

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING

(An autonomous body under the ministry of HRD, Govt. of India)

Vihar Lake Road, Mumbai 400 087

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Ref.No. EE/2016-17/

18th April, 2016

CORRIGENDUM

The date of submission is extended as below in respect notice inviting quotations for the work of : -

"Cleaning and Housekeeping of Academic cum Library Building"

(Tender ID – 2016_NITIE_92571_1)

Last Date for application for issue of blank Tender Forms/Quotations – 02/5/2016 upto 2.00 p.m.

Last Date for issue of blank tender forms – 02/5/2016 upto 3.00 p.m.

Extended date of submission – 3rd May, 2016, upto 10.30 A.M.

All other conditions remain unchanged and the corrigendum forms part of tender document.

EXECUTIVE ENGINEER (I/c)

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE)

(An Autonomous under Ministry of HRD)



**TENDER DOCUMENT
for the work of**

**“CLEANING & HOUSEKEEPING OF ACADEMIC CUM LIBRARY BUILDING AT NITIE
MUMBAI”**

To be received on **29.03.2016** before **11.00 a.m.** (tender box) in front of

**THE OFFICE OF CONTROLLER OF EXAMINATIONS, 1ST FLOOR, ADMINISTRATION
BUILDING, NITIE**

NITIE, MUMBAI – 400 087.

NOTICE FOR INVITING TENDER

To

Dear Sir(s),

NITIE invites wax sealed/Tamper proof / Percentage rate tenders under two bid system from specialized, experienced and professional Contractors having specialization in housekeeping services for the following work.

The Contractor shall produce copies of valid VAT, Service Tax certificate, EPF/ESIC registration, registration certificate, Solvency certificate, work completion certificate, the list of work in hand along with details thereof. The copies submitted for the above should be attested.

Name of work	: Cleaning and Housekeeping of Academic cum Library Building at NITIE Mumbai
Cost of tender document	: Rs.500/- (Non refundable)
Estimated cost of work put to tender	: Rs. 15,17,760.00
Earnest Money Deposit	: Rs.30,355.00 (to be paid to the Account Section in Cash or DD)
Period of contract	: 12 months
Last date of issue of tender form	: 28.03.2016 up to 3.00 P.M.
Last date of submission of tender	: 29.03.2016 up to 11:00 AM
Place of submission of tenders	: Tender Box kept front of the office of Controller of Examination, 1 st Floor of Admn. building, NITIE.
Date of opening of Tenders	: 29.03.2016 at 11.30 A.M.
Validity period of Tender	: 120 days acceptance from date of submission.

You are requested to inspect the site and also to make the local inquiries before filling this tender so as to acquaint yourself/yourselves with local conditions etc.

The tenderer can also send the bid documents, wax sealed /tamper proof/ Sealed cover by courier Service/Speed Post/Registered A.D., Addressed to the Director, NITIE, Vihar Lake, Mumbai 400087, so as to reach the Institute before 10.00 am on **29.03.2016**. It is the responsibility of the tenderer to ensure that the tender reaches Director's office before 10.00 am on **29.03.2016**.

It is also responsibility of the tenderer to ensure that the tender are dropped in the specified box only. The tenders will be opened in presence of the interested tenderers at 11.30 am on **29.03.2016** in Mini Conference Room, 1st floor, Admn. building, NITIE.

Tender must be accompanied by earnest money by Demand Draft in the name of "NITIE MUMBAI" or EMD can be paid in **CASH** in the NITIE Accounts office and the receipt of cash payment is to be attached with the tender bid. The EMD will be returned to unsuccessful tenderers on deciding about the acceptance or otherwise of the tender or on expiry of the validity period whichever is earlier. The earnest money of the successful tenderer will be treated as security deposit and will be kept as a initial contract deposit for due execution of the contract. The security deposit will not bear any interest. Tenderers who download the tender document from the website should pay Rs. 500.00 as tender fee to be submitted along with tender.

