

OFFICE OF THE CHAIRMAN  
HALL MANAGEMENT CENTRE  
IIT KHARAGPUR

CLEANING, SWEEPING AND GARDENING  
SERVICE IN THE  
PREMISES OF VARIOUS HALLS OF RESIDENCE  
AT IIT KHARAGPUR



INDIAN INSTITUTE OF TECHNOLOGY  
KHARAGPUR - 721302



**OFFICE OF THE CHAIRMAN  
HALL MANAGEMENT CENTRE  
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR 721302**

TENDER NOTIFICATION No. IIT/HMC/CLEANING/ENQ./08-09/01

Dated: 24.03.2009

Chairman, Hall Management Centre, IIT Kharagpur invites Sealed Tenders (Three bid system viz. i) Pre bid ii) Techno commercial iii) Price bid, from Contractors of reputed firms who have **registered as Contractors under Labour Act, 1976** for the work as mentioned hereunder:

Name of the Work	Earnest Money Deposit	Tender Fee
<b>JOB CONTRACT FOR CLEANING, SWEEPING AND GARDENING IN PREMISES OF VARIOUS HALLS OF RESIDENCE, IIT KHARAGPUR FOR PERIOD TO BE SPECIFIED LATER.</b>	<b>Rs.25,000/- In the form of a Demand Draft in favour of IIT Kharagpur payable at State Bank of India, Kharagpur. The Earnest Money will be forfeited if the Bidder resiles from the offer.</b>	<b>Rs.1,000/- (Non-refundable) In the form of a Demand Draft in favour of Chairman, HMC, IIT Kharagpur payable at State Bank of India Kharagpur.</b>

**THE LAST DATE FOR SUBMISSION OF BID DOCUMENTS IS: 14<sup>TH</sup> APRIL, 2009 UP TO 5.00 P.M. IN THE OFFICE OF THE CHAIRMAN, HALL MANAGEMENT CENTRE, IIT KHARAGPUR-721 302.**

**The Tenders will be opened on 17th April, 2009 at 05.00 P.M. in the Office of the Chairman, Hall Management Centre, IIT Kharagpur.**

**The right to accept or reject tender/tenders without assigning any reason thereof is reserved by the Competent Authority.**

**(Prof. Jayanta Pal)  
Chairman, HMC**

Details are also available on Institute website. [www.iitkgp.ernet.in](http://www.iitkgp.ernet.in)

**GENERAL INFORMATION AND OTHER TERMS AND CONDITIONS OF THE CLEANING CONTRACT:**

i. **EXPERIENCE:** The Company/Contractor should have sufficient experience in providing above mentioned services to the Hostels, Educational Institutions and similar government organizations. **For this purpose, Firms/Contractors should provide authenticated documents along with Pre-Bid. No bid will be evaluated without this credential.**

ii. **EMPLOYEES TERMS:**

a) Employees of the Company/Contractor will be males only and should be within the age group of 18 to 45 years and with sound health.

b) All the persons provided to the Hall would be employees of the Company/Contractor only. Hence Company/Contractor will be responsible fully for their Wages/Emoluments and Claims and Company/Contractor will be liable to pay legitimate dues to the Employees.

c) Company/Contractor will look after the matters of their leaves and in no way the work of Hostel should suffer.

iii. **TERMS AND CONDITIONS:**

a) The Company/Contractor is liable to provide all the information as and when required by the IIT Kharagpur.

b) All the cleaning materials as mentioned below will be of the standard quality and it will be provided by the Company/Contractor:

1. **High Pressure Water Jet Machine**
2. **Floor scrubber machine single disk**
3. **Stone polish machine**
4. **Manual sweeping machine**
5. **Wet Automatic floor scrubber**
6. **Dry Automatic floor scrubber**
7. **High Power Industrial Vacuum Cleaner Machine**
8. **Lower Power Industrial Vacuum Cleaner Machine**
9. **Shoulder Vacuum Machine for Roof Cleaner**
10. **Soft broom (phul jharu)**
11. **Hard broom (sari jharu)**
12. **Broom with long handles (for ceiling)**
13. **Wiping cloth (pocha)**
14. **Wiping cloth (pocha) with long handle**
15. **Cleaning Acid**
16. **Phenyl (good quality)**
17. **Naphthalene Balls**
18. **Odonil Cakes**
19. **Road cleaning brush**
20. **Toilet cleaning brush**
21. **Buckets**
22. **Colin**
23. **Harpic**
24. **Liquid detergent**
25. **Other essential**

