buildings[C.I.T.  
Campus] & Residential Staff  
Quarters of the Institute located at  
Thiruvananthapuram and surrounding  
premises**



# The Institute of Mathematical Sciences

(An autonomous Institute under Dept. of Atomic Energy, Govt. of India)

C.I.T. Campus, Taramani, Chennai 600 113

Ref.No: IMSc/Tender Documents – IV/2012

Date: 21/11/2012

## NOTICE INVITING TENDERS

Director, Institute of Mathematical Sciences, Chennai invites sealed tender for the following work from the reputed contractors who had done similar work to Govt.department/public sector undertaking/Educational/Research Institution/reputed companies for a period with minimum three years are and is currently doing the work.

Sl. No.	Tender No.	Name of Work	Cost of Tender Document (Rs.) [including VAT]	Earnest Money Deposit (Rs.)
1	I	Annual Housekeeping Work for the Year 2013[01.01.2013 – 31.12.2013] at Institute Buildings[C.I.T.Campus] & Residential Staff Quarters of the Institute located at Tiruvanmiyur and surrounding premises.	520/- (By Cash)	24,000/-

The tender document can be obtained in person from the Accounts Officer on all working days between 1400 hrs and 1600 hrs. The last date for sale of tender is 26/12/2012 In case tender documents are sought by post, a requisition indicating the details of tender documents along with demand draft for tender fee from a scheduled bank payable at Chennai drawn in favour of "Institute of Mathematical Sciences" to be forwarded to the Registrar at the above address well in advance. The Institute is not responsible for any postal delay.

The Registrar or an Officer authorized by him may be contacted between 1000 hrs and 1600 hrs on any working day for further clarifications if any. Any one who desires to tender is advised to visit the Institute premises and ascertain the nature and quantum of work before tendering.

The Tender/bid should be submitted in the prescribed proforma as given in the Annexure 'B' of Tender Document. EMD to be submitted in the form of demand draft/bankers cheque payable at Chennai, drawn in favour of "Institute of Mathematical Sciences" from any one of the scheduled bank. EMD in any other form is not acceptable. **Please note that tender received without EMD in the form of D/D/banker's cheque will be summarily rejected.**

The tenders are to be submitted in two parts in sealed envelopes super-scribing the name of the work clearly so as to reach **on or before 27.12.2012[Thursday] at 1500 hrs** to the undersigned and the same will be opened at 1530 hrs on the same day in the presence of tenderers or their authorized representatives, who would like to be present. Late and delayed tenders will not be opened and summarily rejected. Details of submission of tender are indicated elaborately in the tender document.

Canvassing in connection with tender/quotation is strictly prohibited. The Director, IMSc reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason therefor. Tender details can be viewed in the website [www.imsc.res.in](http://www.imsc.res.in)

Sd/-

**REGISTRAR**

**For and on behalf of Director**

**Institute of Mathematical Sciences, Chennai**

## TENDER AGREEMENT

Date: 21/11/2012

To  
The Director  
The Institute of Mathematical Sciences  
C.I.T. Campus, Taramani, Chennai 600 113.

Tender Ref. No. **IMSc/Hosekeeping Institute premises/Tender Documents/2012**

Name of Work: **Annual Housekeeping work at Institute Buildings[C.I.T. Campus] & Residential Staff Quarters of the Institute located at Thiruvanmiyur and surrounding premises**

Sir,

I/We understand the nature and quantum of work to be carried out and read the various conditions to tender including general conditions and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of **60 (Sixty)** days from the date of opening the Part I and in case the tender is withdrawn within the validity period or the contract if awarded is not accepted, I/We will be liable for forfeiture of my/our "Earnest Money Deposit" submitted along with the tender to Director, Institute of Mathematical Sciences. The rate quoted is firm and I/We will execute the work as per the rates quoted in the attached schedule and hereby bind myself/ourselves to carry out the work during the entire contract period as per the letter of acceptance of the tender/contract. I/We also hereby agree to abide by the IMSc general conditions of the contract as amended from time to time and to carryout the work according to the drawings, specifications and special conditions of the contract laid down by IMSc.

A sum of Rs.24,000/- is hereby forwarded as Earnest Money in the form of Demand Draft /Bank's Pay Order drawn in favour of Institute of Mathematical Sciences and payable at Chennai from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

- A) I /We do not execute the contract documents immediately after getting information from IMSc.
- B) I / We do not commence the work within 15 days after issue of the letter of indent/contract to that effect.

Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

Signature of Tenderer(s) with Stamp

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# THE INSTITUTE OF MATHEMATICAL SCIENCES

## Taramani, chennai 600 113.

- Tender No. : TENDER NO: I OF NIT DATED 21/11/2012
- Name of work : **Annual Housekeeping Work for the Year 2013 [01.01.2013 – 31.12.2013] at Institute Buildings[C.I.T.Campus] & Residential Staff Quarters of the Institute located at Thiruvanmiyur and surrounding premises**
- Sale of tender document : **26/11/2012 to 26/12/2012 from 1400 hrs to 1600 hrs during working days**
- Submission of tender : **Up to 1500 hrs on 27/12/2012. Tender should be submitted to Registrar, Institute of Mathematical Sciences. Tenders submitted after the due date and time will be treated as delayed / late tender and will be summarily rejected**
- Tender(Part I) Opening date and time: **On 27/12/12 at 1530 hrs** in the Office of the Registrar, Institute of Mathematical Sciences, Chennai 600 113

