



# RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

RATAPUR CHOWK, RAE BARELI 229 316 (UP)

Telephone: +91 535 2704208/2217427 Fax: +91 535 2211888

Website: www.rgpt.ac.in

**Tender Ref. No.:** RGIPT/RBL/Housekeeping/01/2013-14

**Subject:** Tender for providing Housekeeping Services to RGIPT, Rae Bareli

## A. Introduction:

Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Rae Bareli has been set up by the Ministry of Petroleum and Natural Gas, Government of India as an Institute of National Importance in the lines of IITs through an Act of Parliament in 2007. Currently, there is a strength of 300 students at institute and is expected to increase up to around 325 by next academic session commencing from August'2013.

Sealed quotations are invited under two bids system from the established, registered, reputed Housekeeping service agencies/firms/companies having wide infrastructure across the country to cater and manage the Housekeeping Services to RGIPT, Rae Bareli covering the Academic Campus at Ratapur Chowk, Rae Bareli and Students' Hostels, Guest House, student's Mess, Faculty residence of the RGIPT at ITI Colony, Doorbhash Nagar, Rae Bareli.

- (a) **PART ONE** – Technical Bid : IN FORMAT GIVEN IN ANNEXURE- I  
(b) **PART TWO** – Financial Bid : IN FORMAT GIVEN IN ANNEXURE- II

Technical and Financial Bid shall be submitted in two separate sealed envelopes and then both envelopes shall be packed in a one big envelope super scribed with '**Tender for Housekeeping Services-2013**' and shall be submitted through Speed Post/ Registered Post/ Courier/ By Hand on following address:

The Director  
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)  
Ratapur Chowk,  
Rae Bareli, PIN- 229316, Uttar Pradesh  
Phone No: 0535 2704208

## B. Technical Qualifications:

1. Minimum 3 years of experience in the profession of providing supplying housekeeping services to government organization/ PSUs/private companies, etc. (Attach certified copy)
2. Audited annual turnover of the company shall be Rs. 10 Lakh or more (Attach annual turnover of last three financial years)
3. EPF Registration No. (Attach certified copy)
4. ESI Registration No. (Attach certified copy)
5. PAN (Attach certified copy)
6. Service Tax Registration No. (Attach certified copy)
7. An EMD of **Rs. 50,000/- (Rupees Fifty Thousand only)** by DD drawn in the favor of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **RAE BARELI**
8. Affidavit stating that the company is/has not been black listed by Central/State government/PSUs (Attach copy)

In Technical Round, bidders shall be evaluated on all above parameters to shortlist them for Financial Bid, however, great emphasis will be put on the Ability, Reputation, Experience of agencies for providing services to Educational Institutions/Government Departments, Financial Standing, technical-Competency to provide professional services.

**C. Pre-Bid Meeting:**

To brief the bidders, clarify their queries and show the site, a pre-bid meeting is being scheduled to be held on **Friday 30<sup>th</sup> August, 2013 at 03:00 PM** at Administrative Department of Academic Campus at RGIPT, Ratapur Chowk, Rae Bareli. To attend the Pre-Bid meeting, Shri Jitendra Prasad, Corporate Communication Officer may be contacted over phone no. 0535-2704208 & Mobile No. 08574897750 for necessary assistance.

**D. Last Date for submission of Tender:**

The last date for submission of tender is **Thursday 12<sup>th</sup> September, 2013 by 03:30 pm.**

**E. Opening of Tender:**

The Technical Bids shall be opened on **Thursday 12<sup>th</sup> September, 2013 at 4:30 pm** in the presence of the bidders who wish to remain present. The representatives of bidders, who wish to attend the tender opening meeting, shall carry a letter of authority from their firm/agency.

**F. Selection Process:**

After opening Technical Bids, the Tender Opening Committee (TEC) of RGIPT will scrutinize the bids on various criteria, including those enumerated in tender Clause-B above. The Committee may visit the premises of the existing contractors to get the feedback of existing users/ organizations.

**G. Financial Bid**

The Financial bids of technically qualified parties shall be opened on **Wednesday 18<sup>th</sup> September, 2013 at 04.30 PM.** Those bidders whose bids have been found technical eligible and interested to remain present during the opening of Price/Financial Bid may present during the opening of Financial Bids.

**The Institute reserves the right to select or reject any bid or cancel the entire tender process without assigning any reason thereof.**

**Important Information**

1. **EMD Amount** : Rs. 50,000/- by DD
2. **Date of Pre-Bid meeting** : 30-08-2013
3. **Last date of submission of Tender** : 12-09-2013
4. **Date of Opening of Technical Bid** : 12-09-2013
5. **Date of Opening of Financial Bid** : 18-09-2013
6. **Address on which Quotations have to be sent:**  
The Director  
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)  
Ratapur Chowk,  
Rae Bareli, PIN- 229316  
Uttar Pradesh

**For Rajiv Gandhi Institute of Petroleum Technology**

Jitendra Prasad  
Corporate Communication Officer

## PART - I (One)

**FORMAT FOR TECHNICAL BID (For Housekeeping Services)**

(Technical Bid should be kept in separate sealed cover without stating any price or schedule of rates) - To be filled in ink.

**From:**

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.....

.....