**Company/Contractor should provide these Items in sufficient quantities.**

c) Contract will be for a period of one Semester on experimental basis including vacation.

d) A token cleaning based on the requisitions from the Boarders will be held during the period of vacation and the charges will be 30% of the original charges. During the lean period (Vacation) the Company/Contractor should carry out following basic cleaning operation:

**1. Upkeep of Toilets, 2.Cleaning of the Verandahs, 3.Cleaning of Stair Case, 4. Cleaning of surrounding areas, like gardens, etc. 5.All common areas, corridors, 6. Front lobby balconies, 7. Cycle shed open fields, 8.Gardening and grass cutting of Hall Premises, 9. Any other basic duties as may be assigned, by the Warden/HMC.**

vii. **SCOPE OF WORK:** The work of providing cleaning services at various Halls of Residence shall have to be undertaken without causing any damage to the Institute properties (concerned Hall of Residence). In case any damage is caused by the workers/sweepers deployed by the Company/Contractor to do the work of cleaning/sweeping at various Halls of Residence, the same shall be made good by the Company/Contractor.

- The Company/Contractor shall not appoint any sub-contractor to carry out any obligation under this Contract.
- The monthly payment shall be made by the respective Warden to the Company/Contractor on completion of the month upon submission of (1) pre-receipted Bill (2) production of certificate of satisfactory services from the Assistant Warden (Maintenance) / Warden, of respective Hall of Residence/Designated Officer of H.M.C. and (3) acquittance roll/bank transfer/payment through cheque or any other such document as proof of full payment to each worker under the contractor as per rule of the land.
- After carefully supervising the entire premises, i.e., Total covered area and the open area of the premises side, 1. Housekeeping persons will be deputed who would take care of the entire cleaning of inside as well as outside of the premise and he would be deputed to act as supervisor to have overall cleaning of the premises done satisfactorily and proper uses of the materials.
- Shift would be of 8- hrs. per person and arrange to the present working schedule at the Hostel site and conveyed to the concerned staff accordingly.
- In case of unsatisfactory performance / any dispute whatsoever / labour dispute / emergency condition or any other reason as deemed fit by the Warden / HMC, the contract can be cancelled at the sole discretion of the Warden/HMC.

viii. **INSIDE THE BUILDING PREMISES:**

- Sweeping and mopping of all the tiled areas including the thoroughfares, lobby, reception, Work Bay areas, Kitchen area, Wash area, Dining area, visitors waiting area, common room, reading rooms, guest rooms, Pathways, Open driveways, Security areas, Pavements, etc. with environmentally friendly chemicals and equipments, etc.
- Scrubbing of Tile areas-whenver required on regular basis,
- Dustbins and Trash receptacles shall be cleaned and sanitized on a daily basis,
- Sweeping and mopping of all the stair cases, handrails, passages, etc.
- Vacuuming the carpeted areas, if any, and cleaning of all doormat,
- Dusting and wipe cleaning the furniture- tables, chairs, side racks, cupboards, sofas, wood paneling, etc.,
- Cleaning the glass surfaces-external as well as internal,
- Polishing of brass/metal handles, knobs and other metal items,
- Cleaning of artificial plants, trees and artifacts.

ix. **TOILETS:**

- Continuous scrubbing, cleaning and refreshing of the Toilets-including disinfectant treatments of toilet seats and bowl, water closets, urinal blocks and wash basins,
- Continuous replenishment of the toilet supplies, rolls, tissue paper, hand towels, hand wash, etc,
- Cleaning of doors and mirrors,
- Scrub clean all the vents and windowsills,
- Emptying the dustbins in the toilets.