The offer for the work shall remain open for a period of 120 days from the date of opening of tender. The Institute shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money if any tenderer withdraws his offer before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute and forfeit the whole earnest money if the tender is accepted, fails to commence the work in prescribed time or abandons the work before its completion.

The **NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING** don't bind themselves to accept the lowest bid and reserve the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully,

Executive Engineer (I/c)
on behalf of Director
National Institute of Industrial Engineering

NOTICE INVITING TENDERS for ‘CLEANING & HOUSEKEEPING OF ACADEMIC CUM LIBRARY BUILDING AT NITIE MUMBAI’

i. National Institute of Industrial Engineering (NITIE) Mumbai invites sealed tender for the work of ‘cleaning and housekeeping for Academic cum Library Building’ for various jobs viz. Cleaning, sweeping, mopping and wiping of floors, staircase, Cleaning and dusting of entire furniture, partitions, wooden & glass cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster and providing assistance in various offices, laboratories, class rooms any other area identified etc.

ii. **Tender Form:** Tender document will also be issued in person. The tender document can be downloaded from NITIE Website www.nitie.edu Tender documents are in 2 (two) parts viz., Part I (Technical Bid) and Part II (Price Bid).

iii. The tenders are to be submitted in sealed envelopes super scribing the name of the work clearly.

iv. **Opening of Part I of the bid:** Only Part I (Technical Bid) will be opened in the presence of tenderers or their authorized representatives, who are present. Late and delayed tenders will not be opened and stand summarily rejected.

v. Details of EMD, submission of tender, etc. are indicated elaborately in the tender document.

vi. **Opening of Part II of the bid:** After verification of Part I (Technical Bid), price bid of only those tenderers who satisfy all the eligibility criteria laid down in this notification will be opened.

vii. In case any document produced in support of eligibility criteria turns out to be not genuine, EMD stands automatically forfeited, whether before award of work or otherwise.

viii. **Evaluation of tender:** In case two or more tenders are equal in monetary terms, work will be awarded to the contractor who has executed contracts of higher values.

ix. NITIE reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not bind itself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender/quotation is strictly prohibited. Tender details can be viewed in the website www.nitie.edu

Sd/-
Executive Engineer (i/c)

SCOPE OF WORK: 'CLEANING & HOUSEKEEPING OF ACADEMIC CUM LIBRARY BUILDING AT NITIE MUMBAI' for carrying out various jobs viz. Cleaning, sweeping, mopping and wiping of floors, staircase, Cleaning and dusting of entire furniture, partitions, wooden & glass cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.

Schedule of Requirements Description	Details
Download of tender document	March 02, 2016 10.30 hours to March 29, 2016 10.00 hours.
Last date for receipt of tender	March 29, 2016 11.00 hours
Opening of Part I of the tenders	March 29, 2016, 11.30 hours
Bid Security/ Earnest Money Deposit (EMD) Amount	<p>EMD of Rs. 30,355.00 (Rupees Thirty Thousand Three Hundred Fifty Five Only) to be furnished in the form of DD from any schedule bank drawn in favour of NITIE Mumbai payable at Mumbai or Cash paid to Accounts Section and receipt attached to tender. EMD in any other form will not be accepted. Tenders received without valid EMD stand automatically rejected. EMD should be kept in a separate sealed cover super scribed as "EMD – for 'Cleaning and housekeeping of Academic cum Library Building'". EMD to be submitted as per schedule of requirement. In respect of the successful bidder, this EMD will be returned on receipt of Security Deposit. EMD submitted by other bidders will be returned after finalization of the contract.</p>
Security Deposit	<p>For due performance of his/their obligations under the contract, during the validity, the successful tenderers shall have to deposit ` 10% of the work order amount as Security Deposit which will be free of interest, immediately after commencement 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 Nationalized Banks or SBI or from any one of the scheduled banks or 10% of the monthly bills will be deducted as security deposit.</p> <p>The security deposit will be forfeited in case of breach of contract. After successful completion of the contract, the security deposit will be refunded within 60 days after adjusting dues if any to the NITIE from the Contractor.</p>
Contract Period	One Year and may be extended further against performance review.