**To**

**The Director**  
**Rajiv Gandhi Institute of Petroleum Technology (RGIPT)**  
**Ratapur Chowk**  
**Rae Bareli - 229316 (UP)**

**EMD: Rs. 50,000/- (Rupees Fifty Thousand only)**

Demand Draft No.....Issuing Bank.....Date .....

<b>S. No.</b>	<b>Particulars</b>	<b>Details to be filled in by the Agency/Firm</b>
1.	Name of the Agency/ Contact Person	
2.	Regd. Office/ Business Address of the Agency	
3.	Date of incorporation of the Firm. State whether it is Partnership/ or Proprietorship( attached a copy for proof)	
4.	PAN and TIN Nos. of the Agency (Attach copies of both)	
5.	Service Tax Registration No. (Attach Copy of Registration Certificate)	
6.	Whether the Agency has minimum 3 years experience in providing Housekeeping services to reputed organizations/ institutions (Attach copy of work orders)	

8.	Whether the Agency is registered with ESIC? Please state the Registration No. (Attach copy of Registration)	
9.	Whether the Agency is registered with EPF? Please state the Registration No. (Attach copy of Registration)	
10.	Whether the Agency has achieved annual sales turnover of Rs. 10 Lakhs and above in last three financial years ( <i>Attach copies of Audited Balance Sheet and Profit &amp; Loss for last 3 years</i> )	YES/ NO Turnover in Rs(as per Income Tax Return): 2011-12, 2010-11, 2009-10
11.	Whether the Agency is an Income Tax Assessee and have filed its income tax returns for the last three assessment years (Attach copy of Income Tax Returns)	
12.	Number of Housekeeping staff working with the Agency	
13.	PF/ESIC compliance Certificate from the companies served (Attach a copy of the same)	

**Declaration:**

1. I/we agree that the decision of RGIPT, Rae Bareli in selection of Bidder shall be final and binding to me/us.
2. I/we agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all contracts listed by us in the bid.
3. I/we undertake to inform any change in the constitution of the firm, as and when it takes place. The continuation of the contract subsequent on such alteration will be at sole discretion of RGIPT, Rae Bareli.
4. All the information and data furnished herewith are true and correct to the best of my/our knowledge & belief.

Place : -----

Name, Designation & Signature

Date : -----

(With Seal of the Company)

**MINIMUM ELIGIBILITY**

**The Details in respect of the company are as given under:**

1	Name of the Company	
2	Year of Registration/Incorporation	
3	Number of Employees as on March 31, 2013	
4	Annual Turnover from providing Housekeeping services	
5	Total years of experience	

Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

Business Address: .....

.....

.....

Seal

**Witness with signature**

(1) Name & Address: -----

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2) Name & Address : -----

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**PRIOR EXPERIENCE**

(Using the format below, provide information in respect of the each Department/Agency to whom housekeeping services was provided by the company during the last three years)

1	Name of the Company/Firm/Agency, along with its address and details of contract person to whom housekeeping services was provided	
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Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

Business Address: .....

.....

.....

Seal

**Witness with signature**

(1) Name & Address : -----  
 -----  
 -----

2) Name & Address : -----  
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**DECLARATION**

**Declaration letter on official letter head station the following:**

(i) We are not involved in any major litigation that may have an impact of affection or compromising the delivery of service as required under this tender.

(ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of Authorized Person)

Place: .....

Name: .....

Date: .....

Designation:.....

Business Address: .....

.....

.....

Seal

**PART - II (Two) (ii)**  
**FINANCIAL/ PRICE BID (Housekeeping Services)**  
**(Financial Bid should be kept in a separate sealed cover) - To be filled in ink**

Name of the Firm/Agency:-----

**SCHEDULE OF QUANTITIES**

Sl. No.	Description of works	Heads of costing	Unit	Total Amount (In Rupees) (Both in Nos. and Words)
1	Providing Housekeeping /Sanitation Services as per detailed scope of work including necessary manpower, materials, tools & Tackles complete at <b>Academic campus</b> in FGPC premises, <b>B.Tech. Hostel and Students' Mess, Guest House, Visiting Faculty Accommodation, MBA/M. Tech. Hostel, Project Office, Faculty Residences common area</b> in ITI residential areas.  1. Office Space area : <b>2400 Sq. M</b>  2. Open terrace /Ground area: <b>2300 Sq. M</b>  3. Plinth area/carpet area of building: <b>9100 Sq. M</b>  4. Open area including roads, drains, playgrounds, surroundings of buildings: <b>41000 Sq. M</b>	<b>Salary of 02-Skilled &amp; 21-Skilled staff</b> (As per Central Minimum Wages Act)	Per month	As per central minimum wages Act ( <b>Don't write anything in this column</b> )
		Employer PF & ESIC contribution and PF Admin Charges	Per month	As per EPF Act and ESIC Act ( <b>Don't write anything in this column</b> )
		<b>Materials cost</b> As mentioned in clause 14 (g)	Per month	
		<b>Profit</b>	Per month	
		All kinds of tax liability on above items i.e. Service Tax, VAT, etc.	Per month	
2	<b>Total Amount</b>		Per month	

**Declaration**

I ..... (Name & Designation) s/o ..... resident of .....do hereby declare as under:

1. That I am the authorized person to sign this tender.
2. That the applicant has read & understood all terms & conditions and the same are acceptable to the applicant.
3. That all the information submitted herein is true and nothing material has been concealed.
4. That the applicant shall submit any evidence or document as requested by RGIPT, Rae Bareli.
5. That the applicant undertakes to render RGIPT, Rae Bareli free from all and any kind of liability and consequences resulting out of this present agreement.

