

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

Advertisement No. IDSA/044/2011

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

TWO BID SYSTEMS

MEMORANDUM OF WORK IN BRIEF

1	Name of work	Maintenance of Housekeeping Services
2.	Earnest Money	Rs. 50,000/-
3.	Validity period	180 days
4.	Security Deposit	10 % of contract value in form of cash/Demand Draft
5.	Period of Contract	One year
6.	Last date of Submission of Tender	30.09.2011
7.	Mode of Sending	a. In sealed cover in original and duplicate copies by Registered post A.D/Speed post/Hand Delivery/Courier b. Tender sent by ordinary post will be rejected out rightly.
8.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder and opening date of Tender. b. Last date of receiving Tender by IDSA.

Signature of bidder
Name:

Assistant Director
IDSA

Company seal

Date

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INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
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QUOTATION FOR HOUSE KEEPING SERVICES IN TWO BID SYSTEM

Sealed quotations in the prescribed format (enclosed as Annexure A, B, C & D) are invited from experienced contractors/agencies for providing “House Keeping Services” for IDSA premises located at Development Enclave Rao Tula Ram Marg, New Delhi - 110010 as per details given in format/s.

Sealed quotation addressed by name to Assistant Director (Admin) , Institute for Defence Studies and Analysis may be sent at the Institute’s address mentioned above either by Registered Post AD/Speed Post/By hand delivery at Tender Box kept at reception Office should reach on or before **3.00 PM on 30th September 2011** duly mentioning on top right hand corner of the sealed envelope **“Quotation for House Keeping Services”** due on 30th September 2011. The Pre-bid conference will be held on 22nd September 2011 in Room No 205 at 1500 Hrs.

The Institute shall not be liable for any postal delay and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.

All the tender are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of part “A”, “B” & “C” as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute or alternatively can also be submitted by using the same proforma on your letter head and should be submitted as prescribed in para 2 above.

The quotations would be opened in presence of the bidders. Party or their authorized representatives, not more than one person, may be present at the time of opening of the quotations, if they so desire.

IDSA reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding on all concerned.

Note : Contractor may inspect the Campus & assess its requirement before quoting the tenders.

Wg. Cdr Hemlata Lohani
Assistant Director

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010**

(TERMS AND CONDITIONS)

1. The rates quoted should include the cost of material, labour and statutory component.
2. The total cost including Man and Material will be taken into consideration before finalizing the contract. The Housekeepers will be considered under unskilled category and supervisor will be considered in semi skilled category.
3. Quoting less, violation of minimum wages act, Contract Labour act, Govt. of India, Ministry of labour and Employment order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons. No communication will be entertained in this regards. The PF, ESI and Minimum wages are mandatory and should be as per current Delhi Govt. minimum wages notification.
4. The proposal shall clearly indicate the cost including material and labour, statutory component and your service charges details. Also the brand/s of material would be supplied as per term in tender documents. The vendors should clearly indicate their service charges. In view of cost of material and service charge the decision of tender committee will be final and binding.
5. The labour deployed as House Keepers should be indicated in terms of number and while quoting, 01 supervisors should also be nominated by you to oversee their work and who shall be available to Institute during the working hours. The working timings of each House Keeper/Supervisor shall be consonance with various labour legislation.
6. House Keeper deployed should wear neat and clean uniform. The House Keeper shall ensure proper decorum and discipline commensurate with an office environment and they shall not mix-up or make friendship at any hierarchy level. The selected vendor would be required to indicate the name/s of the House Keeper and Supervisor along with their photographs and addresses for maintaining records with the Institute for security reasons along with the Police verification report.
7. The assignment of House Keeping Services under the scope of this quotation document is PURELY JOB WORK in nature and House Keepers deployed by the party shall remain on his pay rolls and he shall be solely responsible for the payment of amounts/wages to them directly on monthly basis as per minimum wages notified by appropriate authority and amount claimed towards various

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

statutory components must be deposited by you with appropriate authorities and also maintain relevant register/records as per statutory requirement. The vendor shall also indemnify and keep at all times indemnified the IDSA against any loss or damage suffered in the event of failure to adhere to the provisions of statutory enactment/s.