INSTRUCTION TO BIDDERS

Submission of tender: 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 requisite manpower to be provided for each work etc.

Part II should contain only the price.

Envelopes: 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 ‘**Cleaning and housekeeping of Academic cum Library Building**’ Part I (Technical)” and the cover for Part II should be super-scribed as “Tender for ‘**Cleaning and housekeeping of Academic cum Library Building**’ Part II (Price)”.

EMD should be in separate sealed covers as mentioned above. Both the covers should be kept in a big single sealed cover super-scribed as Tender for ‘Cleaning and housekeeping of Academic cum Library Building’. Failure to comply with this instruction renders the tender/bid automatically disqualified.

The tenderer should read the ‘General Terms and Conditions’ of the NITIE annexed hereto and give their acceptance. The tenderer is advised to visit the NITIE on any working day **between 1000 hrs and 1700 hrs** to assess the nature and quantum of work before tendering.

The requisite manpower proposed to be deployed by the Company /Agency shall be subject to screening by the Institute, to ascertain their suitability and skills. Before deploying a person in the Institute the Company/Agency shall make a wide publicity for invitation of application of suitable candidates by means of advertisement in News Paper and electronic publicity. The company/Agency will submit an undertaking (as per Annexure “D”) regarding compliance of the above with certified copies of publication. The company/Agency will furnish complete particulars and obtain written approval of the designated officer of the Institute.

Failure to fulfill any of the conditions laid down renders the tender invalid.

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 be a registered contractor having a valid license under ‘The Contract Labour (Regulation and Abolition) Act’ and should furnish the proof of relevant experience i.e. providing requisite manpower in educational institution of repute, Govt., PSU, or R&D organization like IITs, IIMs, IISER and Universities etc.,

B) The estimated cost of the Tender is **Rs.15,17,760.00 lakhs** (Fifteen Lakhs Seventeen Thousand Seven Hundred Sixty Only) per annum.

C) Experience: The tenderer should have experience of having executed/completed similar works during the last 5 years commencing on 01.04.2010 and ending on 31.03.2015 in educational institution of repute, Govt., PSU, or R&D organization as stated above.

Experience in other institutions will not be considered. The experience should be one of the following:

- *Three similar completed works during the last 5 years, each costing not less than the amount equal to Rs.6.00 lakhs,*

OR

- *Two similar completed works during the last 5 years, each costing not less than the amount equal to Rs.9.00 Lakhs,*

OR

- *One similar completed work during the last 5 years costing not less than the amount equal to Rs.12.00 Lakhs*

Note: Experience prior to 01.04.2010 and later than 31.03.2015 will not be considered as experience. **“Similar work” means ‘Cleaning and housekeeping for institute building & premises’ for carrying out various jobs viz. Cleaning, sweeping, moping and wiping of floors, staircase, Cleaning and dusting of entire furniture, partitions, wooden & glass cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster and providing assistance in various offices, laboratories, class rooms any other area identified etc.**

The tenderer must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of work done, the date of commencement and date of completion of the work.

Note: Copy of work order and/or self-certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant. Tenders not accompanied by certificate of experience issued by the client will automatically stand disqualified.

D) PAN details of the firm have to be indicated along with a certified copy.

E) An affidavit, in original, 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 and the name of the firm or company has not been changed.

F) An affidavit, in original, 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 he has never been punished by any Hon'ble Court.

G) All pages of the tender document should be duly signed & sealed by the tenderer and the document should be submitted in sealed condition.

H) The tenderer shall submit the information sought in the format enclosed as **Annexure "A"** as part of Technical bid along with the General Terms & conditions (duly signed). The Tenderer must have EPF/ESIC Registration number as per the rules to contribute to EPF/ESIC.