### INSTRUCTION TO TENDERERS

Tender should be submitted in two parts. Part I should consist of all the technical details including their previous experience, nature of work to be carried out, number of trained manpower to be provided for each work etc and other commercial points. Part II should contain only the charges(price ). Signed and sealed Part I and Part II should be kept in separate sealed covers. The cover for Part I should be super-scribed as “Tender for Housekeeping Work at Institute Buildings & Staff Quarters and surrounding premises” Part I (Techno-commercial) and the cover for Part II should be super-scribed as “Tender for Housekeeping Work at Institute Buildings & Staff Quarters and surrounding premises” Part II (Price). EMD should be kept in a separate sealed cover super-scribed as “EMD – Housekeeping Work at “Institute Buildings & Staff Quarters and surrounding premises” and all the three covers should be kept in a big single sealed cover super-scribed as “Tender for Housekeeping Work for the Year 2012 – 2013 at “Institute Buildings & Staff Quarters and surrounding premises”. There is no exemption for submission of EMD for any tenderer.

- a. Submission of EMD for Rs.24,000/- is a must and should be submitted along with the tender. The EMD is to be furnished only in the form of DD/Banker’s cheque from any schedule bank drawn in favour of “Institute of Mathematical Sciences” payable at Chennai. EMD in any other form including cheque/Banker’s Guarantee etc. will not be accepted as valid EMD. In respect of the successful bidder, this EMD will be adjusted as part of security deposit. EMD submitted by other bidders will be returned after finalization of the contract. Tenders received without valid EMD will be summarily rejected.

- b. For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit 10% of the contract value as Security Deposit which will be free of interest, immediately after conclusion of the contract. This security deposit is to be furnished in the form of Bank Guarantee as per the format furnished by the Institute from any of the Nationalised Banks or SBI or in the form of DD from any one of the scheduled banks. The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded after adjusting dues if any to the Institute from the Contractor.
- c. The tenderer should read the '**General Terms and Conditions**' & '**Note**' of the Institute annexed hereto and give their acceptance at the end. The tenderer is advised to visit this Institute **on any working day between 1600 hrs and 1800 hrs** to assess the nature and quantum of work before tendering and ascertain details from Project Assistant (Housekeeping)(Phone 22543340)
- d. The tender should be clearly filled or type written and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The tender should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.
- e. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- f. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- g. The Director, IMSc does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

#### **PART –I (TECHNICAL DETAILS)**

***Technical Details should be provided in the prescribed format i.e. Annexure "A" which should inter alia contain the following:***

- a. The tenderer should furnish the proof of his experience of providing sanitation/ housekeeping service in large hospital, research institute, Public sector undertaking, Govt. Departments, Educational Institutions or reputed organization. The contractor should furnish the details of staff strength, qualification & experience of his supervisory staff, office address for correspondence, contact telephone numbers etc. The details of the supervisory staff and number of field workers for each work to be deployed for this contract should be indicated separately.
- b. Tenderer should supply the list & quantity of necessary equipment, tools and implements, he possesses for the works such as pans, carts, wheel barrows, trolleys, buckets, baskets, drums, spades, ladders, bamboo, dusters, mops, brushes, brooms, glass cleaning apparatus, vacuum cleaners and the details of such items which can be exclusively deployed for this work.

- c. An Earnest Money Deposit amounting to Rs.24,000/- will have to be furnished along with tender documents in the form of DD / Bankers cheque from any one of the Scheduled bank drawn in favour of “The Institute of Mathematical Sciences” and payable at Chennai, which will be adjusted towards the Security Deposit, if the contract is awarded to him/her/firm.
- d. Tenderer should furnish the proof of financial status from his Bankers to undertake the job of this size.
- e. PAN details of the firm has to be indicated along with a certified copy.
- f. An affidavit duly certified by a Notary that the Partners of the firm or sole proprietor or Company as the case may be, has never been black listed or changed the name of the firm. The persons deployed for work should not be involved in any police case or any case should be pending against them. Police verification certificate for the persons deployed for work to be submitted.
- g. An affidavit duly certified by a Notary that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that has never been punished by any Hon’ble Court.
- h. Names/address of two persons who can vouch for the credentials of the contractor and stand surety.
- i. The entire tender document should be duly signed & sealed by the tenderer.
- j. The tenderer shall submit the information regarding his firm in the format enclosed as Annexure “A” along with documentation proof for past experience as part of Technical bid along with terms & conditions (duly signed) of Annual Housekeeping Work for the Year 2012 – 2013 at Institute buildings & Staff Quarters and surrounding premises (Excluding price bid )
- k. The Tenderer must have E.P.F. /E.S.I.S Registration number as per the rules. Necessary contribution towards E.P.F./E.S.I.S for the persons employed for this work should be remitted as per rules. A copy of the same to be submitted along with para I.
- l. The workers must be provided with uniform/shoes and other materials for safety and safe handling of chemicals, etc. by the contractor. They should maintain personal hygiene.

