



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

ENGINEERING UNIT

CHENNAI – 600 036

Tender No: 61/ 2012 – 13/Housekeeping.
COVER – 2 – FINANCIAL BID

Name of work	Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels).
Approximate Value put to Tender (for reference only)	Rs. 44.73 Lakhs.
Earnest Money Deposit	Rs. 89500/-.
Cost of Tender Schedule	Rs. 500.00
Vat @ 5%	Rs. 25.00
	Rs. 525.00
Last date and Time of Receipt	Date 19 - 10 - 2012 Time 3.00 PM.
Date and Time of Opening (Technical bid)	Date 19- 10 - 2012 Time 3.10 PM.

Date and Time of Opening (Financial bid) will be intimated later to the qualified contractors

Certified that the tender document contains 21 (Twenty one) pages only and no alterations and additions have been made by me / us in the tender document.

Signature of the Contractor

Executive Engineer (Civil)

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS
CHENNAI – 600 036**

Tender No: 61 / 2012 – 13/Housekeeping

Sealed item rate tenders are invited by the EXECUTIVE ENGINEER (CIVIL), Indian Institute of Technology Madras, Chennai – 600 036 from the eligible agencies in item rate agreement form up to 3-00 P.M on 19 - 10 - 2012 for the work of "Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels)".

Approximate value of items put to tender is **Rs. 44.73 Lakhs**. This is only for general guidance.

Desirous contractors may download prescribed applications and tender document from the web site of IITM (<http://tenders.iitm.ac.in/>). The Information and instructions for bidders posted on web site for the subject work shall form of bid document.

Any individuals / firms/ specialized agencies etc who have carried out similar works in the past for the work of "Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels)".

Tenders should be accompanied by a crossed Demand Draft for Rs.89,500/- and Rs.525/- drawn in favour of IITM Chennai-600 036 towards Earnest Money Deposit and Cost of Tender Schedule respectively. Tenders received without Earnest Money Deposit and Cost of Tender Schedule will be summarily rejected.

Completed Tenders received at Office of Executive Engineer in time will be opened after 3.10 P.M on 19 - 10 – 2012 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: **“Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels)”**.

(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.89,500/-** 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 Engineer In Charge reserves the right of allotting the different sub works to different contractors or to one and the same contractors as he may decide after the receipt of the tenders.
- 7) The contractor should employ supervisors who have experience in this type of work
- 8) 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 required 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
- 9) 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.
- 10) Child Labour is strictly prohibited and if there is any violation, then the contract will be terminated
- 11) 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)
- 12) All materials required for the work shall be arranged by the contractor.

- 13) If night work is required to be carried for any reason, all arrangement for lighting the area shall be made by the contractor. To the extent possible employing female labour for the night shift should be avoided except Institute Hospital.
- 14) Permits for the workers and Supervisors 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.
- 15) 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.
- 16) 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.
- 17) 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.
- 18) No variation shall vitiate the contract, but all authorized variations for which rate of price may not have been previously agreed upon shall be measured and valued as per standard contract form of CPWD as modified up to till date.
- 19) The Schedule of quantities and special conditions should be read together and they are not mutually exclusive.
- 20) The Engineer in Charge may nominate a representative of the user department for inspection and to ensure that this work is carried out satisfactory.
- 21) The contractor should engage skilled labourers for handling any instrument if issued by the Institute for cleaning operations.
- 22) Rate shall be inclusive of all the above special conditions and other conditions mentioned in the tender documents, labour charge, material cost, hire charges for equipments, ESI, EPF and other taxes and levies etc.,
- 23) 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.
- 24) Institute reserves the right to limit and award of work to the already working / awarded contractors for the similar nature of housekeeping work in the hostel premises.

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

Additional Conditions- II

- 1) The contractor should employ minimum (30 Male labours) per day.
- 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. 400 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 required equipments at his / her own cost and risk and no extra payment will be made for the same.
- 5) The contractor should maintain an attendance register in each hostel 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 (G.F) on next working day and throughout the year.
- 6) 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.
- 7) The contractor shall obtain a feedback certificate on performance of work from each Hostel while submitting his / her running account bill along with the attendance register and statement showing material consumed.
- 8) The contractor shall submit a copy of the EPF / ESI / bonus / insurance documents along with each running bill.
- 9) The contractor must ensure that no labours shall work without uniforms and other safety accessories like mask, shoes and gloves etc.
- 10) 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.
- 11) The contractor shall provide a cell phone to one of the skilled labourer working in each hostel and the list of phone numbers shall be submitted before start of work.