Date:  
Place:

Signature:  
Name:  
Designation:  
Common Seal:



## Instructions for Filling/Submitting Tenders:

1. The tender should be submitted only in the prescribed tender schedule form supplied by RGIPT.
2. The Tenderer shall study all the Tender Documents carefully and understand the Tender Contract Conditions, Specifications etc., before quoting. If there are any doubts, they should get clarification during pre-bid meeting but this shall not be a justification for submission of late tender or extension of opening date. Tender should be strictly in accordance with Specifications and Tender Documents.
3. The Tenderer can visit the site and acquaint himself with the site conditions before submitting the tender. They are also advised to know the availability of water supply, electricity supply, approach road, and any other ancillary facilities from RGIPT, since these are to be provided/ arranged by him (unless otherwise specified) at his cost to execute the works. All the above factors must be taken into account in the rates quoted.
4. The Tenderer should quote his rates for all items in the tender schedule. All the rates given in the Tender Schedule should be expressed both in figures and words and where there is a difference between the two, the rates given in words will be taken as authentic and there shall be any discrepancy between unit rate and amount, Unit rate will be considered as the final one.
5. All Tenders should be submitted in sealed cover boldly super scribed on the outer cover with Tender Number and shall be sent by Registered Post/Speed Post/Courier so as to reach the concerned authority as laid out in the tender form before the closing date and time or tender could be dropped by hand in the tender box kept in the concerned authority's office before closing date.
6. All entries in tender documents should be in ink.
7. All corrections should be attested under full signature of the contractor. Any kind of correction(s) shall be made by scoring the wrong words/ figures by drawing a line across them and attesting that with the full signature of the contractor. These shall not be erased or overwritten.
  - a. Every page of the Tender documents shall be signed by the Tenderer at the end of last entry thereon.
  - b. The quoted rates should be inclusive of all Equipments like vacuum cleaners, Lifts and leads of Materials, Labour, Octroi Duties, Sales Tax, Work Contract Tax, Turnover Tax, Excise, Customs, Service Tax, etc., required in connection with the completion of work to the entire satisfaction of RGIPT.**
8. All the materials are to be supplied by the contractor unless otherwise stated. No claims for upward revision of rates will be allowed on account of any increase in tax, duty etc.
9. Tenderer must quote his rates for all items of work described in the Bills of Quantities.
10. The Price Bid shall be unconditional. Conditional tender shall be summarily rejected.

## **TERMS & CONDITIONS**

### **1. DEPLOYMENT OF STAFF**

- a. Housekeeping Agency shall compulsorily engage 23 staff (**02 Skilled Supervisor and 21 Un-skilled staff**) for housekeeping services.

### **2. WAGES OF STAFF**

- (a) Contractor shall pay minimum wages to all workmen as per the **Central Government Minimum Wages Act** (as amended from time to time). Housekeeping Agency must be aware that minimum wages are revised on every six months in the month of April and October. If there shall any upward revision in the minimum wages during the contract period occurred, contractor shall make the payments to staff accordingly and RGIPT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) to contractor on the production of bill in subsequent month.
- (b) Contractor shall compulsorily issue the salary slips to all your employees every month with complete details of wages being paid.
- (c) Contractor shall also ensure that each and every coverable employee is covered under the provisions of ESI Act 1948 and EPF Act 1952.
- (d) The Payment shall be made strictly on satisfactory work and on the basis of Daily attendance of Minimum manpower of 21 and 02 supervisors.
- (e) The Contractor must submit the proofs of payments towards PF, ESIC and Service Tax dues of previous month for claiming subsequent month's payment.

### **3. COMPLIANCE OF STATUTORY NORMS**

- (a) The Institute is registered in terms of the Contract Labour (Regulation and Abolition) Act, 1970 with the Registering Officer under the Regional Labour Commissioner (state). As such, the service provider shall be required to obtain requisite license from the office of the Regional Labour Commissioner (state) under the aforementioned Act.
- (b) The contractor shall have his own set-up including registration under the relevant laws governing the type of work he is to perform.
- (c) The contractor shall abide by all the rules and regulations of the labour laws and rules framed there under and maintain all the registers required under the above mentioned Act, Rules and regulations, including the Contract Labour (Regulation and Abolition) Act, 1970.
- (d) The contractor shall be wholly responsible for the payment of minimum wages to the housekeeping staff. As and when the minimum wage rate is changed by the Central Government, the contractor shall have to pay the revised rate to his workers as on that date.
- (e) The contractor shall be liable to comply with the Employees' State Insurance (ESI) Act, 1948 and Employees' Provident Fund (EPF) and Miscellaneous Act, 1952.
- (f) The contractor shall be liable to deduct the employees' contribution of EPF and ESI and deposit the same along with the his part of the contribution of EPF and ESI to the respective authorities within the statutory periods and shall provide a signed copy of the deposit challan to the institute within one week of depositing the same to the respective authorities. The service provider shall regularly maintain proper record in this regard, which can be inspected by the appropriate authority of the institute at any time.