**PART – II**  
**(PRICE-BID)**

- a. Price bid should be in the format enclosed with tender at annexure “B” (Schedule of quantities) in separate sealed cover. **Failure to provide price bid in a separate sealed cover will result in invalidation of the offer.**
- b. Tender envelope should be sealed by sealing wax. **The envelopes containing Technical Bid, Price Bid & EMD should be in separate sealed covers and all the three covers should be put in one sealed cover as indicated above.**

- c. The tender should be clearly filled or type written and signed in ink legibly giving full address of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature shall invalidate the tender. The authorised signatory should duly sign the entire tender documents personally.
- d. The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- e. Failure to fulfill any of the conditions given above shall render the tender liable for rejection.
- f. As a proof of having used the procured Consumables and Non-Consumables, bills of the items with appropriate certificate from the Officer-in-Charge concerned should be submitted along with monthly bills. However, cost of all the items used will not be paid separately. The Contractor should include all such costs in the lump sum rates while quoting the price bid.
- g. The materials for cleaning consumable/non-consumable should be provided as per the requirement of the Institute. One month stock should be kept in the Institute premises at any time. The minimum quantity of material to be provided is as per annexure 'C'. If the quantity of material reaches the minimum stock level, the contractor should replace it immediately.

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## TECHNICAL DETAILS

Sl. No.	Particulars	
1.	Name of Firm/Tenderer/Company (in block letters)	
2.	Permanent Address & Telephone No.	
3.	Year of incorporation of the Firm/Company	
4.	Full Postal Address: Telephone/Fax No./E-mail:	
5.	Details of experience of providing Sanitation Services in Large Hospital / R&D, Large scale Educational institution / reputed organizations for the last five years (separate sheet may be attached). Names of the major clients with their addresses, telephone numbers(enclose certificates/credentials issued by such clients)	
6.	Details of infrastructure, persons employed, number of offices/branches available (attach separate sheet)	
7.	Details of persons exclusively to be deployed for this work.	
8.	Details of equipments, tools, implements which can be exclusively deployed for this work.	
9.	<b>a) Tender fee Rs:</b> (If tender document is downloaded) Bank Draft No & Date Banker's Name & Branch Receipt No..... Date .....	
	<b>b) Earnest Money Rs.</b> Bank Draft No & Date Banker's Name & Branch	
10.	Proof of Financial Capacity from his bankers	
11.	An affidavit duly certified by a Notary that the Partners of the firm sole Proprietor or Company has never been black listed/ not involved in any Police Case/ Vigilance enquiry pending or ever been punished by the Honorable Court.	
12.	Latest Income Tax (with TAN/PAN No.) Professional Tax, Sales Tax, Service Tax registration details (enclose photo copies)	
13.	Details of establishment Registration with date obtained from the various authorities including labour commission (enclose photo copies)	
14.	Details of E.S.I.S. Registration with Date	
15.	Details of E.P.F. Registration with date	
16.	Audited balance sheet and Profit/Loss A/c for the last 3 years (enclose photo copies)	

Date:

Signature of Tenderer  
Seal & address



## GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same at the end)

### A. GENERAL INSTRUCTIONS

1. Every tenderer is expected before quoting the rates to inspect the buildings and surroundings for which the service is to be rendered. The requirement of labour and material, the type of work to be executed including washing and ironing of cloths(outside the premises) should be assessed **and no claim for extra payment at a later date other than the approved rate in the contract on any account shall be entertained.** The tenderer submitting tender would be deemed to have inspected the premises, understood the nature and quantum of work, considered and accepted all the terms and conditions of contract. No verbal or written enquiries will be entertained in respect of acceptance or rejection of the tender.
2. The Institute reserves the right to cancel or reject in full or part any or all tenders received, without assigning any reasons.
3. Any action on the part of the tenderer to influence any officer of the Institute or canvassing in any form shall make the tender liable for rejection.
4. The contract will be for a period of one year initially, which can be extended for a further period on satisfactory performance of the initial period of the contract. The IMSc may renew /extend the contract to such further period (s)., as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent/written request by the contractor in this regard.
5. All works shall be executed as per detailed specifications at IMSc, C.I.T. Campus, Taramani, Chennai and as directed by an officer/official nominated by the Director.
6. The areas of cleaning indicated are purely approximate and likely to vary on either side up to any limit.
7. Time is the essence of this contract. In case the Contractor fails in fulfilling the obligations fully and in time, the IMSc shall have the absolute right to take up the work at the Contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit. The Institute may receive this amount and if still some amount is left the same shall be paid by the contractor. The Institute shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill/payable by the contractor/remitted by the contractor.
8. The Contractor will be required to bring all Tools, Material and Labour required for proper execution of work.
9. The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IMSc from any claims in this regard.

**10. The Contractor will be required to post skilled manpower as may be needed to supervise and guide the workers - skilled as well as unskilled for proper execution of the work as per directions of the Officer-in-charge nominated by Director of the Institute to administer the contract.**

11. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.

12. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and Security deposit forfeited. The Contractor will have no claims what so ever on IMSc.

13. In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Institute for the inferior works as determined by the Institute and in case all payments have been made to the Contractor for this work, this amount may be deducted from any sum due to the Contractor on any other work with the Institute.

14. Water and Electricity required for the work may be used free of cost from IMSc after obtaining written approval from the Officer In-charge.

15. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor indemnifies IMSc from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.

16. The contractor shall identify the personnel to be deployed exclusively for the cleaning of all the toilets in the area mentioned. The contractor shall be responsible for cleaning as well as security of the toilet fixture handed over at the time of commencement of the contract. In case of items/fixtures stolen/broken due to the fault of the contract personnel from the toilets, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixture of the same quality & under approval from nodal officer appointed by the Director of the Institute.

17. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- a. Employment of Children Act
- b. Workmen compensation Act
- c. Employment of Labour/Contract Labour Act
- d. Industrial Employment Act
- e. Contract Labour Abolition & Regulation Act 1970.
- f. Minimum Wages Act
- g. Employee Provident Fund Act
- h. Any other act or legislation, which may govern the nature of the contract.