Vi **OUTSIDE THE BUILDING PREMISES:**

- Cleaning the porch and landscape area on hourly basis in the immediate periphery of the building and utility rooms,
- Picking up the dry leaves, paper wastes, plastic wastes, etc. in the periphery
- Regular facia cleaning, window glass, window panes,

x. **WASTE MANAGEMENT:**

- Collection of dry garbage, debris, wastage materials from the entire Hall Premises (Inside and Outside areas) on continuous basis,
- Disposal of wastes to the designated place.

xi. Interested Bidders are requested to submit their Bids in the following manner and interested Bidders must actually visit the Hall of Residence before submission of their Bids:

Pre bid envelope should contain following;

- Company Profile
- EMD
- Bank Solvency Certificate.
- Labour Registration Certificate/No.
- Income Tax Permanent Account Number allotted by Income Tax Department.
- Service Tax Number allotted by Central Custom and Excise Department (please attach a copy of the current **Challan**)
- Experience of similar work
- Declaration of availability of the Machines with the Company/Contractor and consent of providing the same for the use of various Halls of Residence only during the tenure of the Contract.
- The declaration and consent to provide sufficient sets of Uniforms to the employees and ensure that they wear them all the time and maintain them clean together with the declaration as regards issue of Identity Card bearing the Photograph of the employee at the cost of the Company/Contractor.

Techno Commercial bid envelope should contain following:

Annexure I of this bid duly filled in and signed with the rubber stamp of the Company/Contractor.

Price bid should contain following:

1. Annexure I in sealed/signed envelope
2. Annexure II in the sealed envelope.

OFFICE OF THE CHAIRMAN  
HALL MANAGEMENT CENTRE  
IIT KHARAGPUR-721 302

**CONTRACT FOR CLEANING, HOUSEKEEPING AND GARDENING SERVICES (To be filled up by the Tenderer)**

1. Name and address of the tendering firm :

2. Name of the owner(s)/Partners :

(Attach Bio-data of all Partners) :

3. Telephone numbers of the Proprietor :

Office.....Residence.....

.....

Mobile.....

4. List of Government organizations/offices,  
Whether the firm is presently providing cleaning  
Services. :

5. Whether the firm is registered? If so with whom? :

b. Registration number (attach copy)

c. PF number (attach copy)

d. Income Tax number (attach copy)

e. ESI Number (attach copy)

f. PAN Number ( attach copy)

g. Bank Account no (attach copy)

6. Details of Earnest Money :

I. Draft/Pay Order No.

II. Date & Name of the Bank

III. Amount (in Words)

IV. Due Date of Draft/Pay Order

7. Turnover for the last three years

(To attach audited copies of Balance Sheet of Organization/Educational Institute  
(students Strength 6000)

**Name of Organisation**

**Period of contract**

I. \_\_\_\_\_

\_\_\_\_\_

II. \_\_\_\_\_

\_\_\_\_\_

III. \_\_\_\_\_

\_\_\_\_\_

IV. \_\_\_\_\_

\_\_\_\_\_

V. \_\_\_\_\_

\_\_\_\_\_

1. Reference (addresses & phone numbers)
  - a.
  - b.
  
2. (a) Total No. of Persons (Minimum 15 excl. supervisors)  
(Including 5 labourers and two supervisors) :
- (b) Wage per person per month :

  1. Wage per person per day  
(for additional persons as and when required) :
  2. Value of items used for cleaning in a month  
(List of items to be attached) : Rs. \_\_\_\_\_
  - (f) Vendors service charge : Rs. \_\_\_\_\_

3. Total monthly charges inclusive of manpower, materials : (In figures) \_\_\_\_\_  
& vendor service charges (with all taxes) required for cleaning: (In figures)

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(h) Any other terms or conditions by the contractor  
(To be attached separately on a letter head of the contractor)

3. Enclosure:

- 1.)
- 2.)
- 3)
- 4.)

**DECLARATION BY THE CONTRACTOR**

I/We have carefully read the terms & conditions of contract as contained in Tender Notice No..... Dated.....

and agree to abide by these terms. If, I/We fail to fulfill any of the terms and conditions of the contract, then Warden/HMC has the right to cancel the contract without any further correspondence and IIT Kharagpur has no financial liability. I promise to pay the compensation or fine in case of such default.