8. The attention of the bidders is invited to Part-C wherein the rates for services to be provided are to be indicated. While the Part-C gives details of the area available, number of manpower, number of toilets and other covered/open areas with SCOPE OF WORK, the bidders are advised to personally inspect the premises on any working day and contact the designated official for quoting a realistic and comprehensive bid.
9. While submitting your proposals, you shall deposit Earnest Money of Rs. 50,000/- (Rs. Fifty Thousand only) by way of demand draft favoring **“IDSA, New Delhi ” payable at New Delhi**. No other mode of remittance shall be accepted. The bidders found without EMD are liable for outright rejection.
10. The EMD of unsuccessful bidders shall be returned within 60 days of opening of the quotations. This shall be refunded without any interest. In case of successful bidder, the Security Deposit would be adjusted and balance shall be deposited by way of demand draft as per details at 8 above within 7 days of issue of the work order and before the work is started. In case the differential amount to arrive at Security Deposit is not done by the selected bidder within 7 days as stipulated, the EMD already deposited shall be forfeited forthwith without any correspondence and the work shall be considered for allotment to other bidders on the panel.
11. The above security deposit shall be retained during period of currency of the work order and shall be refunded without any interest, in case no claim is pending from the Institute side. It may be noted that Institute shall keep the Security Deposit for TRUE Diligent and faithful performance of the terms and conditions and shall be liable to be forfeited in the event of contravention of the terms of the quotation document/work order.
12. The vendors shall ensure timely availability of all cleaning material during the cleaning hours and shall take instructions directly from the designated officials in respect of the operational activities.
13. The vendors shall ensure that the House Keepers are attended to job as per the staggered time schedule indicated in Part-C. The number of House Keepers committed should be fully deployed and any laxity/deviation in this regard shall be viewed very seriously and may result in termination of the work order.
14. The selected vendor shall submit on monthly bill on or before 2nd day of succeeding month. The bill if found in order in all respect, will be processed for release of payment by the 7th day of each month.

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

15. The selected vendor will not accept any directions and or instructions either verbal or written from any staff member of the Institute unless the same are issued by Assistant Director (Admin) or the authorized official in regard to the work assigned to the selected House Keeping vendor. The House Keeper deployed shall perform the activities of House Keeping only and under no circumstances they shall under take any other work of the Office.
16. It is explicitly made clear that the House Keepers may handle Institute's movable/immovable property including the furniture and fixtures, etc
17. The cleaning/House Keeping Services are to be offered by the vendors on all days of the year in staggered timings and on Sundays and holidays full crash cleaning would be done which would include weekly cleaning and dusting of all surfaces of almirah, steel racks and other furniture, removal of cob webs, cleaning of window panes and glasses and also includes Carpet and sofa cleaning. However one day off in rotation will be given in small groups or individually (among the existing manpower adjustment) as per labour law.
18. The selected vendor will be fully responsible for the safety and security of his staff deployed for work in the IDSA complex and the IDSA will not be responsible in any way for any accident/injury or any other damage arising out of or occurring during the course of the performance of House Keeping activity of his workers under the terms of this agreement in the premises of the Institute. If required, under any statute, he will take the necessary insurance coverage of his employees in the Institute's complex.
19. The work order can be terminated by either party by giving one month clear notice in writing and during the period of such notice the performance of work order by both the parties shall continue. On termination of the contract for any reason whatsoever, the selected vendor will remove their men and material forthwith from the premises of the Institute.
20. Notwithstanding the provisions of Clause-19, the work order shall be liable to be terminated forthwith at Institute sole discretion in the event of contravention of terms and conditions as stipulated above. The terms "CONTRAVENTION" shall include acts of commission as well as omissions.
21. The number of man power can be reduced & increased suitably as per requirement of the Institute.
22. The annual turn over of the firm should not less be than 20 lakhs during the last three years.
23. The firm should compliance all statutory requirements as stated in technical bid.
24. The firm should not be blacklisted in any manner from any Govt. Department. A declaration should be attached with the technical bid.