- (g) The contractor shall pay wages directly to the workmen without any intervention of any labour contractor. The contractor shall also ensure that no amount by way of commission or otherwise is deducted from the wages of the workmen.
- (h) The contractor shall be solely responsible with regard to the supervision, salary/wages, and service conditions in respect of his employees/workmen, which shall be fair and in no case be less than the wages prescribed by the Central Labour Commissioner under the Minimum Wages act as in force from time to time.
- (i) All employees of the contractor shall carry Employment/Identity Cards issued by the contractor at all times, in terms of Rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971.

#### **5. PAYMENT OF DIFFERENTIAL AMOUNT**

- (a) Generally, Central Labour Commissioner, Ministry of Labour and Employment, Government of India revises the minimum wages upwardly twice in a year (April and October). If it occurs, contractor shall make the increased payments to staff accordingly with arrears and RGIPT shall pay the differential amount (**Revised Wage Rate - Wage at the time of quotation = Differential Amount**) in subsequent month bill to contractor.
- (b) After the upward revision in the minimum wages, it may also impact the Employer PF contribution, ESIC, PF Admin Charges and Service Tax (Currently @ 12.36) liability. If it happens too, RGIPT shall pay the differential amounts towards under these heads.

#### **6. COMPONENTS OF PRICE**

Tenderer shall quote the price for the management of Housekeeping Services in such a manner that should cover following components for the entire contract period (3 years) with cost escalation of the materials has to be used:

- (a) Salary of staff (2-Skilled and 21 Unskilled) (As per Central Minimum Wages Act)
- (b) Profit margin of contractor
- (c) Materials cost
- (d) Employer contribution towards PF, ESIC, PF admin Charge, Service Tax, etc.

#### **7. YEARLY ESCALATION ON QUOTED RATE**

- (a) RGIPT shall give yearly escalation by **Ten Percent (10%) for 2<sup>nd</sup> and 3<sup>rd</sup> year** or further extended period on the **RATE QUOTED BY TENDERER** for the management of Housekeeping Services on the satisfactory performance of the agency.

#### **8. MOBILIZATION MONEY**

RGIPT shall not pay any mobilization advance for the Contract.

#### **9. VALIDITY OF QUOTED RATE**

- (a) Rates quoted by the tenderer shall be valid for a period of 3 months from the date of opening of the tender for acceptance by RGIPT. Once the rates are accepted, that will be valid for throughout the contract period.
- (b) If the Tenderer fails to accept the work order, if placed at his originally quoted rates, or subsequently negotiated rates, as the case may be, the Earnest Money shall be forfeited.
- (c) Once the quotation is accepted and the Work Order placed on the successful tenderer, the rates shall be valid for the entire contract period (3 years).

#### **10. TERM OF CONTRACT**

- a. The contract shall be initially valid for the period of **3 (Three) years** from the date of the contract. RGIPT will evaluate and examine the performance of services of the House Keeping Agency. If the services are found satisfactory, the RGIPT reserves the right to extend the contract for another one year on the same terms & conditions or the terms as may be mutually agreed.

#### **11. EARNEST MONEY DEPOSIT**

- a. The Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand only)** shall be paid in the form of Demand Drafts and drawn in favour of **RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY** payable at **RAE BARELI**. It shall be deposited with tender document.
- b. In case of the Successful tenderer, their EMD shall be converted into the security deposit and retained with RGIPT till contract period (2013-16) and no interest shall be payable on that.

#### **12. FORFEITURE OF EARNEST MONEY DEPOSIT**

- a. The EMD shall be forfeited by RGIPT, in case the tenderer withdraws their offer during the period of tender validity or if after submission of quotation the tenderer fails to honour the contract or refuses to comply with any or all the terms and conditions of the tender.

#### **13. REJECTION OF TENDER BY RGIPT**

- a. Incomplete tenders, conditional tender, tenders received after last date or tenders not conforming to the terms and conditions prescribed in the Tender Documents or not accompanied by the requisite earnest money shall be rejected summarily.

#### **14. ACCEPTANCE OF WORK ORDER BY TENDERER**

After communicating by RGIPT about the acceptance of contractor's tender, if the contractor fails to return the duplicate copy of work order and agreement duly signed in token of their acceptance within 10 working days, the Earnest Money Deposit shall be forfeited by RGIPT, Rae Bareli.

#### **15. EXECUTION OF AGREEMENT**

- a. On acceptance of the quotation, the successful Tenderer will have to execute an agreement with RGIPT covering all aspects of the contract before the commencement of work.
- b. When the party signing the Tender is not the sole Proprietor, the necessary power of attorney authorizing the party to act on behalf of the Organization should be produced before signing the agreement.

## **16. EXECUTION OF WORK**

The Contractor shall submit a detailed programme/ schedule of work including manpower deployment adhering to the Scope of work quoted in the work Order, before starting work on receipt of Work Order. The programme thus submitted shall form part of the contract and shall be binding on the Contractor. However, RGIPT reserves the right to alter the programme, if necessary, from time to time. No claim whatsoever of the contractor on his account shall be entertained by RGIPT.

