



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

TENDER NO: 16/ 2013 – 14 / Housekeeping.

FINANCIAL BID: COVER – II

Name of Work	: House keeping services in the Institute Zone for the year 2013 - 14 at IITM campus.
Approximate Value put to Tender (for reference only)	: Rs. 85.20 Lakhs.
Earnest Money Deposit	: Rs. 1.80 Lakhs.
Cost of Tender Schedule	: Rs. 1000.00
Vat @ 5%	50.00 ----- Rs. 1050.00 -----
Last Date and Time of Receipt	: Date: 12-06-2013 Time: 3.00 P.M
Date and Time of Opening (Eligibility Document - Cover I)	: Date: 12-06-2013 Time: 3.10 P.M
Date and Time of Opening (Financial bid - Cover II)	: Will be intimated separately for those who have technically qualified based on eligibility criteria specified in the tender document

Certified that the tender document down loaded is exact replica of the document published by the IITM and no alteration and addition have been made by me / us in the tender document. The tender document consists of **19 (Nineteen) Pages only.**

Signature of the Contractor

Executive Engineer (Civil)

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

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Contractor

INDIAN INSTITUTE OF TECHNOLOGY MADRAS CHENNAI – 600 036

TENDER NOTICE NO.:- 16 / 2013 - 14

Sealed item rate Tenders are invited by the EXECUTIVE ENGINEER (CIVIL) i/c, Indian Institute of Technology Madras, Chennai – 600 036, from the from individuals / firms/ specialized agencies etc who have carried out similar works in the past in item rate agreement form up to 3-00 P.M on **12-06-2013** for the work of **“House keeping services in the Institute zone for the year 2013 - 14 at IITM Campus”**.

Approximate value of items put to tender is **Rs. 85.20 Lakhs**. This is only for general guidance. The Tender can be downloaded from the IIT Madras web site (www.iitm.ac.in/tendernotices).

Tenders should be accompanied by two crossed Demand Drafts drawn in favour of IITM Chennai - 600 036 for **Rs. 1.80 Lakhs towards Earnest Money Deposit and Rs. 1050/- (Non – Refundable) towards cost of tender schedule**. Tenders received without Earnest Money Deposit and cost of tender schedule will be summarily rejected.

Completed Tenders received at Office of Executive Engineer (Civil) i/c in time and will be opened after 3.10 P.M on **12 - 06 - 2013** in the presence of Tenderers or their authorized agents.

Executive Engineer (Civil)

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
ENGINEERING UNIT
CHENNAI – 600 036

Item Rate Tender & Contract for Works

(A) Tender for the work of: **"House keeping services in the Institute zone for the year 2013 - 14 at IITM Campus."**

(i) To be submitted by _____ hours on _____
to _____

(ii) To be opened in presence of tenderers who may be present at _____
hours on _____ in the office of _____

T E N D E R

I / We have read and examined the notice inviting tender, schedules A & B, specifications applicable, drawings, Conditions of contract and other documents and rules referred to in the conditions of contract and all other contents in the tender documents for the work.

I / We hereby tender for the execution of the work specified for the Indian Institute of Technology Madras, within the time specified in Schedule – 'F' and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Rules and Directions and in Clause 11 of form 8 (General conditions of contract) and with such materials as are provided for, by, and in all respects in accordance with such conditions so far as applicable.

We agree to keep the tender open **for Ninety (90)** days from the date of opening thereof and not to make any modifications in its terms and conditions

A **sum of Rs. 1.80 Lakhs** is enclosed in the form of demand draft towards EMD.

or

A sum of **Rs. 90,000/-** should be enclosed in the form of demand draft of a scheduled bank towards 50% of the Earnest Money and for the balance sum of **Rs. 90,000/-** of the Earnest Money by a Bank Guarantee issued by a schedule bank should be enclosed. If I / We fail to furnish the prescribed performance guarantee as mentioned elsewhere within prescribed period, I / we agree that IITM shall, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that IITM shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by IITM towards Security Deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto a maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form. Further I / we agree that in case of forfeiture of earnest money and performance guarantee as aforesaid, I / we shall be debarred from participation in the re-tendering process of the work.

