Tender for Housekeeping work of
College Campus
Rajarambapu Institute of Technology, Rajaramnagar,
for the period of

Authority for Inviting the Tender-
Director, K. E. Society’s, Rajarambapu Institute of
Technology, Rajaramnagar.

K. E. Society’s
Rajarambapu Institute of Technology, Rajaramnagar.
Tel. No. (02342) 220329, 221006, Fax. 220989.
Website: www.ritindia.edu
K. E. Society’s
Rajarambapu Institute of Technology, Rajaramnagar.

Name of Work: Housekeeping work of Institute campus for period
From 1st November 2016 to 30th September 2017.

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Tender Notice

Sealed offers are invited from the firms of Housekeeping for Housekeeping work of our Institute (College Campus) for year 2016-17.

The Detailed specifications along with terms and conditions may be obtained on payment of Rs. 500/- by cash. Tender documents can also be downloaded from our website: www.ritindia.edu from 05/10/2016 onwards and tender paper cost has to be deposited along with Tender. **Last date of submission of tender is 18/10/2016 up to 3.30 p.m.**

Director, R.I.T. Rajaramnagar reserves the right to accept or reject any tender(s) without assigning any reason.

Director
Rajarambapu Institute of Technology, Rajaramnagar, Post. Sakharale, Dist Sangli
Form No. 1

QUOTATION FOR HOUSEKEEPING WORK
College Campus

To,
The Director,
Rajarambapu Institute of Technology,
Rajaramnagar, Islampur,

Sub:- Quotation for House Keeping work year 2016-17

Respected Madam,

With reference to above subject we are submitting our proposal for Housekeeping work. Detailed Schedule of work is attached herewith. Following is the proposal.

a) Time of work – 8.00 am to 5.30 pm (with 1 hour lunch break)

b) Minimum present Labours on work are;
   i) Common Labours : 25 No. per day
   ii) Sweepers : 05 No. per day(3-Jents, 2-Ladies)
   iii) Supervisor : 01 No. per day

c) Machines required on site -
   i) Scrubber-drier: 2 Nos.
   ii) High pressure washer for toilet cleaning: 2 Nos.
   iii) Industrial Vacuum Cleaner – 2 Nos.

b) Wages per day -
   i) Common Labours : Rs. _______________ per day.
   ii) Sweepers : Rs. _______________ per day.
   iii) Supervisor : Rs. _______________ per day.

c) Material for cleaning of Toilets per month Rs. ____________.

d) Machine maintenance of machinery & tools per month Rs. __________.

Considering above details our proposal for housekeeping work including all taxes as applicable for your esteemed Institute for period from 1st Nov. 2016 to 30th Sept. 2017. is Rs. ___________________ per month.

(in word ___________________________)

Date : ____________________________

Sign ____________________________

Place: ____________________________

Seal
Form No. 2

SCHEDULE OF WORK
Name of work: - HOUSEKEEPING WORK. – COLLEGE CAMPUS

<table>
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<tr>
<th>Sr. No.</th>
<th>Cleaning area</th>
<th>Activity</th>
<th>Frequency</th>
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</thead>
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<tr>
<td>1</td>
<td>Roads and outside area</td>
<td>Brooming &amp; removing grass, scrubs etc.</td>
<td>Once a day</td>
</tr>
<tr>
<td>2</td>
<td>Common area, passages and staircase of all building.</td>
<td>Dustings wet and dry moping.</td>
<td>Twice a day &amp; Once in a week by machine with phenol.</td>
</tr>
<tr>
<td>3</td>
<td>All Classrooms</td>
<td>Dusting, wet and dry moping</td>
<td>Once a day</td>
</tr>
<tr>
<td>4</td>
<td>All Laboratory of all departments</td>
<td>Dusting walls, Cleaning of Glass by colin. Cleaning of fans &amp; Tubes etc.</td>
<td>Once in month.</td>
</tr>
<tr>
<td>5</td>
<td>Conference Hall</td>
<td>Dusting, Dry moping and cleaning of Tables &amp; Chairs.</td>
<td>Once in a day and vacuuming and dry cleaning of carpet by machine once in a month.</td>
</tr>
<tr>
<td>6</td>
<td>All toilets</td>
<td>Washing by phenol and drying. Cleaning by High pressure machine once in a week. Maintain records.</td>
<td>Three times in a day &amp; removing stains by acid once in week</td>
</tr>
<tr>
<td>7</td>
<td>Height cleaning, cob way, electrical fixtures e.g. fan, tubes etc.</td>
<td>Dusting.</td>
<td>Once in month</td>
</tr>
<tr>
<td>8</td>
<td>All glass of windows, partitions etc.</td>
<td>Cleaning by colin liquid</td>
<td>Once in a week</td>
</tr>
<tr>
<td>9</td>
<td>All water tanks</td>
<td>Cleaning by high pressure machine.</td>
<td>Once in month</td>
</tr>
<tr>
<td>10</td>
<td>Pest control for all guest house premises.</td>
<td>Fogging or spraying insecticides for mosquitoes and flies.</td>
<td>Once in two months or as required.</td>
</tr>
<tr>
<td>11</td>
<td>Functions &amp; students activities</td>
<td>Man power for shifting of furniture etc.</td>
<td>As and when required.</td>
</tr>
<tr>
<td>12</td>
<td>Maintenance of Gardens</td>
<td>Watering, cleaning, cutting &amp; trimming of trees, shrubs.</td>
<td>Daily work</td>
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</table>

