

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT – KERALA

*(An Autonomous Institute Established by the Govt. of Kerala)*

IIITM-K Main Building, Technopark Campus

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No.IIITMK/ 0541 /17

7<sup>th</sup> September 2017

Sub: Sweeping and maintenance of cleanliness at the Labs/Office/Premises etc of IIITMK, IIITM-K Main Building, Technopark.

Indian Institute of Information Technology & Management – Kerala (IIITMK) invites quotation for entering into contract to undertake the work of sweeping and maintenance of cleanliness at the premises of IIITMK, initially for a period of six months, which may be extended depending on our requirements and quality of the services rendered. The general terms and Conditions are as follows:

## Annexure – I

### **SCOPE OF WORK**

#### **1. Upkeeping works**

- 1.1 At least 8 persons shall be engaged at IIITMK premises and work for 3 hours/day and three persons (2 persons out of the total persons engaged) shall be engaged for 8hrs, and one work men for outside cleaning and Gardening, agriculture activities.
- 1.2 The floor of Labs, Class Rooms, and passages shall be swept with soft brooms first and thereafter moped using paraform, phenyl, liquid soap, vim etc., on all days Monday to Saturday before 8.30 AM. Cabins and other areas remaining locked shall be taken up thereafter and completed by 9.00 AM. The total area for cleaning is 26331 sq.ft.
- 1.3 All tables, chairs, glass panes, phones shall be swept with cloth on all days in the morning.
- 1.4 Light shades, tube lights, ventilators, fans, windows, partitions, glass portion, Venetian blinds, furniture equipments, shelves, cabinets etc. must be cleaned at least once in a week.
- 1.5 Similarly cobwebs of the walls/ceiling of the building shall be removed once in a week. For the purpose the Agency shall provide the services of a person (Male) on a daily rate basis for which separate rate may be quoted.
- 1.6 Waste materials collected shall be removed daily.

## **2. Toilet Cleaning**

- 2.1 All toilets and wash basins in the toilets and pantry shall be washed daily as frequently as required. The urinals and commodes shall always be maintained stain – free, clean and tidy.
- 2.2 Walls of toilets shall be cleaned, cobwebs removed every week. Wherever washable paints/tiles are used on surfaces, it shall be cleaned with water to remove stain etc.
- 2.3 As and when the urinal, commodes are found stained, it shall be removed immediately using cleaning acid.
- 2.4 The toilets shall be cleaned on all days in the morning before 8.30 AM and again in the afternoon between (1.00 PM – 2.00 PM) and it shall be ensured that the toilets remain clean from 7 AM to 5 PM from Monday to Saturdays.

Vim, Soda, paraform, acid, soap solution, soft brooms, brushes, dusters, cloth pieces, naphthalene balls, tissue paper, bleaching powder, detergent and the materials required for washing and cleaning shall be supplied by IITMK.

### **Other Terms & Conditions**

- Should be a registered firm under the Shops & Commercial Establishments Act. (Proof to be enclosed) or equaling Govt authorities.
- Should have a valid license under the Contract Labour (Regulation & Abolition) Act.
- Copy of Income Tax Returns filed for the immediate past 3 years or income Tax Clearance Certificate for the immediate past 3 years should be produced
- Should have registration under the PF & ESI and have obtained Registration Number in this regard.
- Should produce experience certificate from at least two reputed PSU's or Government Organisations to show performance for the last two years and number of personnel employed in each organisation.
- **The wages are to be paid per personnel for every 8 hours of duty per day per month will be on the basis of Minimum Wages stipulated by the Government from time to time.**

- The EPF and ESI contributions in respect of the employees engaged by the contractor shall be deducted and remitted by the agencies to statutory bodies on monthly basis. The challan and employee details shall be submitted to IIITMK monthly for verification and records.
- The bidder shall submit the residential address, **police clearance certificate** and identity proof of the personnel proposed to be deployed in the office within one week from the date of award of the contract
- No enhancement in rates will be allowed due to any reason during the contract period.
- The contract agency has to furnish an undertaking in the form of indemnity Bond to pay minimum rates of wages payable to the employees fixed by government from time to time. The agency shall in no case pay its employees less than the minimum mandatory rates of wages per month in accordance with the minimum rates of wages fixed by Government of Kerala or approved by IIITMK.
- Service provider should have a GST registration

IIITMK reserves the right to terminate the contract in between by giving one month's notice with or without assigning any reason. The IIITMK will have the right to reject all or any of the tenders without assigning any reason for such action.

The contract will be initially for 6 months with a provision to extend the period by one year each on the same terms and conditions, subject to satisfactory performance of the contractor.

The tender shall be submitted in the prescribed form, enclosing the required documents mentioned above in sealed covers so as to reach the Director IIITMK on or before **4 P.M. on 21/09/2017.**

Director

# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT – KERALA

## QUOTATION FORM FOR OFFERING HOUSE KEEPING SERVICES ON CONTRACT

1. Name of the Agency :
2. Full address with Tele. No. :
3. Legal Status of the Agency :
4. Details of Promoters :
5. Year of Establishment :
6. GST Registration Number :
7. Terms under which the services can be provided :

Sl. No.	Particulars	Rate quoted
1	Upkeep of the premises viz., cleaning, sweeping, mopping etc	.....paise per s.ft.
2	Charges for providing one person in addition for carrying out job to be done on a weekly basis	Rs..... per day per person

**Note: Rate quoted should be inclusive of all taxes. Applicable TDS will be recovered from the monthly bill by IITMK.**

Signature