(Signature of Tenderer)  
Name & Designation

Place: Kharagpur

Dated: \_\_\_\_\_

Annexure II of this bid is to be submitted in the letter head of the company/contractor.

**Name of the work:** CLEANING, SWEEPING AND GARDENING SERVICES IN THE PREMISES OF VARIOUS HALLS OF RESIDENCE, IIT KHARAGPUR ON CONTRACT BASIS ON THE FOLLOWING RATES:

Sl. No	Description	Qty.	Rate	Total

Gross total cost Rs. \_\_\_\_\_ (in figures) (Rupees \_\_\_\_\_ (in words).

We agree to carry out the above work in accordance with the Tender for a total contract price of Rs. \_\_\_\_\_ (in figures) (Rupees \_\_\_\_\_ (in words) for a period of one Semester commencing from May 2009.

**Declaration:**

I/We understand that the contract can be terminated at any point of time if the services of the company are not found satisfactory. In such a event the work of cleaning, Sweeping and Gardening services in the premises of various Halls of Residence, IIT Kharagpur shall be got done from other sources at the expenses of the defaulting company.

(Bidder)

Signature: \_\_\_\_\_

Name in full: \_\_\_\_\_

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

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**OFFICE OF THE CHAIRMAN  
HALL MANAGEMENT CENTRE  
IIT KHARAGPUR**

**TERMS AND CONDITION FOR CLEANING, SWEEPING AND GARDENING JOB**

**Eligibility and Selection Criteria**

1. Only registered, bonafide and reputed firms having an annual turnover of Rs. 10 Lakhs or above and having requisite competence/capacity to handle jobs relating to cleanliness and general maintenance of large complexes in large Educational Institute/Autonomous bodies/PSUs, are eligible to participate in the tender process.
2. The firm should have at least Two years experience and should have undertaken such AMC with at least such organization during the last 2 years.
3. The firms intending to apply for the tender process should also possess valid ITCC, WTCC, STCC, etc. and other statutory clearances. A firm having ISO certificate in this field would get priority consideration.
4. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document would be accepted.
5. The tenderer should fill up the information in the Annexure I enclosed at the end of this document in clear and legible terms. Wherever the prices are to be quoted it should be written in figures and words as well. The quoted prices should also include the impact of all overheads. The schedules will also have to be signed and stamped by the authorized signatory of the firm.
6. The tenderer is also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof (letter of contract, satisfactory completion of services) from Ministries/Departments/Semi-Govt. bodies/Autonomous bodies/large Educational Institute/PSUs. A list of all the jobs undertaken so far by the firm may be attached separately.
7. The tenderer is also required to attach a copy each of the valid Income Tax and Work Clearance Certificates etc. as well as copies of having satisfactorily completed/executed the similar types of work in the past 2 years, with Autonomous Bodies/Large Educational Institute.
8. The tenderer entrusted with the work shall have to carry out the contract at the rates approved by the C A which shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract under any circumstances.
9. The EMD of the unsuccessful tenderer will be released after the finalization of the contract. The EMD of the firm, whose tender is accepted/approved, will be released only after the firm concerned deposits the security amount with the Chairman, HMC.
10. The earnest money deposit shall stand forfeited in the event of premature withdraw or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period. No interest will be payable in this amount. The EMD shall also stand forfeited in the even of premature withdrawal of the tenders by any of the tenderer(s).
11. Chairman, HMC/Director does not bind itself to accept the lowest or any other tender, and reserves the authority to reject any or all of the tenders. Tenders, in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
12. A Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost, all materials, tools, safety gadgets, equipment and items (except electricity and water which will be supplied free of cost) and all other services required for executing the work.
13. Dispute: - In case of any dispute between the Warden/HMC and the Service Provider, the matter will be referred to an arbitration Committee to be approved by the Director and the decision of the Committee will be binding on both the Parties.
14. Statutory Requirement / obligation: - All statutory rules, like Minimum Wages (Central) Act, ESI Act + PF Act, etc as applicable for engagement of labourer on daily wage are to be followed strictly.

15. In case of failure to comply with the above statutory Rules, Acts the authority shall have the right to cancel the contract.