- 12) 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.
- 13) For calculating the daily wage, the monthly wage shall be divided by 26.
- 14) 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.
- 15) Minimum wages shall be fixed as per the Central / State Government norms (whichever is higher to be paid).

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. 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.

- i) No employee / person will be engaged without the approval of EE (G.F) i/c.
- ii) After awarding the work, information will be given to the section / department about the scope of work in the contract, contact person for the cited works and feed back system.

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 Executive Engineer (Civil) in writing for written instruction or decision. Thereupon, the Executive Engineer (Civil) shall give his written instructions or decisions within a period of one month from the receipt of the contractor's letter.

If the Executive Engineer (Civil) 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 Executive Engineer (Civil), the Contractor may, within 15 days of the receipt of Executive Engineer (Civil)'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.

Claus 37 "Levy / Taxes Payable by Contractor"

Para (i) shall be substituted as under

"Sales tax including VAT if any or any other tax on materials as well as on Labour and Works in respect of this Contract shall be payable by the Contractor and IITM shall not entertain any claim whatsoever in this respect."

INSURANCE TO BE TAKEN BY THE CONTRACTOR AND EMPLOYER TO BE INDEMNIFIED

Third Party Insurance

Before commencing the execution of the Works, the contractor shall insure against the liability for any material or physical damage, loss or injury which may occur to any property or life including that of the Employer or to any person, including any employee of the Employer, by or arising out of the execution of the works or in the carrying out of the Contract. The sum insured will be for Rs.5 lakhs,

Such insurance shall be effected with an insurer and in terms approved by the Employer. The Contractor shall, produce before the Engineer-in-charge the policy or policies of insurance and the receipts of payment of the current premiums.

Workmen's Insurance

The Employer shall not be liable for any payment in respect of any damages or compensation payable according to law in respect of or in consequence of any accident or injury or loss of life to any workman or other person in the employment of the Contractor or any sub-contractor, except an accident or injury resulting from any act or default of the Employer, his agents or servants. The Contractor shall insure against such liability with an insurer approved by the Employer for sum as per the established norms during the entire period of contract till completion.

Recovery from the Contractor

Without prejudice for the other rights of the Employer against the Contractor in respect of such default, the Employer shall be entitled to deduct from any sums payable to the Contractor the amount of any damages, compensation costs, charges and other expenses paid by the Employer and which are payable by the Contractor under this clause.

Period of Policies

All the insurance covers mentioned above shall be kept alive during the complete period of the contract. Remedy on Contractor's Failure to Insure. If the Contractor shall fail to effect and keep in force the insurance referred to above, or any other insurance which he may be required to effect under the terms of the Contract, then and in any such case the Employer on advice of the Engineer-in-Charge may effect and keep in force any such insurance and pay such premium or premiums as may be necessary for that purpose and from time to time deduct the amount so paid by the Employer as aforesaid from any moneys due or which may become due to the Contractor or recover the same as debt due from the Contractor.

Damage to Persons and Property – Employer to be Indemnify

The Contractor shall indemnify the Employer against all losses and claims in respect of injuries or damages to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution and maintenance of the works and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto, except any compensation or damages for or with respect to:

- (a) The permanent use or occupation of land by the works or any part thereof.
- (b) The right of the Employer to execute the works or any part thereof on, over, under, in or through any land.

(c) Injuries or damage to persons or property resulting from any act or neglect of the Employer, his agents, servants or other contractors, not being employed by the Contractor or for or in respect of any claims, proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the contractor, his servants or agents, such part of the compensations as may be just and equitable having regard to the extent of the responsibility of the Employer, his servant or agent or other Contractors, for the damage or injury.

Signature of Contractor

Executive Engineer (Civil)

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

SCOPE OF WORK

Name of work: "Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels)".

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 area in all floors excluding student room - daily.
- b) Cleaning / Wiping of furniture items in Office rooms, Common room, Halls – daily.
- c) Cleaning of doors and windows – Twice in a week.
- d) Dusting / wiping venetian blinds - Twice in 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 office, common room, passage, corridors and halls – Twice in a week.
- i) Cleaning the terrace – 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 including all holidays for which no separate payment will be made.
- 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 other Staff.
- e) The staff must be provided with identity cards with Institute's security section approval.
- f) The Supervisor under whom the staff will work, will report daily to the EE (G.F) 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.