I/we hereby declare that I/we shall treat the tender documents, drawings and other records connected with the work as secret / confidential documents and shall not communicate the information derived there from to any person other than a person to whom I/we am / are authorised to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date _____

Signature of Contractor
Postal Address

Witness:

Address:

Occupation:

A C C E P T A N C E

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for an on behalf of the President of India for a sum of Rs. _____

(Rupees _____

_____))

The letters referred to below shall form part of this contract Agreement:

a)

b)

c)

For & on behalf of the President of India

Signature _____

Designation _____

Date _____

**INDIAN INSTITUTE OF TECHNOLOGY, MADRAS
CHENNAI - 600 036.**

Additional Conditions - I

- 1) The tenderer shall: Examine closely the CPWD Detailed Standard Specification before submitting his tender. Unit rates shall be for finished work in situ. He shall also carefully study the schedule and all the documents which form part of the agreement to be entered into. The CPWD Detailed Standard Specifications and other documents connected with the contract such as specification etc., can be seen at any working day between 10 A.M and 3 P.M in office days in the Institute. (Engineering Unit).
- 2) Every tenderer is expected before quoting his rates to inspect the buildings for which the service is to be rendered. The requirement of labour and material should be assessed and no claim for extra payment at a later date on any account shall be entertained.
- 3) No part of the contract shall be sublet without written permission of the Engineer in charge nor shall transfer be made to power of attorney authorizing others to receive the payment on contractors behalf.
- 4) If further information is required, the Engineer in charge will furnish such information but it must be clearly understood that tenders must be received in order, and according to instructions.
- 5) The Engineer in charge or the sanctioning authority reserves the right to reject any tender or all the tenders without assigning reason therefore.
- 6) The contractor should employ skilled labours who have experience in this type of work.
- 7) The Contractor shall comply with the provisions of all acts, statutes, rules, regulations etc., of the Central and State Governments as the case may be and if necessary get himself duly register as require by the said acts, statutes, rules, regulations etc. He shall make necessary payment of wages as per acts applicable for the work and keep necessary records for verification by the enforcing agencies and the Engineer in charge
- 8) The quantities given in the schedule are those upon which the items rate tender cost of the works is based , but they are subject to alteration ,omission ,deduction or additions as provided for in the conditions of this contract and do not necessarily show the actual quantities of work to be done.
- 9) Child Labour is strictly prohibited and if there is any violation, then the contract will be terminated.
- 10) Manual works General Welfare Fund @ 0.3% will be recovered from the bill on total value of work done. (G.O.MS.No.95 dt.2.7.1997 from Labour & Employment-II Dept., Govt. of Tamil Nadu).
- 11) All materials required for the work shall be arranged by the contractor.
- 12) If night work is required to be carried for any reason, all arrangement for lighting the area shall be made by the contractor. Only male labour shall be employed for night work, if any

- 13) Permits for the workers and skilled labours to enter the campus / building shall be obtained by the contractor from the concerned authorities. Only photo passes shall be issued and no group passes shall be issued.
- 14) Necessary monthly bills shall be submitted by the contractor after obtaining for the approval for measurement which shall be recorded by the contractor a computerized format.
- 15) The Contractor for the work shall be liable to pay applicable tax (including Taxes works contract to state Govt.) if any that may be levied by the State or Union Government. Any request contrary to this will not be accepted.
- 16) The Contractor should familiarize himself with specification in the tender schedule and C.P.W.D. specifications as applicable to this work and Addenda and Corrigenda issued thereafter. In case there are no specifications for any item of work, recommendations of the IS code shall be applicable.
- 17) No variation shall violate the contract, but all authorized variations for which rate of price may not have been previously agreed upon shall be measured and valued at the rates contained in the tender schedule or where the same may not apply at rates proportionate to the rates or prices contained in the tender schedule.
Payments for variations in quantities, additional items, substituted items etc shall be made as per standard contract form of CPWD as applicable upto till date.
- 18) The Schedule of quantities and special conditions should be read together and they are not mutually exclusive.
- 19) The Engineer in Charge may nominate a representative of the user department for inspection and to ensure that this work is carried out satisfactory.
- 20) Institute reserves the right to limit, awarding the contract to a bidder for the maximum of one Zone.
- 21) Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the city of Chennai in Tamil Nadu, India.