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

25. The Institute reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reasons the next agency will be offered the job. However, the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time spent for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the house keeping services. The EMD made by him shall be forfeited and may also be black listed.
26. In case of any dispute, the matter will be referred to sole arbitrator ship of the Director General, IDSA or his nominee and his decision will be final and binding for both the parties.
27. The selected vendor will also be fully responsible for the **Damage, if any caused** to any of the assets, property records of the Institute by their worker while on duty or otherwise in the Institute. The Security staff of the Institute will be authorized to search your employees at the time of their leaving the premises of the Institute after performing their duties. The vendor shall indemnify the Institute for any loss/misappropriation by its House Keepers while on duty and failure in this regard could result in filling of **CIVIL/CRIMINAL** proceedings against the vendor apart from cancellation of the contract.
28. Institute also reserves the absolute right to alter/modify the scope of work, terms and conditions.
29. Disposal of collected garbage: the contractor will arrange collected garbage and segregated in waste and liquid, Bio degradable products etc. The disposing vehicle will be arranged by the contractor at his own cost and disposal will be carried out on daily basis. IDSA holds no responsibility to the place for thrown out the garbage.
30. Contractor has to arrange cleaning of Bee hives/red flies or nests whenever appeared in part of the contract. No additional payment will be made on this account.
31. The quotation document may be obtained during working hours from 09th Sept 2011 to 30th Sept, 2011 on all working days free of cost. The quotation document can also be down loaded from the website of the Institute (www.idsa.in-admin notices).
32. In tender document clarification may be seek up to submitting the Quotation. No letters will be entertained after opening of the bids. Firms who communicate after opening of the bids will be rejected and will be blacklisted for future tenders also.

**AGREEMENT BETWEEN INSTITUTE FOR DEFENCE STUDIES AND ANALYSIS
AND HOUSE KEEPING AGENCY (NAME OF THE AGENCY)**

This agreement is made on between Institute for Defence Studies and Analysis an Autonomous body under Ministry of Defence and having its offices and residential Complex at Rao Tula Ram Marg, New Delhi-110010 represented by Assistant Director (Admin) (herein referred to as the “Institute” which expression shall unless it is repugnant to context include its successors and assigns to M/s having its office at represented by Prop. (herein after called “Contractor” which expression shall, where the context so requires include heirs, successors and his legal assigns, executors or administrators.

WHEREAS the contractor is engaged has agreed and undertake to render specialized house keeping service as per requirement and full satisfaction of Institute as per term & conditions and as per scope of work to be assigned by the Institute mentioned herein below.

AND whereas the Institute and the contractor had negotiations in this behalf.

Now therefore this agreement witnesses as follows: -

1. The contractor undertakes to provide the specialized house keeping services within and outside at the following premises throughout the period of contract on daily basis.

The work involves cleaning of general area, Conference Halls, Seminar Halls, Auditorium, common areas of the Residential Complex, Two Scholar Transit Accommodations, Library, corridors, office rooms, toilets, glass panes, walls, mirrors, window panes etc. of following areas:-

- i) Block No. A to B of the Institutional Area (office Area).
- ii) Main gate area
- iii) Guest House.-6 Nos
- iv) Auditorium
- v) Seminar Halls
- vi) Executive Dining Hall
- vii) Basement
- viii) Utility and Engineering Sections
- ix) Library
- x) General area of Housing complex
- xi) Roads and Drainage including two Water Harvesting tanks
- xii) For various functions etc. on as and when required basis.
- xiii) Any other work such as cleaning of garbage dumps, etc.
- xiv) Any special job as indicated in agreement **Para 20.**

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

2. The contractor will also provide all type of house keeping consumables, tools needed for effective, efficient and good house keeping available and use in the industry. All the materials will be handed over to the Institute by the agency before 1st week of every month for further distribution to the users on proper records.
3. The agency will also provide two powerful dry and wet vacuum cleaning machines to be used regularly for the up keep and maintenance of carpeted areas one such machine will be remain in Estate office.
4. In order to bring professionalism and to set a work culture the contractor will provide a dress i.e. an appren, loose coat or a dangry of a specific color with insigna/ logo of the company.
5. For effective and efficient operation of the house keeping services in the campus the agency will provide dedicated manpower (01 x Supervisors & 17 x House Keepers) who will remain in the Institute and supervisors of the contractor will attend complaints on urgent basis . In case there is a shortfall on any day, it will be the responsibility of contractor to make up the shortfall then & there.
6. The contractor shall immediately provide the bio-data with photograph of the entire house keeping staff posted with in a period of 10 days from the effective operation of the contract and also issued the Identity cards to his employees.
7. The strength of house keeping staff can be temporarily/permanently increased or decreased based on the requirement of the Institute for various reasons or functions such as Big Seminars, Important VIP visits and other official functions.
8. The contractor will provide ESI, EPF facility to its entire house keeping staff posted in IDSA. All kinds of tax liability and financial commitment arising in this regard and other statutory dues to the house keeping staff will be borne by the contractor and IDSA shall not be liable on this account.
9. The contractor will make the payment of salaries of the house keeping staff by 7th of every month without linking with the payment from the Institute, however Institute will ensure that their bills are cleared and payment made as early as possible to the agency.
10. The contractor shall submit the documentary proof (photocopies) in support of his claim that he has deposited the dues of government in respect of the house keeping staff deployed in IDSA with the concerned department for preceding months with an undertaking. These documents will be verified and certified by the IDSA staff assigned for the purpose from the original documents. If the contractor fails to do so, his bill for the next month will not be processed for payment. Contractor will also certify that proper wages have been paid to the house keeping staff.