- a. Contractor will required to obtain necessary license from the Office of the regional Labor Commissioner for the workmen.
- b. The House Keeping Agency shall not assign/sublet the work or any part thereof except with the prior written consent of the RGIPT. Such consent even if provided shall not relieve the House Keeping Agency from any liability or any obligation under the contract.
- c. While executing the work, the contractor has to ensure that no inconvenience whatsoever is caused to the office premises functioning in the premises.
- d. All the materials required for execution of work must be getting approved from RGIPT before they are brought to site and also before actually put on use.
- e. All facilities for prior inspection of materials and subsequent inspection of work by representatives of RGIPT must be made available, at contractor's cost.
- f. Tenderer may have to attend the concerned officer of RGIPT for negotiations/ clarifications required by them in respect of their quotations without any commitment on the part of RGIPT.
- g. The following consumable items used for housekeeping/sanitary works, to be provided by the contractor within first week of every month and kept the inventory under Hostel Supervisor/Hostel Manager Custody/ Officer-in-charge and shall be issued to housekeeping workmen day to day basis. 35% of this quantity to be put at Academic Campus under the charge of Store-in-charge, RGIPT and remaining 65% shall be under the charge of Hostel Manager/Hostel Supervisor, RGIPT for Hostel area. The following items are just indicative and successful agency shall provide other items also as per requirements to keep the campus clean.

Tentative list of materials, have to be used to maintain the housekeeping services:

S. No	Name of Items	Brand	Total Quantity Per month Required
1	Phenyl	Doctor / Chemist Brand	80 Litre per month
2	Acid		30 Litre per month
3	Taar Jhaadu	Good quality	50 nos. per month
4	Phool Jhaadu	Chandani/ equivalent brand	30 Nos. per month
5	Floor Duster	Good quality	20 Nos. per month
6	Table Duster	Good quality	10 Nos. per month
7	Nirma Power	Good quality	10 Kg per month
8	Harpic		2 Litre per month
9	Napthaline Ball	Good quality	30 Packets per month
10	Toilet Bruss	Good quality	15 Nos. per month
11	Scribber	Good quality	10 Nos. per month
12	Wyper	Good quality	10 Nos. per month
13	Bucket	Good quality	2 nos. per month
14	Mug	Good quality	4 nos. per month
15	Dust Pan	Good quality	4 nos. per month
16	Odonil		1 Dozen per month
17	Bleaching Powder		5 kg. per month
18	Liquid Hand wash	Dettol/ Lifebuoy	1 litre per month

- h. Any material brought without such prior written approval shall be entirely at the risk and cost of the contractor.
- i. **It shall be contractor's responsibility for procurement of all materials/ equipment etc. No delay due to non-availability of any materials / equipment will be entertained by RGIPT.**
- j. If the contractor brings defective/ sub- standard materials at site, it shall be the responsibility of the contractor for the removal and disposal of the same at his cost. RGIPT shall not entertain any claim from the contractor on this account.
- k. Detailed inspection of works shall be carried out jointly by the contractor and the representative of RGIPT for monitoring and inspection.
- l. The contractor shall carry out works as per the instruction given in work order. The contractor shall not make in the specification mentioned in the tender documents and work orders any changes by his own. In case of any doubt, the contractor may refer the matter in writing to the RGIPT and the contractor shall carry out the items of work as per clarifications given in writing. In case of delay in getting such clarifications, the contractor will not be entitled for any claim on account of idling of their labour, machinery etc.

- m. In case the contractor carries out the work as per his own specifications, not acceptable to RGIPT, in such cases the same will be required to be redone as per specification given by RGIPT at the contractor's risk and cost. If the contractor fails to re-do the work, RGIPT reserves the right to get it done through any other agency at the entire risk and cost of the contractor.
- n. The contractor at site will maintain Instruction Books serially numbered having one original and three copies of each page so that representatives of the RGIPT shall issue instructions regarding progress and quality of work to the contractor. The contractor's representative will sign in the Instruction Book in token of receipt and understanding of such instructions. The contractor shall also maintain Suggestion Book on site and shall register the problem in the same during the progress of the work.
- o. If the performance of the successful contractor is found to be unsatisfactory, RGIPT reserves the right to cancel in part or whole of the contract and get the works executed through alternate means at the entire risk and cost of the selected contractor.
- p. The contractor will abide by the rules and regulations, by laws and statutes etc. imposed by the Government/ semi Government and other local authorities such as Municipality etc., for execution of his job.
- q. Any damage caused to the existing facilities while carrying out the work shall be made good by the contractor at his own risk and cost to the entire satisfaction of RGIPT.
- r. Successful Contractor will comply with the provisions of all current labour laws during the progress of the work. The contractor shall obtain all the permission as per the provisions of labour laws and display the same at the premises.
- s. The bills will be submitted in the standard measurement/ bill proforma approved by RGIPT.

## **17. TERMINATION OF CONTRACT**

The Institute shall have right to determine and terminate the contract for any reason including unsatisfactory performance or violation of Minimum Wages Act or any of the other terms and conditions of the contract. A notice in writing from the institute to the contractor shall be issued giving 30 (Thirty) days time for such termination and vacation of the premises, without assigning any reasons thereof. If all or part of the contract is terminated in accordance with the provisions contained above, the institute shall pay to the contractor charge up to the effective date of termination. However, the termination of the contract shall not relieve the contractor of any of his obligations imposed by the contract with respect to the work performed by them prior to such termination.