18. The contractor shall comply with the provisions of all acts, status, rules, regulations etc. of the Central and State Governments as the case may be and if necessary get himself duly register as required by the said acts, status, rules, regulations etc. He shall make necessary payment of wages as per acts applicable for the work and keep necessary records for verification by the entering agencies etc. Any liability arising on the IMSc shall be payable by the Contractor and the same will be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security money of the contractor. If still some amount is left the same amount is payable/reimbursed by the Contractor. There would be no liabilities towards the workers of the contractor by IMSc.

19. The IMSc through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out in the Institute by others and such alterations and variations shall not violate this contract.

20. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Officer (to be nominated by the Director of IMSc) from time to time. All such instructions received by the authorized representative on behalf of the Contractor shall be deemed to have been received by the Contractor within the scope of this work order.

21. In the event of the contractor failing to execute the Annual Housekeeping Work for the Year 2012 – 2013 at Institute buildings & Staff Quarters and surrounding premises under contract in whole or in part an alternative arrangement will be made by the IMSc totally at the cost & risk of contractor besides any suitable fine /penalty.

22. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the IMSc or its Staff Members/Students/Visitors by the contractor or his workers.

23. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff, the contractor will be under obligation to change the worker concerned when instructed by IMSc authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. The IMSc will not and cannot hold any responsibility with regard to staff on the role of the contractor what so ever.

24. The contractor & his staff shall follow the rules & regulations of the IMSc in force and instructions issued from time-to-time. IMSc will be free to take action against the contractor for violating the same.

25. The IMSc reserves the right to terminate the contract without assigning any reason by giving a notice of three months. The contractor will also have to serve a notice of 3 months, if he wishes to terminate the contract.

26. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or there after the matter shall be referred to the Director, IMSc or any other officer nominated by the Director, IMSc for arbitration whose decision shall be final and binding on the parties. The contractor agrees that the arbitrator could be an employee of the Institute & shall not have any objections in this regard. The proceedings before the arbitrator

would be governed by the provision of the Arbitration and Conciliation Act 1996. The courts in Chennai jurisdiction is only applicable.

27. The personnel of Contractor should observe only 7 closed holidays in a calendar year irrespective of number of the holidays observed by the Institute as per the list given by the Institute from time to time. The 7 closed holidays normally cover Pongal, Republic Day, Tamil New Year's Day, Independence Day, Gandhi Jayanthi, Deepavali & Christmas.

**28. The services of employees of Contractor should be made available on all days on six day week basis in a month irrespective of holidays except on Sundays. The workers will be given a paid holiday on Sunday if any contracting Labour works for 6 days of the week.**

**29. A verification report in respect of all the personnel of contractor from the concerned police station of concerned residential areas should be submitted and also list of employees with bio-data of each employee posted to the Institute along with photo and thumb impression should be handed over to the Officer-in-Charge of the Institute. Any changes should be informed immediately.**

30. The personnel engaged by the contractor should have minimum literacy level i.e. a pass in Standard VIII.

31. The Contractor shall be fully responsible for providing leave benefits, weekly offs, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.

**32. Out of the total cleaners to be provided 50% of the cleaner (ie minimum of 6 cleaners) should be male members.**

## **B. PROHIBITION REGARDING REPRESENTATION THROUGH LAWYER**

1. No party shall be allowed to be represented by a lawyer during any investigation, enquiry, appeal or any other proceedings.
2. The Institute with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of this contract.

## **C. INSTITUTE'S OBLIGATIONS**

1. The Institute shall not be responsible for any loss, breakage or theft of contractor's material for which he has to make his own arrangements for storage.

The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the contractor. It will be the sole responsibility of the contractor.

2. The Institute will not charge any amount from the contractor for water or/and electricity supplied for Annual Housekeeping Work for the year 2012 – 2013 at Guest House – cum- Students’ Hostel Complex and surrounding premises.

#### D. CONTRACTOR’S OBLIGATIONS

1. Area of operation for House Keeping for “**Annual Housekeeping Work for the Year 2012-2013 at Institute Buildings[C.I.T. Campus] & Residential Staff Quarters of the Institute located at Thiruvanmiyur and surrounding premises” in brief are as follows:**

a) **INSTITUTE’S NEW BUILDING[Ground, 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>, Floors]**

95 Office Rooms and lounges, - Daily Cleaning  
Lecture Halls, Auditorium toilets

Auditorium(inside) - Weekly Cleaning

b) **LIBRARY BUILDING[GROUND, 1<sup>st</sup> & 2<sup>nd</sup> Floors]**

17 Rooms - Daily Cleaning

Reading Halls - Weekly Cleaning

c) **MAIN BUILDING [Ground, 1<sup>st</sup>, & 2<sup>nd</sup> Floors]:**

27 Rooms - Daily Cleaning

d) **STAFF QUARTERS**

[Duty hours from 0630 to 1430 hrs]

Staircases and common areas of Block A and B - Daily Cleaning

Reading room[Flat No. A-2] - Daily Cleaning

Common areas around Block A & B including  
Children Play area [0630 to 0730 hrs] - Daily Cleaning

Watering the Garden Area [0730 to 0830 hrs] - Daily

**e) Supervision of all the house keeping works by qualified supervisors/as per General Terms and Conditions in two shifts (0730 to 1530 and 0930 to 1800 hrs)**

**f) Cleaning of common areas viz. Roads leading to Buildings, all the areas surrounding the building within the four compound walls of Institute area except Garden/Lawn area and common area within the compound wall in the residential quarters at Thiruvanmiyur.**

**g) General:**

The floors of all the above mentioned buildings - Shall be mopped Daily with chemicals

Bathrooms/Toilets of all the above buildings - Shall be cleaned and mopped with disinfectants, water closets shall be thoroughly cleaned daily using suitable material.

