

Copy No.

Tender form

Tender for Housekeeping work of
Hostel 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 (Hostel 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 and receipt must be attached to 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 etc;
- 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 11 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

the period specified in the letter communicating the acceptance, whichever is earlier, unless terminated earlier by the RIT.

7. 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.
8. 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.
9. Services shall be from 0800 to 1800 Hrs on Monday to Sunday, with a lunch break.
10. No. of persons 18, 18 X 30 days = 540 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 540 labours present. Otherwise there will be deduction of Rs 500/- per absent labours.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.

16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. The payment shall be made only to the contractor and on monthly lump sum basis as per actual service.

LEGAL

22. 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 Service Tax, EPF, ESI etc of previous month may be submitted along with the current month bill.

23. 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.
24. 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.
25. 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

Sr. No.	Cleaning area	Activity	Frequency
1	Roads, Garden and outside area	Brooming & removing grass, scrubs etc.	Once a day
2	Common area, passages and staircase of all building.	Dustings wet and dry moping.	Once a day
		Machine Scrubbing	Once in a week by machine with phenol.
3	Rooms	Dusting, wet and dry moping with sanitization	Once in a week and as per requirement
4	All toilets	Washing by phenol and drying with sanitization	Once in a day
		Cleaning by High pressure machine once in a week. Maintain records.	Once in week
5	Sewage line, gutters, Cambers	Cleaning and flushing with choke-up removing	Once in a week and as per requirement
6	Septic tanks	Assist in removing chamber lids and removing dirt.	Twice in a year and as per requirement
7	Height cleaning, cob way, terrace, ceiling, chajja windows, Electrical fixtures e.g. fan, tube cameras etc.	Dusting, netting and garbage removal	Once in month

8	All glass of windows, partitions etc.	Cleaning by colin liquid And cleaning by high pressure machine.	Once in a week
9	All water tanks	Cleaning by high pressure machine and by labours.	Once a month (drinking water) Per three months (other use water)
10	Pest control for all premises.	Fogging or spraying insecticides for mosquitoes and flies.	Once in week and as per requirement
11	Functions & students activities and guest house	Man power for shifting of furniture and required material etc.	As per requirement.
12	Mess common toilet block	Washing by phenol and drying with sanitization	Once in a day
		Cleaning by High pressure machine once in a week. Maintain records.	Once in week
13	Guest House Restaurant, College Canteen, Mess, Staff Quarter, laundry & Staff Quarter at miyawaki.	Dusting and wet and dry mopping Room sanitation Cleaning water tanks	As per requirement.
14	Transport of heavy materials	Moving goods by tractor	As per requirement.
15	Record keeping by supervisor	Submission of daily work report to the office by the supervisor	Every evening at 5.30 p.m.

Strict adherence to the above work schedule and submission of daily work reports every evening. Submission of full monthly report of daily work along with monthly bills signed by the Maintenance Engineer.

Deployment chart

Sr. No.	Location- work area.	No. of gents	No. of Ladies	Total
1	Hostel – Aryabhata (G+2)	1	0	1
2	Hostel – Bhaskarcharya (G+2)	1	0	1
3	Hostel – Chankya (G+2)	1	0	1
4	Hostel – Dronacharya (G+3)	1	0	1
5	Hostel – Esha (G+3)	0	1	1
6	Hostel – Fairy (G+3)	0	1	1
7	Hostel – G-block (G+1) & Staff Quarter	0	1	1
8	Hostel – Hariprya (G+3)	0	1	1
9	Guest House (CEC) (G+1)	1	0	1
10	Road & Garden	1	0	1
12	Toilets - Sweeper	<u>4</u>	<u>3</u>	<u>7</u>
13	Supervisor	<u>1</u>	<u>0</u>	<u>1</u>
	Total	11	07	18

QUOTATION FOR HOUSEKEEPING WORK

Hostel Campus

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

Sub:- Quotation of House Keeping work year 2024-25 for Hostel campus.

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	6	4	10
2	Sweepers	4	3	7
3	Supervisor	1	-	1
	Total	11	07	18

- c) Machines required on site

Sr.No	Names of Machine	Quantity
1	Scrubber-drier	2Nos
2	High pressure washer for toilet cleaning	3 Nos
3	Industrial Vacuum Cleaner	2 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	*GST –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 Found – Registration Number		
Particulars Optional Documents			
10	Tan Certificate		
11	If Company –In Corporation Certificate		
12	Experience certificates of similar work		

Above valid documents copy to be 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.