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, Acid, Phenyl, naphthalene balls etc. required for toilet cleaning and floor mopping will have to be provided by the contractor.

IV. STATUTORY REQUIREMENT

- a) The contractor is responsible for all statutory requirement as per state / Central government rules

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 work men 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 EE (G.F) i/c / JE (G.F) 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 advance notice.
- e) The contractor shall recoup to the employer for 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 JE (G.F) / EE(G.F) i/c or other enforcing agencies during their inspection.
- g) Payment to the labour must be made before 10th of every month in the presence of EE (G.F) i/c / nominated person from IIT and the bill should be submitted along with the payroll of the labourer.
- h) A certificate must be respective from the Hostel Warden (As per the proforma enclosed) and shall be produced along with the bills. Required cleaning materials for succeeding month must be procured on the last week of preceding month and deposited with the Executive Engineer (G.F) i/c.
- i) 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 in the next working day.
- j) Contractors are required to inspect the building before quoting the rate.

Week ending on.....

Sl.No	Task	Locations where carried out.
1	Cleaning of doors and 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 duplicate with one copy to the Executive Engineer i/c(G.F).

SPECIMEN CERTIFICATE FOR HOUSE KEEPING SERVICES

(to be obtained from the warden of the hostel)

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 excluding student room	Daily	
2	Cleaning/ Wiping of furniture items in Office rooms, Common room, Halls	Daily	
3	Cleaning of doors and windows	Twice in a week	
4	Dusting / wiping blinds	Twice in a week	
5	Cleaning / Washing of Toilets (floor and wall up to 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 sufficient materials required for carrying out the work satisfactorily.

OVER ALL PERFORMANCE

Excellent	Good	Satisfactory	Poor
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To
The Executive Engineer (G.F) i/c,
Engineering Unit, IIT Madras,
Chennai - 36.

Signature of Warden

Seal of the issuing authority

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

Brahmaputra Hostel - for one hostel for one month

Sl.No	Materials	Quantity	Unit
1	Compound Phenyl	15	Lit
2	Soap oil	15.00	Lit
3	Dettol	5.00	Lit
4	Super Lime Away (Floor cleaner)	5.00	Lit
5	Mop	8.00	Each
6	Mop stick	4.00	Each
7	Bucket	1.00	Each
8	Mug	1.00	Each
9	Scrubber	8.00	Each
10	Wiper	4.00	Each
12	Hard Broom stick	8.00	Each
13	Soft Broom stick	8.00	Each
14	Bamboo waste bin	1.00	Each
15	Cob web stick	1.00	Each
16	Glass cleaner (Coolin)	2.00	Lit
17	Checked cloth for cleaning	8.00	Each
18	Yellow cloth for cleaning	8.00	Each
19	Toilet brush for cleaning	8.00	Each
20	Odonil for toilets	55.00	Each
21	Urinal cake for Urinals	88.00	Each
22	Bleaching powder	3.00	Kg
23	Harpic (500 ml)	10.00	Lit

**LIST OF HOUSE KEEPING MATERIALS AND MINIMUM QUANTITY TO BE USED PER
MONTH IN BUILDINGS
Cauvery Hostel - for one hostel for one month**

Sl.No	Materials	Quantity	Unit
1	Compound Phenyl	15.00	Lit
2	Soap oil	15.00	Lit
3	Dettol	5.00	Lit
4	Super Lime Away (Floor cleaner)	5.00	Lit
5	Mop	10.00	Each
6	Mop stick	5.00	Each
7	Bucket	5.00	Each
8	Mug	10.00	Each
9	Scrubber	10.00	Each
10	Wiper	5.00	Each
12	Hard Broom stick	10.00	Each
13	Soft Broom stick	10.00	Each
14	Bamboo waste bin	5.00	Each
15	Cob web stick	5.00	Each
16	Glass cleaner (Coolin)	10.00	Lit
17	Checked cloth for cleaning	10.00	Each
18	Yellow cloth for cleaning	10.00	Each
19	Toilet brush for cleaning	2.50	Each
20	Odonil for toilets	72.00	Each
21	Urinal cake for Urinals	57.00	Each
22	Bleaching powder	3.00	Kg
23	Harpic (500 ml)	10.00	Lit