Minimum wages Act:

The contractor shall be responsible for payment of minimum wages, EPF, ESI, Bonus, workman compensation etc., as per relevant acts and rules (Refer Additional Conditions – II, S.No. 2). Necessary records shall be kept in compliance of the same.

Contract Labour act

The contractor shall comply with all the applicable provision of the act.

**INDIAN INSTITUTE OF TECHNOLOGY, MADRAS
CHENNAI - 600 036.**

Additional Conditions- II

- 1) The contractor should employ minimum (54 labours and 6 skilled labours) for Institute zone per day. In which 40% of the labour should be male members and 60% shall be female members.
- 2) Each labour should have original photo ID card duly signed by the Chief Security officer of the IIT Madras. In that ID card EPF and ESI card numbers should be mentioned.
- 3) In case of absentees, a sum of Rs. 500 per day per person as compensation will be levied on contractor and the same will be recovered from each running account bill of the contractor.
- 4) The contractor shall bring the following equipments:

a. Double Disc Scrubber cum driver	- 1 nos.
b. Single Disc Scrubber	- 1 nos.
c. Heavy Industrial use vaccum cleaner with suction	- 1 nos.
d. Industrial use blower	- 1 nos.
e. Moving trolley with container drum	- 16 nos.

The above equipments should be available throughout the period and register should be maintained regarding usage of equipment. All the equipments should be used at least once in a fortnight in all buildings. The power supply shall be provided by the Institute at free of cost.

- 5) Incase the contractor fails to bring the above equipments and use it; a sum of Rs. 500/- per equipment per day will be deducted from the running account bill of the contractor.
- 6) The contractor should maintain an attendance register in each department and the same should be certified by the nominated person from IITM by Executive Engineer (GF) i/c and handover a copy to the Executive Engineer (GF) i/c / JE on next working day and throughout the year.
- 7) The contractor shall make necessary arrangement to disburse the labour wages in the presence of any of the two officers named below; Executive Engineer (GF) i/c / JE. The contractor should pay the labour wages in the first week of successive month.
- 8) The contractor shall obtain a feedback certificate on performance of work and equipment usage certificate from each department while submitting his / her running account bill along with the attendance register and statement showing material consumed.
- 9) The contractor shall submit a copy of the EPF / ESI / bonus / insurance documents along with each running bill.
- 10) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.

- 11) All the housekeeping materials given in the tender schedule shall be handed over to the Office of the Executive Engineer (GF) i/c well before the start of work on monthly basis. The materials will be issued by the nominated person from IITM by Executive Engineer (GF) i/c and all the balance materials at the end of the day should be returned back to the department. Necessary registers should be maintained by the contractor for the same. No materials should be given without the knowledge of the department staff. The materials register should be submitted along with the RA bill.
- 12) The contractor shall provide a cell phone to each supervisor and the list of phone numbers shall be submitted before start of work.
- 13) Rate shall be inclusive of all the above special conditions and other conditions mentioned in the tender documents, labour charge, material cost, hire charge for equipments, ESI, EPF and other taxes and levies etc.
- 14) For calculating the daily wage, the monthly wage shall be divided by 26.
- 15) For calculating the monthly wage, the daily wage shall be multiplied by 30 vide para 6 of G.O. (2D) No. 19, labour and employment (J1) dated 20.05.2001, Notification No. II (2) I.E/842/2004 published in Tamil Nadu Government Gazette, part II, Section 2 dated: 28.09.2004 at pages 467 – 468. Accordingly, the labour wage should be calculated for 30 days not 26 days.
- 16) Minimum wages shall be fixed as per the Central / State Government norms (which ever is higher to be paid).

CLAUSES OF CONTRACT
ADDENDA & CORRIGENDA (A & C)

Clause 25 "Settlement of Disputes & Arbitration"

shall be substituted by the following.