## **OTHER TERMS & CONDITIONS OF TENDER**

### **1. RIGHT TO DISTRIBUTE WORK**

RGIPT reserve all rights to divide, distribute the tender items to more than one agency, removes any item or operates items quoted as rate only.

### **2. SECURITY & SAFETY NORMS**

The Contractor shall follow strictly the norms of security and safety while working the premises of RGIPT. All Safety norms for Interior and Electrical Works have to be followed as applicable.

### **3. ELECTRIC & WATER SUPPLY**

RGIPT shall provide power and water supply free of cost as required for the works at one point in the proximity of the site.

### **4. OFFICE/ STORES ON THE SITE**

The Contractor shall make his own provision for all necessary storage with adequate security on the site in a specified area for all materials, which is likely to deteriorate by the action of the sun, rain or other material causes due to exposure, in such a manner that all such materials, tools, etc., shall be duly protected from damage by whether or any other cause. All such stores shall be cleared away and the ground left in good and proper order on completion of this Contract unless otherwise expressly mentioned therein.

### **5. CLEARING THE SITE OF WORKS**

The Contractor shall clear the site of works as per the instructions of RGIPT. The site of works and store room etc. provided to Contractor during the pendency of contract shall be cleared of all men, materials, sheds etc., belonging to the Contractor. The site shall be delivered back to the RGIPT in a clean and neat condition as required within a period of one week after the job is completed. In case of failure by the Contractor, the RGIPT will have the right to get the site cleared at the risk and cost of the Contractor.

### **6. TYPOGRAPHICAL OR CLERICAL ERRORS**

RGIPT clarifications regarding partially particulars or typographical or clerical errors shall be final and binding on the Contractor.

### **7. LANGUAGE OF TENDER**

“English” is the official language of Tender.

### **8. ESCALATION**

The rates quoted by the contractor shall be inclusive of all taxes and shall remain valid till the contract period (3 years). No escalation shall be paid by RGIPT for any reason whatsoever.



## **SUPPLY OF MATERIALS AND CLEANLINESS ON CAMPUS**

9. Contractor shall supply all materials, equipment, tools & tackles, transport i.e. trucks and hand cart for transporting garbage on regular basis, labor, supervision etc. except water required for the job. No wastage of water shall be allowed. Materials required for housekeeping works, such as coconut jhadoos, phool jhadoos, coir / wire Nylon cleaning brushes, washing soda, cleaning powder/ liquid, Phenyl, mops with stick having rubber base buckets, brasso and other stain removers etc. have to be supplied by the contractor in the specified quantities as above.
10. If the sufficient quantity of approved quality of materials is not supplied by the contractors. RGIPT representative will make arrangement for the material. The cost of which will be recovered from the bills at a penal rate of two times the actual cost incurred by RGIPT.
11. Please note that all chemicals used shall be of approved high quality and damage to floor, skirting, steps, platform, fitting, paintings, polis etc. should not occur. In case of any damage to RGIPT properties the cost of making good the same and the cost of any loss consequent to the damage will be recovered from the contractor's bill.
12. Contractor shall abide by all the terms and conditions applicable to safety & security regulations. The contractor shall be liable for any misbehavior, disturbance, theft, causing damage etc. by their staff anywhere in the area of work. Contractor will be liable to remove the employees from service at RGIPT premises in case found of improper conduct or theft, pilferage etc. and reported by RGIPT or its designated Security agencies.
13. Cart away all the garbage, debris, waste papers collected, rubbish etc. and dispose off outside the premises without giving rise to any complaints from local, Municipal or Government authorities on regular basis.
14. It is to be clearly understood that you will be required to render the above services everyday including Sundays or RGIPT declared holidays in the Academic Campus & Residential premises and on all days in Hostel and Transit Flats. On Sundays/Holidays, Cleaning jobs if required shall be carried out at the premises as per the instructions of RGIPT site officer. No extra payment shall be paid for the same.
15. All services measures as applicable shall be adopted by Housekeeping Agency/Contractor, especially while cleaning in the multi-storied buildings etc.

## **DEPLOYMENT OF HOUSEKEEPING STAFF**

16. Housekeeping Agency shall compulsorily engage 09 nos. manpower including supervisor at Academic Campus and 14 Nos. of Manpower including supervisor at Hostel Area for housekeeping services so as to meet the contractual obligations as outlined above in consultation with RGIPT Officer-in-charge so as to ensure that jobs are carried out effectively.

## DEDUCTION

17. If Housekeeping Agency/ Contractor fails to render the above services to the satisfaction of the Officer in-charge on any particular day for any reason during the contract period, appropriate deductions will be made from their **bills to the maximum of 10% per instance**. Appropriate deductions as decided by the Officer-in-charge will also be made for ineffective/ incomplete services.
18. Housekeeping Agency/ Contractor shall keep minimum of 1 supervisor each for the above areas viz. Academic Campus and Hostels & residential campus. They should report every day to the concerned RGIPT representative and obtain signature in a register, which shall be maintained for the housekeeping works in different locations in case the work is awarded to you.
19. Your bills/ works will have to be certified for satisfactory performance, by the concern Officer-in-charge.