I) 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.

J) The workers must be provided with uniform (and where required standard safety shoes and other materials for safety and safe handling of chemicals, etc.) by the contractor from out of his service charges.

K) If in the opinion of the NITIE authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced within 15 days.

L) All the copies of mandatory documents, except affidavits mentioned in e) and f) above, submitted by the tenderer should be attested by a Gazetted Officer. The affidavits mentioned in e) and f) above should be attested by a Notary Public. Failure to comply with these conditions renders the tender/bid automatically disqualified. The original documents should be produced for verification at any stage of tender process as and when sought for, failing which; the bids are liable for disqualification.

PART – II (PRICE-BID)

- a) Price bid should be in the format enclosed with tender at **Annexure “B”**. Conditional offer will render the tender/bid automatically invalid.
- b) The tender should be clearly filled or typed 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.
- c) The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
- d) Failure to fulfill any of the conditions given above shall render the tender liable for rejection.

ANNEXURE “A”

TECHNICAL DETAILS

A. Documents details to be mandatorily submitted:

Sl. No.	Particulars	Fill in the details
1	Name of Firm/Tenderer/Company (in block letters)	
2	Permanent Address & Telephone No.	
3	Full Postal Address, Telephone/Fax No./E-mail:	
4	Details of infrastructure persons employed, and number of offices/branches available (attach separate sheet).	[Attach as enclosure & refer here]
5	EMD, Bank Draft No & Date, Banker's Name & Branch.	
6	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company has never been black listed or changed the name of the firm (in original).	[Attach as enclosure]
7	An affidavit duly certified by a Notary that the Partners of the firm or sole Proprietor or Company is/are not involved in any Police Case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in Original).	[Attach as enclosure & refer here]
8	Income Tax Return (last three years), TAN/PAN No., Professional Tax, Sales Tax and Service Tax Regn. Nos. (enclose photo copies)	[Attach as enclosure & refer here]
9	Copy of a valid License issued by the State/Central Labour Department under Contract Labour Act duly attested by a gazetted officer/notarized.	[Attach as enclosure & refer here]
10	Details of ESIC Registration with Date and proof of registration	[Attach as enclosure & refer here]
11	Details of EPF Registration with date and proof of registration	[Attach as enclosure & refer here]

B. Details of Experience: Should be furnished in the following format- 31.03.2015 only:

Name of the Client and full address	Telephone and FAX number of the client	Tenure of contract	Value of contract

C. Documents to be submitted by the successful Tenderer before award of work:

1	Proof of Financial Capacity from his bankers/Chartered Accountant
2	Audited balance sheet and Profit/Loss A/c for, 2012-13 to 2014-15

Date:

**Signature of Tenderer,
Seal & address**

GENERAL TERMS & CONDITIONS

(Please read the following carefully and give acceptance for the same in the prescribed format and submit it with the Technical Bid).

A. GENERAL INSTRUCTIONS:

1. The tenderer submitting tender would be deemed to have inspected the premises, 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 contract will be for a period of one year initially, which can be extended for one *more year on satisfactory performance of the initial* period of the contract. The NITIE 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.
3. In case the Contractor fails in fulfilling the obligations fully and in time, the NITIE 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 shall have right to impose penalty commensurate with the fault and amount towards damages if any, shall be recovered from the bill.
4. 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 NITIE from any claims in this regard.
5. The Contractor will be required to post requisite manpower as may be needed to supervise and guide the workers, skilled, semiskilled as well as unskilled for proper execution of the work as per directions of the Officer-in-charge, Housekeeping Section of the Institute to administer the contract.
6. All letters posted to Contractor at the address given by him will be considered to have been delivered in time.
7. 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 the NITIE.
8. 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 NITIE 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 within the Institute.
9. 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 shall indemnify the NITIE from any claims arising out of accidents, disabilities of any nature or death or

arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify NITIE against all claims in this regard.