Settlement of Disputes & Arbitration

Except where otherwise provided in the contract all question and disputes relating to the meaning of the specifications, designs, drawings and instructions here-in before mentioned and as to the quality of workmanship or materials used or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders of these conditions or otherwise concerning the works or the execution or failure to executes the same whether arising during the progress of work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned herein after.

- i) If the Contractor considers any work demanded of him to be outside the requirements of the contract, or disputed any drawings, record or decision given in writing by the Engineer-in-charge or any matter in connection with or arising out of the Contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Superintending Engineer in writing for written instruction or decision. Thereupon, the Superintending Engineer shall give his written instructions or decisions within a period of one month from the receipt of the contractor's letter.

If the Superintending Engineer fails to give his instructions or decisions in writing within the aforesaid period or if the Contractor is dissatisfied with the instructions or decision of the Superintending Engineer, the Contractor may, within 15 days of the receipt of Superintending Engineer's decision appeal to the Chairman (Engineering Unit), IITM who shall afford an opportunity to the Contractor to be heard, if the mater so desires and to offer evidence in support of his appeal. The Chairman (Engineering Unit), IITM shall give his decision within 30 days of receipt of Contractor's appeal.

- ii) If the Contractor is dissatisfied with the decision of the Chairman (Engineering Unit), the Contractor shall within a period of 15 days of the receipt of the Chairman's decision appeal to the Director , IITM who shall afford an opportunity to the Contractor to be heard, if the mater so desires and to offer evidence in support of his appeal. The Director, IITM shall give his decision within 30 days of receipt of Contractor's appeal.
- iii) If the contractor is dissatisfied with the decision of the Director IITM, he shall with in 30 days of the receipt of the decision shall give notice to the Director IITM for appointment of an arbitrator to adjudicate his claims, failing which the said decision of the Director, IITM shall be final and binding on the contractor.

iv) Except where the decision has become final, binding and conclusive in terms of Sub para (iii) above, disputes or difference shall be referred for adjudication through a sole arbitrator appointed by the Director, IITM. If the arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever another sole arbitrator shall be appointed in the manner aforesaid. Such person shall proceed with the reference from the stage at which it was left by his predecessor.

It is a term of this contract that the party invoking arbitration shall give list of disputes with amounts claimed in respect of each such dispute along with the notice for appointment of arbitrator and giving reference to the rejection by the Director, IITM of the appeal.

It is also a term of this contract that no person other than a person appointed by such Director, IITM, as aforesaid should act as arbitrator.

It is also a term of this Contract that if the Contractor does not make any demand for appointment of arbitrator in respect of any claims in writing as aforesaid within 120 days of receiving the intimation from the Engineer-in-charge that the final bill is ready for payment, the claim of the Contractor shall be deemed to have been waived and absolutely barred and IITM shall be discharged and released of all liabilities under the Contract in respect of these claims.

The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 (26 of 1996) or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

It is also term of this Contract that the arbitrator shall adjudicate on only such disputed as are referred to him by the Director, IITM and give separate award against each dispute and claim referred to him and in all cases where the total amount of the claims by any party exceeds **Rs.1,00,000/-** the arbitrator shall give reasons for the award.

It is also a term of the Contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.

It is also a term of the Contract that the arbitrator shall be deemed to have entered on the reference on the date of issues notice to both the parties calling them to submit their statement of claims and counter statement of claims. The venue of the arbitration shall be such place as may be fixed by the arbitrator in his sole discretion. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI - 36**

TENDER SCHEDULE

T.No: 16/ 2013 - 14 / Housekeeping.

Name of work: House keeping services in the Institute Zone for the year 2013 - 14 at IITM campus.

The scope of "House keeping work" will consist of both labour and materials as detailed below.