**LIST OF HOUSE KEEPING MATERIALS AND MINIMUM QUANTITY TO BE USED PER
MONTH IN BUILDINGS
Krishna Hostel - for one hostel for one month**

Sl.No	Materials	Quantity	Unit
1	Compound Phenyl	15.00	Lit
2	Soap oil	15.00	Lit
3	Dettol	5.00	Lit
4	Super Lime Away (Floor cleaner)	5.00	Lit
5	Mop	10.00	Each
6	Mop stick	5.00	Each
7	Bucket	5.00	Each
8	Mug	10.00	Each
9	Scrubber	10.00	Each
10	Wiper	5.00	Each
12	Hard Broom stick	10.00	Each
13	Soft Broom stick	10.00	Each
14	Bamboo waste bin	5.00	Each
15	Cob web stick	5.00	Each
16	Glass cleaner (Coolin)	10.00	Lit
17	Checked cloth for cleaning	10.00	Each
18	Yellow cloth for cleaning	10.00	Each
19	Toilet brush for cleaning	2.50	Each
20	Odonil for toilets	81.00	Each
21	Urinal cake for Urinals	66.00	Each
22	Bleaching powder	3.00	Kg
23	Harpic (500 ml)	10.00	Lit

**LIST OF HOUSE KEEPING MATERIALS AND MINIMUM QUANTITY TO BE USED PER
MONTH IN BUILDINGS
Godavari, Narmada, Saraswathi and Tapti - for one hostel for one month**

Sl.No	Materials	Quantity	Unit
1	Compound Phenyl	60.00	Lit
2	Soap oil	60.00	Lit
3	Dettol	20.00	Lit
4	Super Lime Away (Floor cleaner)	20.00	Lit
5	Mop	32.00	Each
6	Mop stick	16.00	Each
7	Bucket	2.00	Each
8	Mug	4.00	Each
9	Scrubber	32.00	Each
10	Wiper	16.00	Each
12	Hard Broom stick	32.00	Each
13	Soft Broom stick	32.00	Each
14	Bamboo waste bin	2.00	Each
15	Cob web stick	2.00	Each
16	Glass cleaner (Coolin)	8.00	Lit
17	Checked cloth for cleaning	32.00	Each
18	Yellow cloth for cleaning	32.00	Each
19	Toilet brush for cleaning	8.00	Each
20	Odonil for toilets	220.00	Each
21	Urinal cake for Urinals	353.00	Each
22	Bleaching powder	12.00	Kg
23	Harpic (500 ml)	40.00	Lit

The quantities are only indicative and the minimum required depending upon the usage and consumption, the actual quantity may be more than the above. The contractor has to procure and use material as per the actual requirements (ensuring the minimum specified above) and no extra amount shall be paid by the Institute if more than the above quantities are consumed.

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

***The Minimum labourers to be engaged in each hostel per day are listed below:-**

S.No	Description of work	Minimum no. of labours to be engaged per day
1	Brahmaputra	4
2	Cauvery	5
3	Krishna	5
4	Godavari	4
5	Narmada	4
6	Saraswathi	4
7	Tapti	4
	Total (male labours)	30

Working Hours: 08.00am to 04.00pm

Lunch: 12.00am to 01.00pm

If required the above timing will be changed as per the requirement of IIT Madras.

Signature of the Contractor

Executive Engineer (Civil)

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

Tender No : 61/2012 – 13/Housekeeping.

Name of work: "Rendering Housekeeping services in Boys Hostels at IIT Madras for the year 2012-2013 (Brahmaputra, Cauvery, Krishna, Godavari, Narmada, Saraswathi and Tapti Hostels)".

S.No	Qty	Description of work	Unit	Rate in words & figures	Amount in Rs
1		House keeping services like sweeping of entire floor, cleaning / wiping of furniture items in all rooms excluding student room but including cleaning / washing of toilets and general cleaning around building, mopping of mosaic / tile floors, cleaning of terrace etc. The rate quoted shall be inclusive of all materials, labour and hire charges and all taxes and levies etc complete.			
1.1	12.00	Brahmaputra	Per month for one Hostel		
1.2	12.00	Cauvery	Per month for one Hostel		
1.3	12.00	Krishna	Per month for one Hostel		
1.4	12.00	Godavari, Narmada, Saraswathi and Tapti hostels	Per month for Four Hostels		
Total amount for 12 months					

(Rupees in words -----)

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

Signature of the Contractor

Executive Engineer (Civil)