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11. The contractor will deposit Security Deposit 10% of total annual value, in the form of draft or bank guarantee without any interest and will be refunded to him after 60 days successfully completion of the contract.
12. In consideration of the obligations undertaken by the contractor under this agreement, the Institute shall pay contractors charges on the basis of the number of house keeping staff actually deployed by contractor for the effective operation of this agreement, on the rates quoted by the contractor in their tender based on the guidelines issued by the local Govt. (NCT of Delhi).
13. Desired level of cleaning in the entire complex of the Institute will be maintained & for this all material/tools will be provided by the contractor. List of consumables to be supplied within the contract is attached as Annexure –of this Tender Document.
14. Charges for specialized house keeping services shall be paid on monthly basis subject to production of bills in duplicate.
15. The Rates Quoted for the work should be firm for the period of one year. IDSA will not be responsible for any changes of rules, Octroi, during the contract period.
16. Cleaning/House keeping services are to be offered by the contractor on all days except Republic day, Independence Day & Gandhi Jayanti, Holi whereas on the working days the usual cleaning activities would be done in staggered timings and on Sundays and holidays full crash cleaning would be done which would include cleaning and dusting of all surfaces of almirah, steel racks and other furniture, cleaning of window panes and glasses and also includes Carpet and sofa cleaning.
17. The contractor will be fully responsible for the safety and security of his staff deployed for work in the IDSA's Premises and the IDSA will not be responsible in any way for any accident/injury or any other damage arising out of or occurring during the course of the performance of House keeping activity of his workers under the terms of this agreement in the premises of the Institute. If required, under any statue, he will take the necessary insurance coverage of his employees in the Institute's premises.
18. The house keeping personnel will not indulge in any criminal activities, practice or undesirable acts. In such cases they will be dealt with under the provision of law and the contractor will be fully responsible for it.
19. The house keeping personnel shall at no time, be treated as the employees of the Institute and also shall have no claim to be regularized in the services of the Institute.
 - 19.1. The general working Hours will be 8 Hrs. (7.00 Hrs to 1600 Hrs including one Hour lunch) . However IDSA reserve the right to change the

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

shift timing as per requirement. No Overtime will be paid on any account if requirement of timings increased.

20. In case of any dispute arising out of the agreement appropriate court of law in local city along will have jurisdiction.
21. This agreement shall be in force for a period of 1 years from____ to____ and shall automatically cease and terminate on _____.
22. This agreement can also be extended for further period or periods by mutual consent.
23. This agreement can be terminated by either side upon giving one month notice in advance in writing except in the event of failure of House Keeping agency on the part of contractor, the agreement shall be terminated without giving any notice whatsoever. IDSA shall not be responsible for any payment thereafter.
24. The decision of the IDSA as to what constitutes failure of house keeping services shall be final and binding on the contractor and shall not be questioned by him in any manner.
 - a. **Penalty:** In case work is not up to the mark/satisfaction and inspite of repeated instructions agency fails to maintain the required standard suitable penalty will be imposed on the agency i.e. verbal warning followed by change of person involved in the work, who is found to be inefficient, failing which deduction of his attendance.
 - b. **Discipline:** No house keeping personnel of the agency will form any link or join the Association of IDSA employees or form their own Association in any manner what so ever. The contractor will be fully responsible for their discipline and their conduct within the premises. Any house keeping staff found to be indulging in the activities describes above creating indiscipline will not be tolerated at any cost the contractor should change such person on his own or on the direction of IDSA authorities.
 - c. **Dispute:** In case of any dispute arising out of this agreement the same shall be resolved through sole arbitration of the Director General, IDSA or his nominee or appropriate court of law in Delhi alone will have jurisdiction.

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

IN WITNESS HEREOF, the parties hereto, have set their hands and seal, this day hereinabove referred to.