## SCOPE OF WORK & SERVICES

### 1. DEPLOYMENT OF STAFF

Housekeeping Agency shall compulsorily engage 23 staff (09 nos. of manpower including supervisor at Academic Campus and 14 Nos. of Manpower including supervisor at Hostel Area) for housekeeping services so as to meet the contractual obligations as outlined above in consultation with RGIPT Officer-in-charge so as to ensure that jobs are carried out effectively.

### 2. LOCATION

The House keeping/ Sanitary works of RGIPT shall be carried out at the following premises of RGIPT temporary campus at Rae Bareilly at Feroze Gandhi Polytechnic Campus at Ratapur Chowk and leased residential quarters at Doorbhash Nagar, ITI Colony, Rae Bareilly at detailed below:

- (a) Academic and Administrative space measuring **2400.00 Sq. Meters** (approx.) & Toilet Block admeasuring **120.00 Sq. meter** (approx) in Polytechnic building and all rooms, corridors etc. in these premises.
- (b) Open terrace and ground area at the entrance and sides of the Polytechnic building admeasuring approx. **2300 sq. meters**.
- (c) Residential quarters at ITI comprising of :

1) 90-A Type quarters (Hostels)	-	<b>3808 Sqm.</b>	
2) 12-C Type quarters	-	<b>1122 Sqm</b>	
3) 06 Nos. Hall and 01 armoury	-	<b>951 Sqm.</b>	
4) 11 Nos. Single Suit & 49 Nos. Double Suit of sr. Officers hostels	-	<b>3005 Sqm.</b>	
5) 1 no. 'D' type quarter	-	<b>180 Sqm..</b>	
Total plinth area of the buildings		-	<b><u>9066.00 Sq. Meter</u></b>
- 6) Open area including roads, drains, playgrounds, surroundings of buildings, etc. - **40775.00 Sq.meter** (approx.)

TYPE OF QUARTER	QUARTER NO.	TOTAL QUARTERS
D	26	1
C	37,38,39,40, 65,66,68,74,75,77,78 & 79	12
SOH – DOUBLE SUIT	23, 24, 25, 28, 29, <b>30</b> , 31, 35, 36, 41, 42, 43, 47, 48, 52, 53, 54, 55, 88, 90, <b>91</b> , 92, 93, 94, 95, 96, 97, 99, 100, 101, 102, 103, 104, <b>106</b> , 107, <b>110</b> , <b>111</b> , <b>112</b> , <b>113</b> , 152, 154, 156, 161, 162, 163, 164, 165, 166, 167.	49
SOH- SINGLE SUIT	21, 27, <b>32</b> , 38, 39, 44, 50, 51, 56, 63, 68	11

### 3. AREAS UNDER THE SCOPE OF WORK

The General areas/locations falling in the scope of work is detailed as under. The list is not exhaustive but only to serve as guidelines for the scope of work and any additional areas within the above mentioned premises not mentioned specifically hereunder shall also be part of the housekeeping works.

#### (I) Residential quarters:

- (a) Common areas of all the residential buildings, such as stilts, staircases, landing, etc.
- (b) Terraces and surrounding areas of the buildings, servant quarters, garages, all the roads, pathways, parking areas etc.
- (c) Security gate houses at including security cabins.

#### (II) Hostel Complex:

- (a) Common areas of all the hostel buildings, such as staircases, landings, etc.
- (b) All Toilets/ Bathrooms/ Rooms in the hostel blocks.
- (c) Ground pathways, steps and lawns/gardens etc. including surrounding areas etc.
- (d) Entire Barracks complex consisting of **mess Room**, **Kitchen**, Common Rooms, Gymnasium etc. including the rest rooms, toilets etc.
- (e) Substation & its surrounding areas
- (f) Security gate houses at including security cabins.

#### (III) Academic Campus

Entire Academic Campus, including all offices, rooms, common areas, laboratories, canteen area, toilets and surrounding at RGIPT area in Feroze Gandhi Polytechnic Campus.

#### (IV) Transit Flat/Visiting Faculty Accommodation:

- (a) Common areas of all Transit Flat Block, such as corridors, staircases, landings, etc.
- (b) All Toilets/ Bathrooms/ Rooms/ Kitchen in the Transit Flat Block.
- (c) Ground Pathways, steps and given shades etc. including surrounding areas etc.

#### (V) Director's Residence

- (a) Common areas of all Transit Flat Block, Such as corridors, staircases, landings, terrace etc.
- (b) Ground Pathways, Steps, and Garage etc. including surrounding areas etc.

## **Details of housekeeping works to be carried out**

The details scope of work shall be as given below:

### **(I) FLOOR CLEANING & OTHER MISCELLANEOUS CLEANING WORKS:**

- (1) Disinfecting and cleaning with the cloth, the floor areas at office, security cabins, common areas of residential building including staircase landings etc. including skirting, dado, shelves etc. including all nooks and corners, removal of dirt, dust, waste papers etc. and disposal of the same. This will have to be carried out on daily basis. Swabbing shall be done with disinfectant and water.
- (2) Full water washing of the staircase shall be carried out at least once in a week or such as and when required as per the instructions of RGIPT.
- (3) Disinfecting & washing the floors of common areas of residential buildings, Mess area, and security cabins with water, detergents and disinfectants to completely remove all dirt, stains etc. twice a month.
- (4) Removing of doormats, dusting it and replacing it in the same locations daily.
- (5) Special flooring/tilling at various areas should be cleaned on daily basis by swabbing with disinfectant and water as directed.
- (6) All waste paper bins will have to be emptied and cleaned daily at the end of office hours, and all the dirt spilled around the dust bins shall have to be put back in dust bin and cleared on daily basis.