All the utility areas and area within the compound - Daily  
on all sides of the buildings shall be swept and shall be kept clean all the time

2. The contractor shall pay his workers the minimum wages fixed by the Central Govt.. which will include Basic Pay, Special Allowance, EPF, Bonus, M.L. Welfare charges, paid Holidays, etc. for unskilled/Semi-skilled/Skilled workers from time-to-time, through out the tenure of contract in the presence of the representative of the Director of the Institute. You shall pay wages to multitask workers employed by you not less than the minimum wages on 7<sup>th</sup> of every month by along with payment slip as per Central Labour Enforcement Authority.

In the event of local problems arising while discharging the functions at IMSc the contractor will deal with them appropriately and he will not bring IMSc on the scene for such matters. The Registrar should be kept informed of any such occurrence and the solution found.

#### **E. THE CONTRACTOR WILL PROVIDE – House Keeping:**

- 1. Consumable Materials:** All sanitary material including, Stick brooms, Soft brooms, Dust pans, Garbage bags (Small & Large size), Floor mops, Dusters, Glass dusters, Glass wipers, Wet & Dry mops, Rubber squeezers, Toilet scrubber brush, Buckets, Sink suckers, Nylon scrubber, Toilet rolls, Tall brush, Squeeze, Toilet air freshener, Room air freshener, Scotch brite, Yellow duster, Shine it/Vim powder, Mop stick, Hand gloves (Red & White), Road brush, Glass Kit, Mop refill (Wet & Dry) Disinfectants, Deodorants, Detergents, soap, Antiseptics, Odorex, Sodium hypochlorite, Steel Polish, Naphthalene balls, Stain removers, Fresheners, Sanitary cubes (urinal cakes) Hospital disinfectants & cleaners, Mild Acid, Bleaching powder, Dettol, Hit spray, Odonil sticks, etc. Floor cleaner (Spiral Taki) Bathroom Cleaner Concentrate (R1, Taski), Glass and Hard Surface cleaner (R2, Taski), cleaner / Sanitizers Concentrate (R3, Taski), Furniture polish (R4 Talki), Air freshener (R5, Taski), Toilet Boql Xlwnwe (R6, Taski), Floor Cleaner Concentrate (R7, Taski), disinfectant Hand wash (Liquid Lifebuoy), perfumed Hand Cleanser (Liquid Lux). \*Taski products of Diversey Lever, mosquito repellant or any other material recovered for proper maintenance of the area. Removal of waste material/for waste paper baskets Filing of water drums/water jar/for filling/ available.
- 2. Non-Consumables:** Housekeeping Trolley (For each floor), Auto Scrubber dryer ,floor Scrubber , High Pressure Jet Machine ; Light Duty Vacuum Cleaner , Compact spray and Extraction Machine ; Telescopic Pole Aluminum ladders , Dry-Wet Vacuum machine , Handy hand Held Wall/Upholstery Cleaner, Safety belts , Pans, Baskets, Buckets, Double buckets. Mop Wringer bucket, Garbage drums, Mugs wheel barrows Trolleys, Vans, Carts, Spades, Bamboo's Ladders, Dusters, Mops, Brushes, Brooms, Vacuum Cleaners, Floor scrubbers, Lobby dust Pan, Scraper, Boards (Cleaning in progress, Slippery surface, Wet floor, etc.) etc.
- 3. Uniforms- House Keeping:** The Contractor should provide sets of Uniforms to his workers as approved by the authority (Both Males & Females) while on duty. Sufficient number of uniforms would have to be provided so that the worker is never without neat

and tidy uniform. It will be strictly monitored & severe fine imposed and will be deducted from the bill if the worker is found without uniform.

4. **Identity Cards – House Keeping:** The contractor will issue identity cards to his workers/supervisors after getting them verified by IMSc. Any worker found without identity card will not be permitted to enter the premises. He will post a supervisor at a specific point to receive & manage complaints & instructions.

**Note:** All consumable, non-consumable materials should be approved by Officer-in-charge, IMSc before actual use.

#### **F. REPORT**

1. The contractor or his representative shall daily report to Officer-in-charge, IMSc to supervise the work under the contract and take instructions every day from him for the work on a Book/Register maintained by the contractor exclusively for the purpose. He shall preserve the said book and produce the same as and when required.
2. The contractor will prepare a schedule on the works to be carried out in the areas of works allotted before commencement of actual works.
3. The contractor will prepare a list of protocol and daily check's for housekeeping works and displaying the same all areas of work to be carried out.
4. The contractor/his representative should approach the Supervisor/in-charge, if he needs any instructions help or has any difficulties.
5. The contractor/ his representative should all the time be available at work site during the course of his work.
6. The contractor or his representative should carry out the following items of jobs:
  1. Changing of towerls in Wash Areas as and when required.
  2. Washing of used towels and window curtains from time to time.
  3. Proper care of fittings, fixtures, furniture, soft furnishing and other items in the office buildings shall be ensured.
  4. Sufficient number of cleaners shall be posted by the contractor to attend the works as and when required in the exigencies of work.
  5. Shift timings are 0730 hrs to 1530 hrs. However a very minimum no. of cleaners should be posted to work in the shift duties of 0930 hrs to 1800 hrs only to take care of cleaning of toilets in the evening timings. However, the Contractor should deploy sufficient number of personnel as and when required in the exigency of works without any additional payment.
  6. The above works required to be supervised in each shift.

