



IIT PALAKKAD

**INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD**  
**Ahalia Integrated Campus, Kozhipara**  
**Palakkad -678 557**

Ref: IITPKD/ADMN/016/2018

Date: 01.06.2018

**TENDER NOTICE**

**DEADLINE FOR TENDER SUBMISSION: 21.06.2018 AT 3.00 PM**

Dear Sirs,

On behalf of IIT Palakkad, Sealed tenders are invited for providing “**House keeping Services at Transit Campus, IIT Palakkad**” for the **Academic building, Hostels, workshop and approach road on contract basis located at near Gramalakshmi Mudralaya.**

The tender shall be sent to the address mentioned below by speed/registered post, so as to reach our office on or before the due date and time specified in our Tender Schedule. The offer/bid can also be dropped in the tender box on or before the due date and time specified in the Tender Schedule. The tender box is kept in the office of the “**Registrar, IIT Palakkad, Ahalia Integrated Campus, Kozhipara, Palakkad - 678 557**”.

**Terms and Conditions:**

1. The tenderer should have carried out House Keeping services of similar nature in some of the reputed institutions/ firms.
2. They should employ sufficient No. of experienced personnel for cleaning and Housekeeping work in all the four places of IIT Palakkad on daily basis.
3. The contract shall be effective initially for a **period of one year** which can be extended by mutual consent for a further **period of 2 years** at the same terms and conditions of the contract including rates. The decision of the Institute with regard to extension beyond two years shall be final and binding.
4. Minimum no. of cleaning staff **should be fifteen and one supervisor** to monitor the work daily. Initial requirement of cleaning staff is **15 members** but the contract should be able to provide more number of cleaning staff if required by IIT at the same /proportionate rates.
5. All cleaning staff and Supervisor should be available in the Academic block, Hostel and workshops in their work spot daily during day time.
6. Weekly rest to the staff should be given, in turn, as per the rules.
7. Supply of all materials/equipments for providing housekeeping services, such as ladders, transports, personnel supervision, etc. will have to be arranged by the contractor. All materials required for cleaning, like broom sticks, acid, mopping cloth, hard brooms, sticks, phenol, detergent powder, liquid soap, insecticides, hand towels, harpic, coir/nylon brushes, stain removers, buckets, etc. would also be supplied by the contractor in adequate quantity at his own cost.

8. The contractor shall make his own arrangements for transportation, accommodation and food of his employees.
9. **Waste Management:** Waste management and waste disposals is the responsibility of the contractor. That should be as per the Govt. guidelines.
10. **Taxes:** Income Tax shall be deducted from all payments made to the contractor as per rules and regulations in force and in accordance with the relevant Tax Act(s) prevailing from time to time.
11. **Payment Terms:** The contractor should submit his monthly bills to the office for making payment. Monthly payment will be made by the institute.
12. Certificate from the IIT officials regarding satisfactory performance during the period of bill
13. The institute is having every right to terminate the contract without assigning any reason at any time during the currency of contract.
14. The Contractor should personally ensure that the cleaning and housekeeping work is carried out to the entire stratification of the institute authorities.
15. **Earnest Money deposit:** A Demand Draft in the Name of “**Indian Institute of Technology Palakkad**” payable at **Palakkad** for an amount of **Rs.1000/-** (Rupees One Thousand Only) should be accompanied the tender. Otherwise the tender will be summarily rejected.
16. The contractor shall have to mobilize his resources so as to commence the work within 15 days from the date of award of contract.
17. Payment due to the contractor shall be made by the Institute by Crossed Account Payee Cheque / Wire Transfer to the contractor’s address or to be handed over to the authorized representative of the contractor. In no case shall the Institute be responsible if the cheque is misplaced or misappropriated by unauthorized person / persons. In all cases, the contractor shall present his bill duly pre-receipted on proper revenue stamp.
18. The contractor should have permission to employ the above number of staff from Labour Department.

### **SCOPE OF WORK**

- I. **Academic Building approximately 3370 sq mts. Including toilets**
  - i) Floor of Academic Block should be cleaned daily three times dry mopping and wet mopping.
  - ii) Class rooms sweeping and mopping and cleaning the furniture daily once in the evening.
  - iii) Cleaning of toilets two times in the morning session and two times in the afternoon session daily.
  - iv) Dusting and cleaning of office furniture, office and laboratory equipments including tables, chairs, side tables, racks and doors, paper trays and other installations.

**II. Three and Two bedded Hostels 7250 sq mts.**

- i) Girls and Boys hostel sweeping common space of the floor and cleaning the common toilets three times a day.
- ii) Cleaning of the toilets of the hostel rooms should be done once in a three months apart from first cleaning before commencement of the semester in Aug 2018

**III. Work shops 2771 sq mts**

The work shop of the institute should be cleaned daily

**IV. Approach road of length 1.6 km**

Road should be cleaned daily.

**Who can Bids:**

- Bidder should have minimum **five years of experience** in providing housekeeping services to various organizations; and should have completed at least one or two such works with any government offices, Public sector undertakings or Private companies.
- During last three years, the contractor must have executed/implemented at least one contract of similar nature.
- The Contractor should be approved/recognized/registered by Govt. of India/State Govt. for providing Housekeeping Services.
- A Copy of the **Experience certificate validating the above** must be enclosed.
- The bidder must have obtained **Permanent Account Number (PAN)** under Income Tax Act, 1961.
- The bidder must have **GST Registration**.
- Proof showing **at least one or two currently** valid contracts in similar field
- Contractor must be registered with **ESIC and EPF** and must submit registration numbers details along with their quotations.
- Contractor should have office within 50 Kms.
- Contractor should have permission from Labour Department for employing the above number of staff.

Yours Sincerely,

**Registrar, IIT Palakkad**

**FINANCIAL BID**

**PROVIDING HOUSE KEEPING SERVICES FOR ACADEMIC BLOCK, HOSTEL BLOCKS  
ONE YEAR**

Sl No	Manpower Type	Employee Share of ESI and PF	Total	No. of Manpower	Total Wages Per Month
1.	Supervisor				
2.	Cleaner/Sweeper				
3.	Cost of Consumables month				
4.	GST@ 18%				
5.	Grand Total				

**Service Charges**

Service charges per month for providing above manpower Rs. \_\_\_\_\_

Rupees \_\_\_\_\_

Signature

Name and address of the vendor with stamp

Place:

Date:

### UNDERTAKING BY THE HOUSE KEEPING CONTRACTOR

We have carefully gone through the various terms and conditions listed under “scope of work” above for provision of housekeeping services. We agree to all these conditions and offer to provide housekeeping services at IIT Palakkad. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place : \_\_\_\_\_  
Dated : \_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Contractor  
Address:

\_\_\_\_\_  
Sign & Seal of the Agency

\_\_\_\_\_  
Phone No. (O): \_\_\_\_\_  
(R): \_\_\_\_\_