10. The contractor shall be responsible for cleaning as well as security of the fixtures 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, either the penalties to recover the cost shall be imposed or the contractor shall have a choice to replace these fixtures of the same quality & under approval from nodal officer of the NITIE.

11. 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:

- ☐ Employment of Children Act
- ☐ Workmen compensation Act
- ☐ Employment of Labour/Contract Labour Act
- ☐ Industrial Employment Act
- ☐ Contract Labour (Regulation & Abolition) Act 1970.
- ☐ Minimum Wages Act
- ☐ Employee Provident Fund Act
- ☐ Employees State Insurance Act
- ☐ Any other act or legislation as may be in force from time to time.

12. Any liability arising on the NITIE shall 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 deposit of the contractor. There would be no liabilities towards the workers of the contractor by the NITIE.

13. The NITIE 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.

14. The Contractor is required to post his authorized representative at the site of the work who shall receive the instructions from the Engineer-In-Charge 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.

15. In the event of the contractor to execute the work under contract in whole or in part an alternative arrangement will be made by the NITIE totally at the cost & risk of contractor besides any suitable fine /penalty.

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

17. The contractor shall be personally responsible for the conduct of his staff and in case of any complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the worker concerned when instructed by NITIE authority. The contractor shall observe all the laws and

will be responsible for any prosecution of liability arising from breach of any of those laws. The NITIE will not have any responsibility with regard to staff on the role of the contractor what so ever.

18. The NITIE 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 three months, if he wishes to terminate the contract.

19. In the event of any dispute arising out of or in connection with this contract, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director NITIE or any other officer nominated by the Institute 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 Act 1996.

20. The services of employees of Contractor should be made available on all days on six-day week basis irrespective of holidays and on Sundays, if required. Institute may change the working pattern with consent of contractor if required.

21. 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 designated officer of NITIE. Any changes should be informed immediately.

22. The personnel engaged by the contractor should have qualification and experience as mention by the institute from post to post.

23. The Contractor shall be fully responsible for providing leave benefits, weekly off, 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.

24. The contractor should not be employee of NITIE, Central or State Government, Autonomous Body, or PSU. He should submit a declaration to this effect.

25. The Contractor's Supervisor will maintain Daily Attendance Registers to keep record of personnel on duty.

26. That payment on account of enhancement/escalation charges on account of revision in wages and statutory payments like EPF/ESI contributions, and service tax levied by the appropriate Govt. (Central/State) from time to time shall be payable by the NITIE to the contractor. No escalation of percentage of Contractor's Service Charges and/or cost of materials shall be admissible during the term of the contract.

27. Other Terms:

i. **MODIFICATION OF TERMS AND CONDITIONS:** The NITIE with the consent of the contractor may modify terms and conditions of the contract as and when necessary without affecting the basic nature of his contract.

ii. **PAYMENT OF WAGES/SALARIES:** The contractor shall pay his workers wages not less than the minimum wages fixed by the Central Govt. or State Govt. and all other statutory dues like EPF, ESI, bonus, etc., where minimum wages applicable, and in throughout the tenure of contract, through bank.

iii. In the event of local problems arising while discharging the functions NITIE the contractor will deal with them appropriately at their cost and risk and the firm will not bring NITIE on the scene for such matters.

iv. The contractor shall provide all necessary uniforms, identity cards, cleaning material, tools, shoes, sarees, gloves etc. during the period of duty as per instruction of the nodal officer of the institute.

B. REPORT:

1. The contractor or his representative shall daily report to the Estate Section, NITIE 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 or his representative should approach the Estate Section, if he needs any instructions /help or has any difficulties.