#### **G. SCOPE OF WORK**

1. In brief the job function is to maintain the aesthetic looks in the IMSc Institute buildings and Staff Quarters premises by maintaining pleasant odour and cleanliness, keeping the building & the surrounding area under contract neat, clean & tidy every day keeping them in hygienic & sanitary conditions of high standard.

2. The morning shift of effective cleaning has to be ensured one hour, before the working hours of IMSc.
3. The Housekeeping staff will be present in the premises and carry out duty for entire eight hours excluding meals / tea hrs. in shifts / staggered duties as assigned by competent authorities.
4. The guidelines of cleaning process are as under-

**(i) DAILY**

- 1) Proper sweeping, mopping and cleaning of walls, cleaning, railings, corridors & lifts, entry roads of various buildings etc. covering the entire constructed areas, no betel stains or cob webs etc. should be visible any where [Thrice a day].
- 2) Proper sweeping and mopping cleaning of lift. Cleaning of main staircases at least three times. Cleaning entrance lobby area frequently.
- 3) Cleaning of Waster Paper Baskets, Sanitation Bin & disposing of garbage/refuse as directed.
- 4) Dusting Office furniture, Almirah, Cupboards, phones, partition walls doors, Windows, Notice Boards, Flower vases & Library Book Library buckets at Library other pieces of decoration etc.
- 5) Cleaning glasses of windows, doors, partitions etc.
- 6) The contractor will provide heavy-duty bags for collection of classified garbage from the buildings, offices & other places & will be responsible for satisfactory disposal of the garbage as directed by the Officer-in-charge.
- 7) Toilets & urinals including floors to be the cleaned regularly and continuously at every three hours throughout the day with Acid, phenyl and other disinfectants. Suitable number of female cleaners should be deployed for taking care of cleaning works of ladies toilets.
- 8) Porcelain fixtures to be cleaned with Vim. To provide Naphthalene balls, Toilet rolls & Liquid soap etc.
- 9) To spray space with room fresheners/ perfume to maintain pleasant odour as & when required at cabins and the premises of the building.
- 10) Spray of Gammexine, bleaching powder & Finit /Hit or good insecticide on regular basis to prevent breeding of flies/ mosquitoes, cockroaches, lizards and big ants all kinds of pests.
- 11) To attend & clean and remove chocking of drains including CI pipes, sanitary fixtures, manholes & sewer lines, whenever required for smooth functioning and as directed by



Officer-in-charge.

- 12) To clean the vertical Marble & Mosaic surfaces wherever required or as instructed by the cosmetic supervisor/ in-charge.
- 13) Thorough cleaning of rooms with, Odorex, dettol/ carbolic acid / disinfectant etc. as required and as directed by Cosmetic Supervisor/ Officer-in-charge.
- 14) Through cleaning of dirty passages, approach road, entrances of buildings.
- 15) Daily collection of waste from respective rooms etc. and proper disposal of the same.
- 16) Refilling of water cans at the earmarked places.

**(ii) WEEKLY – House Keeping:**

1. Cleaning of Carpets, Curtains, venation/vertical blinds, Phones and Electrical fittings on walls in rooms, passage and corridors in the building.
2. Cleaning of fans, tube-lights, false ceiling, ceiling, walls, O2 and CO2 pipes.
3. Cleaning false ceiling sheets, polishing of steel body.
4. Cleaning of terraces in all buildings.
5. Cob-webs in all the walls and ceilings to be removed as often as necessary and ensured that there is no Cob-webs at any time.
6. Mosquito repellent, chemical spray to be done in all the rooms.

**(iii) FORTNIGHTLY – House Keeping:**

1. Cleaning of ceiling with electrical fitting & roofs.
2. Washing & Scrubbing of floor with automatic (as described earlier) machines with required cleaning material.
3. Cleaning storm water drains, water pipes & over head tanks.

**(iv) MONTHLY – House Keeping:**

1. Wax Polishing of floor & polishing the furniture if required at as per agreed extra cost.
2. Sweeping & cleaning of service ducts, Service Rooms, Service Shafts & all drainage pipes including those of toilets.
3. Cleaning of drains and manhole lines connected from all type of building to the main drains and sewer line.

4. Washing of building from outside with prior permission from Cosmetic Supervisor/ Officer – in-charge.
5. Carpet shampooing on quarterly basis.

**As and when required:**

The contractor shall supply manpower for rearranging of the material or furniture during working hours for which no extra payment shall be made.