I. NATURE / SCOPE OF WORK / FREQUENCY OF OPERATION:

- a) Sweeping the entire floor area in all floors - daily.
- b) Cleaning / wiping of furniture items in Class rooms / Lecture halls / Seminar rooms / Waiting Halls – daily.
- c) Cleaning of Aluminium glassed doors / windows – Twice in a week.
- d) Dusting / wiping venetian blinds - Twice in a week.
- e) Cleaning / Washing of toilets (Floor & Wall dado height) Sanitary Installation with disinfectants and sprinkling phenyl on floor – Twice in a day.
- f) Cleaning of cob – webs – Once in a week.
- g) General cleaning around the building outside area - Once in a week.
- h) Mopping the floors of rooms, passages, corridors and halls – Twice in a week.
- i) Cleaning the terraces – Once in a month.
- j) Any other service / work that might arise depending upon contingency.

II. WORKING

- a) The "House Keeping Service" is required to be carried out on all the days of a month except Sundays.
- b) Sufficient man power is required to be provided to all buildings for the work.
- c) Strict Discipline must be observed by workers.
- d) The staff put on work must be provided with proper uniform to distinguish them from others staff.
- e) The staff must be provided with identity cards with Institute's approval.
- f) The Supervisor under whom the staff will work, will report daily to the Executive Engineer (GF)/i/c / nominated person from IIT and take instruction.
- g) No payment will be made for non-working days, proportionate deduction will be made if any item of work is not carried out or work is not carried out on any day due to any reason.
- h) The rate quoted shall be inclusive of service tax at present and also to take care of the increase or decrease for the whole year.
- i) The working hours will be follows:

Morning Session	:	7.45 a.m to 11.45 a.m
Lunch break	:	11.45 a.m to 12.30 p.m
Afternoon Session	:	12.30 p.m to 4.30 p.m

III. SERVICE MATERIALS AND TOOLS

- a) All the materials required for the work such as brooms, Thatti malars, baskets, Cob-web sticks, mopping rods, Cloth, waste, brushes etc., will have to be provided for by the contractor.
- b) Disinfectants, Harpic / Lysol liquid, Phenyl, naphthalene balls etc. required for toilet cleaning and floor mopping, will have to be provided by the contractor.
- c) The contractor should use mechanical equipments like vaccum cleaner, floor mopping, mopping machine, jet pumping for cleaning work.

IV. STATUTORY REQUIREMENT

- a) The contractor is responsible for all statutory requirements as per State / Central Government rules such as to implement the minimum wage Act. Workman compensation Act, EPF, ESI, Bonus Act etc., and No additional payment shall be made by Institute on any account.
- b) The contractor should get labour license for the work from licensing authority of Government if needed by paying necessary fees.
- c) The display board stating all details of the labours , working time, and name of the Labour Officer etc., at the site office of the work as per the Labour Act.

V. UNIFORM AND NAME BADGE

- a) The workers should always wear the uniforms and name badges.

VI. GENERAL

- a) Work man should be vigilant while on work.
- b) Smoking in the institute permission strictly prohibited.
- c) Workers should be free from influence of alcohol.
- d) Workers must be physically and mentally fit for work
- e) Workers should avoid causing damage to the Institute property.
- f) The Institute will not accept any responsibility if workmen are injured.
- g) The movement of workers should be restricted to their area of work and should not wander in to other areas.

SPECIAL CONDITIONS:

- a) The House keeping contractor should execute an agreement in the non-judicial stamp paper incorporating the various terms and conditions.
- b) The buildings should be kept in spick and span conditions.
- c) Contractor has to make his own arrangement for all required materials used for cleaning. The required materials should be deposited with the Executive Engineer (GF)/i/c in advance and got issued as per requirements.
- d) If the contractor performance is not satisfactory, the contract shall be terminated by giving one month's notice.
- e) The contractor shall recoup to the employer the cost of damages incurred by the contractor on account of any breach of the terms and condition of the Agreement.

- f) Attendance register and salary register for the labours engaged and the number of labour engaged per building and other registers required as per acts and rules and the same may be verified by E.E (G.F) i/c / S.E / Chairman (EU) or other enforcing agencies during their inspection.
- g) Payment to the labour must be made before 10th of every month in the presence of E.E (G.F) i/c / nominated person from IIT and the bill should be submitted along with the EPF, ESI receipt and payroll of the labourer.
- h) A certificate must be obtained from the Department (As per format enclosed) and produced along with the bills. Required cleaning materials for succeeding month must be procured on the last week of proceeding month and deposited with the Executive Engineer (G.F) i/c.
- i) The contractor should employ minimum of **54 labours** and **6 Skilled Labours** for the **Institute Zone** House keeping work per day.
- j) All the Skilled labours must be provided with mobile phone and the Mobile numbers must be given to the Public Health section.
- k) The contractor will submit a report on Friday of every week giving details of weekly task performed in the following format. If Friday happens to be a holiday to the Institute the report shall be submitted working days.