3. The contractor or his representative should all the time be available at work site during the course of his work.

4. Working timings are as follows:-

- Office Time of the institute -9.15 am to 5. 15 pm with half an hour lunch break or as decided from time to time by the Institute. The work hour for cleaning and housekeeping will be prior, during and after the normal office hours.
- Working Hours for housekeeping staff (Shift-I 7:00 AM to 3:30 PM & Shift-II 3:00 PM to 11:30 PM) (06 nos. staff in Shift-I and 02 nos. staff in Shift-II)
- Specific instruction regarding timings will be given later on.

C. SCOPE OF WORK (in detail):

Sl.No.	Building Type		Cleaning scope	Frequency
01.a.	Wash rooms	i.	Cleaning of Commodes, Urinals, Wash basin with cleaning agent	03 time/Day on all working days as per Schedule fixed. (Monday to Saturday)
		ii.	Wet Mopping of Floor and adjacent wall with Cleaning agent	
		iii.	Wiping of Wall, Mirror and Fittings	
		iv.	Replacement of Consumables	
		v.	Spraying and refilling of room freshener	
01.b.		i.	Dusting, Rubbing and cleaning of Roof and outer projections, Window, Exhaust etc.	Once in every week preferable on Saturday
		ii.	Acid wash of the Floor and commode, Urinals and Wash basin	
02.a.	Corridor, Staircase & Lobby	i.	Broom Cleaning and dusting of Corridor floor.	03 time/Day on all working days as per Schedule fixed.
		ii.	Wet Mopping of Floor and Adjacent wall with Cleaning agent	
		iii.	Wiping of Wall, Mirror and Fittings if any.	
		iv.	Replacement of Consumables	
03.a.	Road and Pathways		Scrap Booming, Dusting, removal of dirt, fallings and other debris	01 time/Day on all working days as per Schedule fixed.
03.b.			Wet spraying and cleaning	Once in every week preferable on Saturday
04	Roof top, Projections, Store space Etc.	i.	Acid Cleaning of Spillage, Segregation of dust.	Once in every Month
		ii.	wash and complete clearing of Floor and Room/enclosure	On need base
		ii.	Anti-greasing, Antiskid cleaning.	
		iii.	Mopping	
05.a.	Office Room, classrooms and labs.	i.	Brooming, Mopping of Floor with floor cleaner	Daily
		ii.	Dusting of Tables, Desks and furniture	
		iii.	Removal of Waste	
05.b.		i.	Cleaning, Dusting and Wet cleaning of Storage space, Corners, Fixtures and Roof, Wall	Once in every week preferable on Saturday

Please Note:

- ☐ The bidder can visit the site for assessment of the Quantum and nature of work etc. before the submission of bids with prior intimation.
- 1. The Contractor should issue and display clear work instructions to Works about the nature and steps involved in clearing following necessary Safety and Hygiene standards.
- 2. The Supervision of the Cleaning work must be maintained by the Contractor which will be scrutinized by the Institute at the time of Billing and also for surprise checking.
- 3. Cleaning schedule for regular work and for Specific occasion should be coordinated with the nodal person from the institute and deployment should be made accordingly
- 4. The Contractor should Quote Rate for each Unit of Work.
- 5. The cleaning items(Acid, Chemicals, Detergents, Soap, Liquids, Urinal cakes, Door Mats, Room Freshener, Brooms, Brush, Scraper, Mop, Bucket, Mug, Naphthalene balls, Cloth Duster, Cotton waste, Tissue papers etc.) used should be got approved from the institute by the Contractor. Supply of cleaning material and other consumables is in the scope of Contractor.

D. SUPERVISION–

1. The Supervisor employed by the Contractor shall be responsible to ensure efficient and timely execution of the contract (daily work completion sheet, grant of weekly off, discipline, cleanliness of the institute, manage work, interaction with office-in- charge for the day to day work).
2. The service of the workers may be required on all days in a month irrespective of holidays and they should be prepared to work on shifts as may be required. The Contractor has to ensure proper attendance and proper weekly off 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 NITIE for verification.
3. The workers deployed by the Contractors shall maintain personal hygiene and wear prescribed uniform wherever uniform is issued while on duty.
4. The persons deployed by the contractor should be reliable, trust worthy, alert and efficient.
5. The contractor's personnel should be well disciplined, polite with good behavior. In case of any complaint or any unusual behavior of the worker, he/she should be replaced within 24 hours after receipt of intimation from the Institute.