**SUPERVISING – House Keeping:**

1. The Supervisor in each shift shall be responsible to extract the work, manage the work, maintenance of accounts of towels, keeping the accounts of towels given for washing and for interaction with officer-in-charge for the upkeep of the Institute Buildings & Residential Staff Quarters. The Supervisor shall be of a graduate level person having qualified in cosmetic maintenance course, fluent in English and Tamil Language for writing and spoken. Knowledge of Hindi is preferred. Hence the contractor shall ensure the above requirement while selecting the supervisor.
2. The service of the workers deployed is required on all days in a month irrespective of holidays and they should be prepared to work on shifts as indicated earlier. The Contractor has to ensure proper attendance of the personnel deployed and should produce Character and antecedent's verification reports of the persons engaged by the Contractor and the same shall be submitted to the department for verification.
3. The labourers provided by the Contractors shall maintain personal hygiene as per the instruction of the Officer in-charge such as cutting of nails, daily shave, short hair etc.
4. The contract personnel should wear prescribed uniform while on duty, which shall be supplied by the Contractor at his cost.
5. The persons deployed for the above sessions should be most reliable, trust worthy, alert and efficient.
6. The contract personnel should be well disciplined, polite with good behaviour. In case of any complaint or any unusual behaviour of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.
7. The contract personnel shall undergo medical examinations at the expense of the contractor to ensure that they are free from any communicable diseases and medical examination certificate to be furnished as and when called for by the Institute.
8. No food/breweries, accommodation, transport will be provided to the labourers at Guest House or else where free of cost or even on payment. The contractor has to make his own arrangements for this.
9. The cleaners engaged by the Contractor are responsible for the proper safe custody and accounts of towels etc.

10. The contractor shall not lease or sub-contract the whole or any part of the contract to any body without the prior permission of the Director, IMSc.

11. The contractors should make payment to the workers before 7<sup>th</sup> of every month and there should be no linkage between this payment and settlement of the contractor's bill from the Institute.

#### **H. PAYMENT CONDITIONS**

1. The Contractor will submit the monthly pre-receipted bills in triplicate after satisfactory completion of the work to the Officer of the Institute for certification for pro-rata payment. The officer on the receipt of the bill, will check the work record and there after process the bill for payment.
2. All bills should be submitted on printed forms, duly signed and pre-receipted.
3. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in triplicate along with the certificate of satisfactory performance of work from the concerned officer of the IMSc. A certificate to the effect that all labour laws including EPF, ESIS payments, etc., are being followed has to be furnished along with the bill for payment.
4. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the Contractor.
5. In case of any delay in processing of the bills, the contractor would be required to ensure the payment to its workers by 7<sup>th</sup> of every month and there should be no linkage between this payment and settlement of the contractor's bill from the Institute.

#### **I. COMMENCEMENT OF WORK**

The Contractor is required to start the works of House Keeping with effect from the date indicated in the contract. In case it is found that the work has not been taken up from the above date, the IMSc at its sole discretion may cancel the work order and the EMD/Security Deposit shall be forfeited without any further reference to the Contractor.

#### **J. CANCELLATION OF CONTRACT**

- a. Notwithstanding any other provisions made in the contract, the IMSc reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor is not eligible for any compensation or claim in the event of such cancellation.
- b. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be canceled and Security Deposit issued to the IMSc shall be forfeited without any claim whatsoever on IMSc and the contractor is liable for action as appropriate under the extant laws.

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## LETTER OF ACCEPTANCE

1. I have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I agree to abide by the same.
2. We agree to keep the tender valid for acceptance for a period of 90(ninety) days from the date of opening of Part I of the tender failing which I/we will be liable for forfeiture of EMD submitted.
3. I/We will execute the work as per the rates quoted/agreed during the discussion and hereby bind myself/ourselves to commence the work in all respects from the date indicated in the letter of acceptance of the tender.
4. The full value of the EMD shall stand forfeited without any prejudice to any other right to remedies if: -  
I/We do not execute the contract documents immediately after getting the information for IMSc.  
I/We do not commence the work on the date indicated in the letter/work order after issue of the letter including work order to that effect.
5. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between us subject to modification, as may be mutually agreed between us and indicated in the letter of acceptance of my/our offer for this work.

**Signature of the Contractor & Seal:**

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Address for Correspondence: -----

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**Date:** \_\_\_\_\_

**Contractor's Seal & Signature**

**ANNEXURE "B"****PART – II - PRICE BID**

<b>Group Description of House Keeping work</b>	<b>Minimum No. of cleaners/supervisors to be deployed</b>	<b>No. of cleaners proposed to be engaged (as assessed by the contractor)</b>	<b>Amount per month (*all inclusive) (in Rs.)</b>	<b>Amount per annum (in Rs.)</b>
<b>a) INSTITUTE'S NEW BUILDING</b>				
[Ground, 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Floors] including common areas, toilets Roads and common areas	4 cleaners (1 person per floor)			
<b>b) LIBRARY BUILDING</b>				
[Ground, 1 <sup>st</sup> & 2 <sup>nd</sup> Floors]	2 cleaners [1 person per floor](one lady/one gent)			
<b>c) MAIN BUILDING</b>				
[Ground, 1 <sup>st</sup> & 2 <sup>nd</sup> Floors)	2 cleaners [1 person per floor]			
<b>d) STAFF QUARTERS</b>				
	1 cleaner			
<b>e) Auditorium, Engineers' Building</b>				
Driver's room and Garage	1 cleaner			
<b>f) Engagement of supervisor</b>				
	1 supervisor			
<b>g) CONSUMABLE MATERIALS</b>				
(statement to be enclosed @)	--	--	@	
<b>h) Supply &amp; washing of towels and only washing of window curtains</b>				
<b>i) NON-CONSUMABLE MATERIALS</b>				
(statement to be enclosed @)	--	--	@	
<b>j) any other item</b>				
TOTAL = = = =				

Per Annum Quote: Rs. [In words Rupees ]

\* enclose sheet showing break up of the amounts.

@ enclose sheet showing quantities of consumables & Non-Consumables that would be used in one month to perform housekeeping and maintenance jobs in the above buildings.