The above schedule of work strictly followed.

Date: ____________________

Place: ____________________

Sign ____________________

Seal ____________________
TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM AGENCY

The tendering manpower Company / Firm / Agency should fulfill the following technical specifications:

A) The Registered Institute or one of the Branch Institute's of the manpower Company Firm / Agency should be located in Sangli District;

B) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;

C) The Company / Firm / Agency should have at least two years experience in providing manpower for Housekeeping to Public Sector Companies / Banks and Government Departments or similar Institute;

D) The Company / Firm / Agency should have its own Bank Account;

E) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;

F) The Company / Firm / Agency should be registered with appropriate authorities Under Employees Provident Fund and Employees State Insurance Acts.

TERMS AND CONDITIONS

General

1. The contracting firm / agency / company should be registered with appropriate authorities.

2. The contract shall commence from **November 2016** and shall continue for a period of one year, unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.

3. The contract shall automatically expire after one year from commencement of the contract unless extended further by this Institute.

4. The contract may be extended, on the same terms and conditions, for a further period not exceeding one year.

5. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Institute.
6. The contractor will be required to pay **minimum wages as prescribed under the Minimum Wages Act**. The contractor will maintain proper record as required under the Law/Acts. The contract will remain valid for one year or the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the RIT.

7. The tenderer will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

8. Financial bids of only those renderers who are technically responsive shall be evaluated. This Institute reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.

9. Services shall be from 0800 to 1800 Hrs on Monday to Saturday, with a lunch break. The contractor may be called upon for the services on Sunday or Gazetted holidays also, if required, without any extra charge.

10. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Institute within 2 days of being brought to their notice.

11. The tendering company shall provide identity cards to the personnel deployed in this Institute carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.

12. The service provider shall ensure that any details of Institute, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this Institute.

13. The service provider shall ensure proper conduct of his personnel in Institute premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

14. The contractor shall be responsible for any theft of the items from the rooms or any other area of the Institute. The details of the stolen materials/ stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will
be recovered from the contractor within 4 weeks from the date of theft. The decision of Institute authorities on this will be final and binding on the contractor.

15. The agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this Institute, so that optimal services of the persons deployed by the agency could be availed without any disruption.

16. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this Institute. The persons deployed by the agency in this Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against RIT.

17. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This Institute shall, in no way, be responsible for settlement of such issues whatsoever. This Institute shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

18. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this Institute during the currency or after expiry of the contract.

19. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Institute. Contractor should make it known the above to the manpower of the contractor.

20. The payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

LEGAL

21. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Institute. The payment particulars of Service Tax, EPF, ESI etc of previous month may be submitted along with the current month bill.
22. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this Institute or any other authority under Law.

23. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Institute.

24. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this Institute is put to any loss / obligation, monitory or otherwise, This Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monitory terms.

-x-x-x-

DECLARATION

1. I, __________________________________Son / Daughter / Wife of Shri__________________________________ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name: ____________________________________________.

Date: ________________________________________________

Place: _______________________________________________

Seal:       