Sl.No	Task	Buildings / locations where carried out.
1	Cleaning of aluminium doors / windows	
2	Dusting / wiping blinds	
3	Cleaning of Cob-webs	
4	General cleaning around the building outside	
5	Mopping the floor of all rooms / halls etc	
6	Cleaning of terrace of buildings	

The report shall be submitted in the duplicate one copy to the Executive Engineer (G.F) i/c, another copy to the Superintending Engineer (Civil), and the third copy to the Chairman (EU).

Contractors are required to inspect the building before quoting the rate.

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

HOUSEKEEPING SERVICE IN INSTITUTE ZONE

CUSTOMER FEEDBACK FORM FOR THE PERIOD OF _____

NAME OF THE CONTRACTOR:				
DEPARTMENT:				
SECTION:				
1	MINIMUM NUMBER OF LABOURS ENGAGED IN EACH WORKING DAY_____ (IF ANY ABSENTEES, KINDLY MENTION THE TOTAL NUMBER OF ABSENTEES IN THIS MONTH_____)			YES NO
2	LABOURS WORKED WITH PROPER UNIFORM / ID CARDS			YES NO
3	THE FOLOWING EQUIPMENTS (2NOS EACH) HAVE BEEN USED TWICE IN THIS MONTH (ON ____ & ____) IN ALL POSSIBLE AND ESSENTIAL LOCATIONS.			
3.1	DOUBLE DISC SCRUBBER CUM DRIVER			YES NO
3.2	SINGLE DISC SCRUBBER			YES NO
3.3	HEAVY INDUSTRIAL USE VACCUM CLEANER WITH SUCTION			YES NO
3.4	INDUSTRIAL USE BLOWER			YES NO
3.5	MOVING TROLLEY WITH CONTAINER DRUM			YES NO
4	HOUSEKEEPING SERVICES HAVE BEEN CARRIEDOUT AS PER THE SCHEDULE			YES NO
5	SUFFIECIENT HOUSEKEEPING MATERIALS HEVE BEEN USED AS PER THE SCHEDULE			YES NO
6	OVER ALL PERFORMANCE OF THE CONTRACTOR IF FOUND TO BE:			
	EXCELLENT	GOOD	SATISFACTORY	POOR
7	REMARKS IF ANY:			

SIGNATURE OF THE CONTRACTOR

**SIGNATURE OF THE HOD /
DEPT.REPRESENTATIVE STAFF**

SPECIMEN CERTIFICATE FOR HOUSE KEEPING SERVICES

Certified that Sri / M/s _____ have carried out at the following works for this department during the month of _____.

1. WORKS TO BE CARRIED OUT / ACTUALLY CARRIED OUT:

SI No	Item of work	Frequency at which it is required to be carried out	Frequency at which actually carried out
1	Sweeping of entire floor area in all floors.	Daily	
2	Cleaning / Wiping of furniture items in class rooms / Lecture Halls / Seminar rooms / Waiting Halls.	Daily	
3	Cleaning of Aluminium glassed doors / windows.	Twice in a week	
4	Dusting / wiping blinds.	Twice in a week	
5	Cleaning / Washing of Toilets (floor and wall upto dado height) and Sanitary Installations like wash basins, water closets etc., with disinfectants and sprinkling phenyl on floor.	Twice in a day	
6	Cleaning of Cob-webs.	Once in a week	
7	General cleaning around the building outside.	Once in a week	
8	Mopping the floor of all rooms / halls etc.	Twice in a week	
9	Cleaning of terrace of buildings.	Once in a month	
10	Any other services work that might arise depending upon contingency.	As required	