**Date:**

**Signature of Tenderer  
Seal & address**

## ANNEXURE 'C'

**LIST OF MATERIALS**  
**[Depends upon the occupancy status]**

**1. CONSUMABLES**

Sl.No.	NAME OF ITEMS	UNIT	QUANTITY per month
1.	Acid	Lits	10
2.	Checked Cloth	Nos	25
3.	Taski R1	Lits	10
4.	Colin	Lits	3
5.	Urinal Cubes	Pks	5
6.	Dustbin Covers	Box	6
7.	Harpick	Lits	10
8.	Hit (large)-Mosquitoes	Nos	3
9.	Hamam sample soaps	Pkts	8
10.	Mosquito Repellant	Nos	100
11.	Hit (large)-Cockroaches	Nos	3
12.	Naphthalene Balls	Kg	1
13.	Odonil	Nos	40
14.	Phenoyl	Lits	10
15.	Room Spray	Lits	2
16.	Scotch Brite	Nos	16
17.	Soap Oil	Lits	30
18.	Toilet Roll	Nos	70
19.	Nylon Scrubber	Nos	16
20.	Liquid Soap(Hand wash)	Lits	6
21.	Silvo Polish	Lits	1
22.	Dettol	Lits	200ml
23.	Brasso	Lits	100ml
24.	Cotton	Kg	½
25.	Floor Cleaning Liquid (R7)	Lits	10
26.	Caustic Soda	Kg	6
27.	Washing (Powder Detergent)	Kg	1
28.	Mop Refill	Nos	24
29.	Garbage bags (large)	Nos	100
30.	Bleaching Powder	Kg	2

## 2. NON- CONSUMABLES

Sl.No.	NAME OF ITEMS	UNIT	QUANTITY
1.	Bucket-Big	Nos	8
2.	Dustbin	Nos	8
3.	Mug-Big	Nos	8
4.	Dust Pan	Nos	8
5.	Bath Towels	Nos	10
6.	Cob web Stick	Nos	3
7.	Toilet Brush	Nos	10
8.	Whipper with Stick	Nos	8
9.	Soft Broom	Nos	16
10.	Yellow Cloth	Nos	12
11.	Coconut Broom	Nos	15
12.	Mop Stick	Nos	10
13.	Scrubbing Brush with stick	Nos	4
14.	Vacuum Cleaner	Nos	2
15.	Ladder	Nos	3
16.	Heavy duty plastic bags	Nos.	As per request

Note:

**1. The quantity of materials indicated above is the minimum requirement. The contractor has to provide the material which is required for actual usage during the month.**

2. The stock should be maintained at the level indicated above. Any shortage has to be replaced immediately.

3. Regarding Non-consumable items any additional/replacement as and when required has to be provided.

4. Certain materials like mosquito spray may be consumed more in quantity based on the season.

5. Good insecticide should be provided like hit for preventing flies, mosquitoes, cockroaches, lizards, and ants (all kinds of pests).

6. Garbage bags as required for disposal of wastes from Students Hostel and Guest House campus has to be provided by the Contractor.

**NOTE:**

I/We hereby certify that:

1. The rate quoted is inclusive of cost of disinfectant/acid/detergent of approved quality & make. Brushes/brooms, mops or any other material required as mentioned in the list of consumable items to be provided and non consumable items required to carry out operations by the contractor for carrying out the work satisfactorily.
2. Full manpower including the minimum of 6 male workers will be engaged on daily basis for cosmetic maintenance of all the building to be done on rotation basis as per given schedule or as per instructions of Officer-in-charge.
3. I/we have made the site visit in order to evaluate their level of services to be rendered and quoted accordingly.
4. I/We have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned above at IMSc.
5. We agree that the payment will not be made for the work not carried by the contractor in any of the above areas.
6. The Housekeeping supervisor will check daily, liquid soap filling in soap dispenser, Toilet tissue paper in toilets, Naphthalene balls in Wash Basins, Urinal pots, & at necessary places, Odonil air purifier tablets in Toilets, Day to Day emptying of Dust Bins, Garbage & other waste material, etc.
7. Waste material will be collected in polyethylene bags/ substitute as approved by State govt. & disposed in to the CIDCO waste bins.
8. I/We agree for daily disposal of biomedical and non-biomedical waste at required places.
9. Housekeeping material stocks will be maintained on monthly basis and material delivery challans will be submitted to the Cosmetic Supervisor/ Officer-in-charge.
10. I/We will provide staff for shifting of furniture and small equipments as and when required by IMSc.
11. I/We agree for the bills payment on monthly pro-rata basis.
12. I/We agree to pay minimum wages as per Labour Enforcement Authority.
13. The holiday list of the housekeeping staff should be approved by the Competent Authority..
14. I/We agree to pay minimum wages as per the Labor Enforcement Authority + PF + ESIC + BONUS + Paid Holidays (6). Payment will be made on 7<sup>th</sup> day of every month.
15. Substitute will be made available as and when required. Extra man power if any called during conference/meetings etc. will be provided on 24 hour's notice.
16. Branded commodity items will be used.
17. It will be ensured that liquid soap is available throughout the day in all washbasins and sinks.
18. Qualified, experienced Housekeeping Supervisors will be provided.
19. Two sets of Uniforms + Identity Card + 1 Pair of Safety Shoes will be given to all the workers within 15 days of award of work and it will be replaced as and when required.

**Place:**

**Date:**

**Contractor's Seal & Signature**