### **(II) HOUSEKEEPING WORKS OTHER THAN FLOOR CLEANING (SHALL BE CARRIED OUT IN ALL AREAS OF THE BUILDINGS INSIDE VACANT RESIDENTIAL FLATS WHENEVER INSTRUCTED BY RGIPT).**

#### **(1) Walls/Ceiling**

Walls and ceiling will have to be kept clean of cobwebs, stains etc. by dusting & washing whenever required.

- (2) Doors, Windows, Ventilators, Window Grills, Door Closers, Louvers, Doors & windows in toilets etc.

The above will have to be kept clean by wiping daily and swabbing whenever required as per the direction of the RGIPT. Glass panes are to be cleaned once in a week with approved glass cleaner for removing stains etc.

- (3) (a) All furniture items to be wiped and rubbed to give shine to the polish. Special care should be taken not to damage the paints, polish etc.

(b) Notice boards, paintings, photographs, venetian blinds, air – conditioner grill covers, pelmets, water coolers body, refrigerators, bottle coolers, display models, Magazine/newspapers stand seating benches/ canopies in surrounding areas to be cleaned once in a week.

- (c) Brass plates, plaques and brass pipe, bronze fittings to be polished to shine once a fortnight with brasso etc.

(4) Ceiling fans, exhaust fans, light fittings, PA system, etc. to be kept free of cobwebs etc. once a fortnight.

(5) Carpets, upholstery, mats, floor covering etc. in office/academic/transit flat premises. These will have to be cleaned with vacuum cleaners as when required and instructed by RGIPT.

All tools, tackles, equipment and consumables will be provided by the Contractor. The same should be properly maintained and any repair required shall be done by the contractor at his cost.

### **(III) TOILETS:**

(1) Floors and tiled portions of wall, MS/Stone/brick partitions are to be disinfected by washing with water and detergent disinfectant daily.

(2) Urinals, water closets, wash basins etc. shall have to be thoroughly disinfected daily with approved cleaning agent, remove chokage, if any.

(3) Mirrors & glasses of doors, windows will have to be wiped a week with approved glass/minor cleaning agents.

(4) All sanitary fittings such soap dispensers, flush tanks, towel rods and other fittings are to be wiped with suitable cleaning agent.

(5) Toilets will have to be kept disinfected and hygienic with absolutely no stink. The contractor will also be required to inform RGIPT of all maintenance works required in the toilets eg. Replacement of damaged fittings, leaking pipe lines etc.

### **(IV) EXTERIORS OF BUILDINGS:**

(1) Terraces, parapets, slopped roofs, fins hand railing etc. are to be swept/ cleaned once in a fortnight.

(2) Roads, pathways, drains, paved areas etc.

(a) All roads, pathways etc. will have to be wiped of leaves, dirt, rubbish etc. daily by sweeping & garbage to be disposed off outside colony/ premises without any objection from any authorities.

(b) The paved areas and roads will have to be kept clean of moss, mud, etc., at all times especially during monsoons by using wire brush and disinfectant.

(c) All gutters, drains, channels etc. around all buildings and in the entire premises will have to be cleaned out once in a week and free flow of water should be ensured at all times.

(d) Choked/overflowing gutters connected to main drains are to be cleaned.

(3) Cleaning of decorative light fittings:

Decorative light fittings around all buildings, in the grounds and flower beds (lower levels). All the lamp shades etc. are to be dusted and cleaned once a fortnight.

(4) Complete disinfecting of empty/ vacated flats and making it hygienic before fresh occupation as and when required as directed by RGIPT. This involves dusting, washing with water.

**(v) COLLECTING, TRANSPORTING AND DISPOSING OF GARBAGE/ WASTE PAPERS:**

Collecting garbage, waste papers, etc. from all areas and garbage lying in and around the vicinity of garbage bins located at/near bungalows, Blocks, buildings, security gate houses, mess area and kitchen, sports area, and other places as required by our site in change every day. All the road and shoulders, path ways drains, jungle area, garbage bins etc. Disinfect all the garbage bins in the above mentioned locations with water & disinfectant once a week. Degradable and non-degradable solid Garbage to be collected separately and is to be disposed at nearest Municipal dustbins at Contractor's cost as directed by RGIPT and as per procedure at FGPC and ITI. Overall cleaning and up keeping of all the areas and surroundings etc. complete.

**(II) SPECIAL JOBS:**

- (1) All the terraces of the buildings will have to be kept clean and free of dry leaves on regular basis throughout the period of monsoon rains (June to Sept.)
- (2) All water outlets and drains pipes on terraces will have to be kept clean during monsoons on regular basis. Cleaning of water outlets will have to be done to ensure that there is no water stagnation on the terraces, chajjas, etc.
- (3) Prior to monsoon rains, all the storm water drains in the premises shall be cleaned by removing slit, muck, dry leaves, tree branches, debris, etc. and shall be disposed outside the colony to ensure free flow of water. The storm water drains shall be cleaned whenever there is stagnation of water due to any blockage or slit accumulation in the drains.

\*\*\*\*\* The END \*\*\*\*\*