

Copy No.

Tender form

Tender for Housekeeping work of
College Campus

Rajarambapu Institute of Technology, Rajaramnagar,
Islampur, Tal. Walwa Dist. Sangli.

for the period of

April 2024 to Feb. 2025.

Authority for Inviting the Tender-
**Director, Rajarambapu Institute of Technology,
Rajaramnagar.**

K. E. Society's

Rajarambapu Institute of Technology, Rajaramnagar.

At. Post. Rajaramnagar, Islampur, Tal. Walwa Dist. Sangli. Pin 415 414 .

Tel. No. (02342) 220329, 221006, Fax. 220989.

Website: www.ritindia.edu

K. E. Society's
Rajarambapu Institute of Technology, Rajaramnagar.

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Tender Notice

Sealed offers are invited from the firms of Housekeeping for Housekeeping work of our Institute (College Campus) for year 2024-25.

The Detailed specifications along with terms and conditions may be obtained on payment of Rs. 2500/- by cash from civil maintenance office. Tender documents can also be downloaded from our website: www.ritindia.edu from 11/03/2024 onwards and tender cost has to be deposited at RIT office and receipt must be attached along with completed Tender form at the time of submission. **Last date of submission of tender is 20/03/2024 up to 2.30 p.m.**

Director, R.I.T. Rajaramnagar reserves the right to accept or reject any tender(s) without assigning any reason.

Director
Rajarambapu Institute of Technology, Rajaramnagar,
Post. Sakharale, Dist Sangli

TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY/FIRM AGENCY

The tendering manpower Company / Firm / Agency should fulfill the following technical specifications:

A) The Registered Institute or one of the Branch Institutes of the manpower Company Firm / Agency should be located in Sangli District;

B) The manpower Company / Firm / Agency should be registered with the appropriate registration authority;

C) The Company / Firm / Agency should have at least two years' experience in providing manpower for Housekeeping to Public Sector Companies / Banks and Government Departments or similar Institute;

D) The Company / Firm / Agency should have its own Bank Account;

E) The Company / Firm / Agency should be registered with Income Tax and Service Tax departments;

F) The Company / Firm / Agency should be registered with appropriate authorities Under Employees Provident Fund and Employees State Insurance Acts.

TERMS AND CONDITIONS

General

1. The contracting firm / agency / company should be registered with appropriate authorities.
2. The contract shall commence from April 2024 and shall continue for a period of eleven months, unless it is curtailed or terminated by this Institute owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work.
3. The contract shall automatically expire after eleven months from commencement of the contract unless extended further by this Institute.
4. The contract may be extended, on the same terms and conditions, for a further period not exceeding one year.

5. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Institute.
6. The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts. The contract will remain valid for one year or
7. the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the RIT.
8. The tenderer will be bound by the details furnished by him / her to this Department, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
9. Financial bids of only those renderers who are technically responsive shall be evaluated. This Institute reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
10. Services shall be from 0800 to 1730 Hrs on Monday to Saturday, with a lunch break. The contractor may be called upon for the services on Sunday or Gazetted holidays also, if required, without any extra charge.
11. No. of labours 31 per day, $31 \times 30 \text{ days} = 930$ should be present in the month. Per day there may be 1 or 2 less numbers of labours but at the end of month there should be 930 labours present. Otherwise there will be deduction of Rs 500/- per absent labours from monthly bill.
12. In case, the person employed by the successful Company / Firm / Agency commits any act of omission / commission that amounts to misconduct /Indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this Institute within 2 days of being brought to their notice.
13. The tendering company shall provide identity cards to the personnel deployed in this Institute carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.
14. The service provider shall ensure that any details of Institute, operational process, technical know-how, security arrangements, and

administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this Institute.

15. The service provider shall ensure proper conduct of his personnel in Institute premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
16. The contractor shall be responsible for any theft of the items from the rooms or any other area of the Institute. The details of the stolen materials/ stores, will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the contractor within 4 weeks from the date of theft. The decision of Institute authorities on this will be final and binding on the contractor.
17. The agency shall depute a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this Institute, so that optimal services of the persons deployed by the agency could be availed without any disruption.
18. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in this Institute. The persons deployed by the agency in this Institute shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against RIT.
19. The service providing agency shall be solely responsible for the redresses of grievances / resolution of disputes relating to person deployed. This Institute shall, in no way, be responsible for settlement of such issues whatsoever. This Institute shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
20. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this Institute during the currency or after expiry of the contract.
21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Institute. Contractor should make it known the above to the manpower of the contractor.

22. The payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

LEGAL

23. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Institute. The payment particulars of GST, EPF, ESI etc of previous month may be submitted along with the current month bill.

24. The tendering agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same, on demand, to the concerned authority of this Institute or any other authority under Law.

25. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Institute.

26. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof this Institute is put to any loss / obligation, monetary or otherwise, This Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

Schedule of Work

Name of work: - HOUSEKEEPING WORK. – COLLEGE CAMPUS

Sr. No.	Cleaning area	Activity	Frequency
1	Roads, Gardens and outside area	Brooming & removing grass, scrubs etc.	Once a day
2	Common area, passages and staircase of all building, elevators (lifts)	Dustings wet and dry moping. Including Sanitization	Twice a day & Once in a week by machine with phenol.
3	All Classrooms	Dusting, wet and dry moping Including Sanitization	Once a day.
4	Conference Hall	Dusting, Dry moping and cleaning of Tables & Chairs. Including Sanitization.	Once in a day and vacuuming and dry cleaning of carpet by machine once in a month.
5	All toilets	Washing by phenol and drying. Cleaning by High pressure machine once in a week. Maintain records.	Two times in a day & removing stains by acid once in week

6	Height cleaning, cob way, electrical fixtures e.g. fan, tubes etc.	Dusting.	Once in month
7	All glass of windows, partitions etc.	Cleaning by Colin liquid	Once in a week
8	All water tanks	Cleaning by high pressure machine.	Once in month.
9	All water cooler	Cleaning by high pressure machine.	Once in a week
10	Pest control for all premises.	Fogging or spraying insecticides for mosquitoes and flies.	Once in two months or as required.
11	Sewage lines, gutters, chambers	Cleaning and flushing	Once in a week
12	Septic tanks	Cleaning	Once in year
13	Functions & students activities	Man power for shifting of furniture and sanitization etc.	As and when required.
14	Play grounds	Cleaning, removing grass shrubs, and marking by fakki.	Once a week or as required.
15	Material/furniture shifting & other works	Material/furniture shifting & other works at time of functions etc.	As and when required daily after lunch from 1.00 pm to 3.00 pm as stated by RIT. Utilizing all labors together.

The above schedule of work strictly followed and daily works report should be maintained. Daily work report should be submitted along with the monthly bills.

Deployment chart.

Sr. No.	Location- work area.	No. of gents	No. of Ladies	Total
1	Main Building No. 1. (B+GF+FF+SF)	2	0	2
2	Mechanical Building (B+GF+FF+SF+TF)	1	1	2
3	Electrical Building (GF+FF+SF+TF)	1	1	2
4	Main Building No. 2 (B+GF+FF+SF)	1	2	3
5	Library Building (B+GF+FF+SF+TF)	1	1	2
6	Academic Building (G+6)	2	2	4
7	Workshop No. 1 & 2	1	0	1
8	Toilets (Sweepers- skilled)	3	3	6
9	Roads	1	3	4
10	Garden – college campus	2	2	4
11	Supervisor	1	0	1
	Total	16	15	31

QUOTATION FOR HOUSEKEEPING WORK
College Campus

To,
The Director,
Rajarambapu Institute of Technology,
Rajaramnagar, Islampur,
Tal. Walwa Dist. Sangli.

Sub:- Quotation for Housekeeping work year 2024-25

Respected Sir,

With reference to above subject we are submitting our proposal for Housekeeping work. Detailed Schedule of work is attached herewith. Following is the proposal.

- a) Time of work – 8.00 am to 5.30 pm (with 1 hour lunch break)
b) Minimum Labours daily all days (Monday to Sunday) on work will be as per deployment cart.

Sr. No.	Types of labours	Gents	Ladies	Total Nos.
1	Common Labours	12	12	24
2	Sweepers	3	3	6
3	Supervisor	1	-	1
	Total	16	15	31

- c) Machines required on site

Sr.No	Names of Machine	Quantity
1	Scrubber-drier	2 Nos
2	High pressure washer for toilet cleaning	2 Nos
3	Industrial Vacuum Cleaner	1 Nos
4	Fogging Machine	1 Nos
5	Agriculture Spray Pump for Pest Control	2 Nos
6	Brush Cutter	1 Nos

Considering above details our proposal for housekeeping work including all labours, cleaning chemicals, materials, tools, machineries and taxes as applicable for your esteemed Institute for period from April 2024 to Feb. 2025 is

Rs. _____ per month.

(in word _____)

Date : _____ Sign _____

Place: _____ Seal _____

Check list of valid documents.

Sr. No.	Particulars Essential Documents	Yes	No
1	Provident Fund Registration		
2	E.S.I.C.-Registration –Employee state Insurance Corporation		
3	Professional Tax -Registration		
4	Pan Number		
5	Service Tax –Registration		
6	Last three years audited accounts statement of company (minimum turnover Rs. 30 lakh)		
7	Contract Labour License		
8	Shop Act-License		
9	Maharashtra Labour Welfare Fund – Registration Number		

You may submit Additional certificates for value addition to your company profile

1. Experience Certificate of similar Institute.
2. ISO Certificate
3. Tan Certificate
4. If Company –In Corporation Certificate
5. Maharashtra Labour Welfare Fund –Registration Number
6. ISO 9001-2008 / OHSAS-Certificate
7. Any Other

Above valid documents copy to be attached and submitted in separate envelope.

DECLARATION

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor / Director/authorized
signatory of the agency/Firm, mentioned above, is competent to sign this declaration
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I / we, am / are well aware
of the fact that furnishing of any false information / fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Signature of authorized person

Full Name: _____.

Date: _____

Place: _____

Seal :

This declaration must be on your letter head.