For house keeping agency
(Name of the agency)

for Institute for Defence Studies and Analysis
The Assistant Director

witness

witness

1

1

2

2

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

QUOTATION FOR HOUSE KEEPING SERVICES (TECHNICAL BID)

INFORMAION OF TENDERER FOR PROVIDING HOUSE KEEPING SERVICE

1. Brief Bio data with Check list of the Tender (*Please enclosed separately as per Part 1A & 1B*)
 1. NAME/S AND ADDRESS OF THE COMPANY
 2. NEME/S CONTACT PERSON/S
(With Tel. No., Fax, Mobile No. E-mail & Res. Tel No.)
 3. INCOME TAX ITCC NO. (With documentary proof)-Attach Income tax Return of last three Years.
 4. Balance sheet for last three years.-Should be audited & attach- attested photocopies.
 5. SALE TAX REGN. NO. (With documentary proof)
 6. EPF REGN. NO (With documentary proof)
 7. ESI REGN. NO. (With documentary proof)
 8. SERVICE TAX NO. (With documentary proof)
 9. License No under contract labour Act. (With documentary proof)
 10. NATURE OF OWNERSHIP-
PRIVATE/PUBLIC/COMPANY/PROPRIETORSHIP/PARTNERSHIP
(Please provide details with documentary evidence).
 11. Details of work done during last three years (with documentary proof, client satisfactory certificates, etc)
 12. DETAILS OF Present assignments TO WHOM THE HOUSE KEEPING SERVICES ARE being PROVIDED (Please attach annexure/s in the following format Organization/s Name with address number of manpower deployed nature of time contact person/s reference Tel. No.
 13. Details of man power on roll of your organization (attach organization chart)
 14. Any Other, please specify with documentary evidence
 15. Details Of Emd Enclosed

(SIGNATURE WITH STAMP)

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010**

TENDER FORM FOR PROVIDING HOUSE KEEPING SERVICES

1. Brief Bio data of the Tender

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**

2. Name, Address with Telephone
Number of the Firm/agency

3. Name, Designation, Address
and Telephone number of
authorized person of the Firm/
agency.

4. Firm Registration Reference
(Please enclose the copy)

5. Please specify as to whether
firm is sole proprietor /
partnership firm.

a.

b.

c.

6. PAN number & Income Tax
Return of financial
Year 2008 – 2010

7. Provident Fund Account Number
(Please enclose the copy)

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

-2-

8. ESI Registration Number _____
(Please enclose the copy)
9. Service Tax Number _____
(Please enclose the copy)
10. License Number under Contract Labour (R&A) Act. _____
(Please enclose the copy)
11. Details of earnest money deposited*
- a) Amount Rs. _____
Rs.(in word) _____
- b) Bank Draft / Pay Order / Number of Nationalized Bank _____
- c) Date of issue of BD/PO _____
- d) Name of issuing Bank _____
12. Details of Past Experience in the relevant Field. _____

13. Details of works in hand _____

14. Any other information _____
15. Declaration by the Contractor :

This is to certify that I / we have read and fully understood all the terms and conditions herein and undertake myself/ourselves abide by them.

Dated:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone (O):

(R):

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010**

**CHECK LIST OF ATTESTED COPIES OF DOCUMENTS ATTACHED WITH THE
TENDER**

1.	Firm registration	Yes / No
2.	PAN Number	Yes / No
3.	Provident Fund Account Number issued by The competent authority	Yes / No
4.	ESI Registration No. issued by the Competent Authority	Yes / No
5.	Contract license issued by the labour Commissioner Under Contract Labour (R.E.A) Act.	Yes / No
6.	Bank Draft / Pay order / FDR of earnest money	Yes / No
7.	Service Tax No.	Yes / No.
8.	Experience of last three Years	Yes/No
9.	Documentary proof of present assignments	Yes/No
10.	Copies of Audited balance Sheet of last three Years	Yes/No
11.	Copies of Income Tax return for last three Years	Yes/No
12.	Organisation Details	Yes/No
13.	Signature of Tenderer	<hr/>

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

**No 1 Development Enclave, Rao Tula Ram Marg
Delhi Cantt., New Delhi – 110010**

QUOTATION FOR HOUSE KEEPING SERVICES (FINANCIAL BID)