The contractor has used required materials for carrying out the work

Head of the Department

**To
The Executive Engineer (GF)i/c,
Engineering Unit, IIT Madras,
Chennai - 36.**

**LIST OF HOUSE KEEPING MATERIALS AND MINIMUM QUANTITY TO BE USED PER
MONTH IN INSTITUTE ZONE BUILDINGS:**

Sl.No	Materials	Institute Zone - Quantity
1	Scented Phenoyl Concentrated / Gem free	90 Litres
2	Soap Oil / All clean	120 Litres
3	Harpic Liquid Toilet cleaner (500 ml)	60 Each
4	Coconut brooms (300 gm)	60 Nos
5	Soft Brooms	60 Nos
6	Vim cleaning powder	70 Kg
7	Urinal cubes	12 Kg
8	Naphthalene balls white (Big)	6 Kg
9	Toilet brush (EWC)	4 Nos
10	Hand brush (IWC)	3 Nos
11	Colin Mirror cleaner (500 ml)	20 Each
12	Jasmine room spray (320 ml)	24 Each
13	Air Fresher (Flora, Odonil)	55 Nos
14	Bleaching Powder ISI	30 Kg
15	Mop	8 Nos
16	Mop stick	4 Nos
17	Checked cloth	70 Nos
18	Yellow cloth	20 Nos
19	Thatty malar / Muram	1 No
20	Cob web remover (Telescopic 6m long)	1 No
21	Date basket / Dust bin / Plastic bucket (10 litre)	10 Nos
22	Lysol (500 ml)	35 Each
23	Dettol (500 ml)	10 Litres
24	Dettol / Lifebuoy Handwash liquid (250ml)	5 Bottle
25	Dust Pan	10 Each
26	Scrubber	55 Each
27	Floor Wiper	5 Each
28	Face Mask	55 Each
29	Hand Glouse (Yelow) (Pair)	55 Each

The quantities are only indicative and the minimum required. Depending on the usage and consumption the actual quantity may be more than the above. The contractor has to procure and use material as per actual requirement (ensuring the minimum specified above) and no extra shall be paid by Institution if more than the above are consumed.

The materials shall be deposited with the Executive Engineer (G.F) i/c in advance and got issued periodically as per consumption.

***The minimum labourers to be engaged per day in Institute Zone are listed below:-**

S.No	Description of work	Minimum no. of labours to be engaged per day
1	Mechanical Science Block.	6
2	MSRC.	2
3	Electrical Science Block.	6
4	Lecture Hall Complex.	4
5	Building Sciences Block.	5
6	New Computer Centre.	3
7	Applied Chemistry Block.	3
8	Kinetic Laboratory.	2
9	Structural Engineering.	3
10	CSD	3
11	Class Room Complex	4
12	CSC Building DCF	2
13	RCEHMT Biomedical	1
14	JEE / GATE Office	1
15	Central Electronic Centre	2
16	Bio-technology	7
17	Skilled Labour	6
	The Rate includes EPF, ESI, Bonus, cost of material, all taxes like income tax, service tax, VAT, water charges, GWF etc., complete.	

Signature of the Contractor

Executive Engineer (Civil)

INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 36.
BILL OF QUANTITIES

Name of work: House keeping services in the Institute Zone for the year 2013 - 14 at IITM campus.

Tender No : 16/2013 - 14 / Housekeeping.

S. No	Qty	Description of Item	Unit	Rate Rs in words & figures	Amount
1		Housekeeping services like sweeping of entire floor, cleaning / wiping of furniture item all room, cleaning / washing of toilets and general cleaning around building mopping of mosaic, cleaning of terrace etc. The rate quoted shall be inclusive of all materials, labour, hire charges for all equipments and all taxes and levies etc complete.			
	12 months	At Institute Zone	Per Month		
Total amount for 12 Months					

(Rupees in words -----)

*The minimum labourers to be engaged per day in each of the building are given separately.

Note: The Rate includes EPF, ESI, Bonus, cost of material, all taxes like income tax, service tax, VAT, water charges, GWF etc., complete.

Signature of the Contractor

Executive Engineer (Civil)