6. The contract personnel shall undergo medical examination 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 as and when required by the Institute.
7. The contractor shall not lease or sub-contract the whole or any part of the contract to anybody.
8. The contractors should make payment to the workers on the last working day of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NITIE.

E. PAYMENT CONDITIONS:

1. Monthly payment will be made to the contractor. In case of any delay in submission of the bills, the contractor would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the NITIE.

F. COMMENCEMENT OF WORK:

1. The Contractor is required to start the work of supply of requisite manpower with effect from the date of acceptance of the contract. In case it is found that the work has not been taken up from the above date, the NITIE at its sole discretion may cancel the work order and the EMD Security Deposit shall be forfeited without any further reference to the Contractor.
2. Contractor has to provide minimum 8 housekeeping staff every day. In the case of shortfall Rs. 1000/- per day will be deducted per Housekeeping staff

G. CANCELLATION OF CONTRACT:

1. Notwithstanding any other provisions in this contract, the NITIE 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.
2. 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 cancelled and Security Deposit issued to the NITIE shall be forfeited without any claim whatsoever on NITIE and the contractor is liable for action as appropriate under the extant laws.

ACCEPTANCE CERTIFICATE

I/We.....(Designation).....
of (Name of the Company)
have read and understood and hereby accept the above mentioned Terms &
Conditions (Para 1 to 8 along with all the Sub Para, Extensions, Annexure and
Appendices) for the work “CLEANING & HOUSEKEEPING OF ACADEMIC CUM
LIBRARY BUILDING of NITIE MUMBAI”.

Signature of Authorized Signatory

Company Seal / Stamp

Date:

Place:

ANNEXURE “B”

PART – II -PRICE BID

Minimum No. of workers to be engaged as assessed by NITIE for ‘Cleaning and housekeeping for institute buildings & premises’: 08 nos.

TO BE FILLED BY THE CONTRACTOR: Please refer to wages rates pertaining to Notification dated 3rd March 2014, Industries, Energy and Labour Department, Govt. of Maharashtra and subsequent revision thereon issued by Govt. of Maharashtra.

Sl. No.	Details of Scope of work	Amount/Rs. per month (lumpsum inclusive of all) (Rs.)
1.	Carrying out the housekeeping work as given in Scope of Work by deploying requisite manpower. (Minimum 8 housekeeping staff per day).	
2.	Any other charges (if any) Please specify	
Total:		

Taxes: Taxes, statutory levies, if applicable will be paid as rules in force time to time.

Date:

**Signature of the Tenderer with Seal &
Address**

Letter of Consent

**To
The Director
NITIE MUMBAI**

Date: _____

Tender Ref. No.

Name of Work: ‘Cleaning and housekeeping of Academic cum Library Building’

I/We understand the nature and quantum of work to be carried out. I/we have read the various conditions to tender including general conditions and hereby agree to abide by the said terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 120 (One hundred and twenty) days from the date fixed for 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 understand that my/our “Earnest Money Deposit” submitted along with the tender to Director, NITIE will be liable for forfeiture. 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 rules and regulations of the NITIE, general conditions of the contract as amended from time to time and to carry out the work according to the conditions of the contract laid down by NITIE.

A sum of Rs.....l.....) Only is hereby forwarded as Earnest Money in the form of Demand Draft /Bank’s Pay Order drawn in favour of, NITIE MUMBAI from a Scheduled bank. The full value of the Earnest Money shall stand forfeited without prejudice to any other right to remedies if:-

I /We do not execute the contract documents within 7 (seven) days after getting information from NITIE, or

I / We do not commence the work within 15 (fifteen) days after getting information from NITIE.

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**