- A. TOILETS (GENTS + LADIES) : 35 Nos.
- B. TOTAL STRENGTH OF OFFICIAL WORKING: 150 Approx.
- C. TOTAL AREA OF THE PREMISES : 6.5 Acre.
- D. SCOPE OF WORK:
- The toilets are to be cleaned four times in a day i.e. morning around 8.00 AM 11 AM & around 14.00 Hrs & 16.00 Hrs and on need basis. Flush clean is to be put in cistern on weekly/need basis 5 Nos. of Naphthalene Balls in each Wash Basin to be kept. One No. each of Odonil to be hanged at Wash Basin and WC area in each toilet. Cleaning of WC and Homacol Liquid Soap to be put in each container on daily/need basis.
 - GENERAL CLEANING/SWEEPING, Brooming, Cleaning and Sweeping of all the floors including portico, open area, entrance, parking area, front and back side of the building including staircases are to be done by soap cleaning with cleanzo/phenyl once a day of following areas :-
 - i) Block No. A to B of the Institutional Area (office Area).
 - ii) Main gate area
 - iii) Guest House.-2 Nos
 - iv) Auditorium
 - v) Seminar Halls
 - vi) Executive Dining Hall
 - vii) Basement
 - viii) Utility and Engineering Sections
 - ix) Library
 - x) General area of Housing complex
 - xi) Roads and Drainage including two Water Harvesting tanks for various functions etc. on as and when required basis.
 - xii) Any other work such as cleaning of garbage dumps, etc.
Any special job as indicated in agreement **Para 20.**

E. MANPOWER TO BE DEPLOYED/TIMES OF HOUSE KEEPERS:

17 Nos. of House Keepers and 01 Supervisors

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES

ANNEXURE-‘D’ PART (I) - FINANCIAL BID

(Quotation Tender Form)

To be filled in properly, legibly and submit in a **separate sealed envelop** marked as Financial bid. The Rates should be filled in prescribed format.

PRICE BID For House Keeping services (Without service Tax)

S No	Description	Yearly Amount
1	Total Contract Value for House keeping Services with 1 Supervisor and 17 Housekeepers alongwith garbage disposal and Inclusive of material as per listed in annexure. The Rates Quoted should be exclusive of service tax.	
	Total Amount	

Total Amount Quoted in words in figure

(The Amount Quoted should be exclusive of service tax . Conditional tenders will be liable to be rejected)

Signature of the Bidder

Name and Telephone No

Name of the Agency

Seal :

QUOTATION FOR MAINTENANCE OF HOUSEKEEPING SERVICES**ANNEXURE-'D (PART-II)****LIST OF MONTHLY CLEANING MATERIAL REQUIRED
TO BE USED FOR HOUSE KEEPING**

Material to be used for house keeping as per list below. We may require certain items which are not even listed below, for which actual charges will be paid. Contractor has to submit list of material for first week of each month to the Institute. Any lapse will be invite penalty or deduction of amount as per market rate.

S No	Description of items	Quantity
1.	Phenyle/Clenzo (Bengal Chemicals/Trishul Brand)	20 ltrs
2.	Floor Duster (2'X 1/2	36 Nos
3.	Liquid Soap (Fem/Dettol/Homacol)	20 ltrs
4.	Sanitary Cubes SUMO	3 KG
5.	Odonil	100 Nos
6.	Premium Room Freshner (Rose)	8 Nos
7.	Cleaning Powder (Surf/Vim)	5 Kg
8.	Dust control Mop (Blue)4-5 ' long	5 Nos
9.	Yellow Dusters	12 Nos
10.	Soap Cakes (Small) Lux/Hamam	20 Nos
11.	Napthelene Balls	3 Kg
12.	Harpic/Lizol	10 btls
13.	Soft Broom (Phool Jharoo) 3' Long	25 Nos
14.	Hard Broom (Til Jharoo) 3' long	10 Nos
15.	Yard Broom with 5' long handle (Road Sweeping)	6 Nos
16.	Carpet Cleaning Brush	04 Nos
17.	Glass Cleaner (Colin)	10 btls
18.	Floor Stain Remover (R7)	10 ltrs
19.	Wiper (Large & Small Size)	15 each
20.	Dust Pane	15 Nos
21.	T POL	20 ltrs
22.	Plastic Bucket 60 Ltr (Brite/Cello)	5Nos
23.	Plastic Bucket 15 ltrs with Mug (Brite/Cello)	10 Nos
24.	Toilet Brush	15 Nos
25.	Toilet Roll	100 rolls
26.	Pressure Pump	2 Nos
27.	Acid	20 ltrs
28.	Floor Cleaning Brush	10 Nos
29.	Jala Brush(Large /Medium sizes)	5 each size
30.	Gum Boot & Mask (Mouth) (On need basis)	On need Basis only
31.	Junna (Nylon)	5 Nos
32.	Fawrah, Panji with 6' long handle, Axe, Tasla, Cane Baskets.	(On need basis only)
33	Face Tissue (Mosque)	180 packets