



SARDAR PATEL INSTITUTE OF TECHNOLOGY  
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S.P.I.T./HOUSE KEEPING/2022-23

Date: 06-04-2022

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**Subject: - Inviting Quotation for Providing House Keeping Services at S.P.I.T.**

## INVITATION OF TENDER

For providing House Keeping/ Wet Sweeping & Cleaning Services at Sardar Patel Institute of Technology.

### Name of the Work:

Sardar Patel Institute of Technology invites sealed quotations for providing House Keeping/ Wet Sweeping & Cleaning Services for Sardar Patel Institute of Technology **with effect from 01<sup>st</sup> May 2022 to 31<sup>st</sup> March 2023** for the period of 11months from registered reputed agencies having at least 05 years' experience of providing House Keeping/ Wet Sweeping & Cleaning Services for Commercial Banks, Pvt. Banks, Government / Public Sector / Private organizations of repute / large hotels, Commercial Complexes, autonomous bodies etc.

Submit your quotations on email : [principal@spit.ac.in](mailto:principal@spit.ac.in) before 13<sup>th</sup> April 2022.

### Scope of Work:

The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in bins, cleaning of toilets & toilet fixtures, window glass (both

from inside & outside), telephones, lifts, walls, stairs, carpets, sofas, chairs, pedestal fans, venetian blinds, polishing of brass items, removing of cobwebs from ceilings, removal of stagnant water from terrace and external drainage cleaning, open terrace cleaning etc. The work also includes engaging the services of personnel for other incidental work such as shifting/movement of files / documents / furniture / equipment/materials and plumbing works etc. within and outside the institute premises etc. These services will be required on all days during the period of contract as per institute's requirement.

Bidders are advised to visit the site, meet maintenance supervisor Shri Hemant Murkutkar and understand the scope of the work.

**Eligibility Criteria:**

- i. The Bidder should be a registered entity for providing services of skilled and unskilled nature having requisite license.
- ii. The Bidders should be experienced in providing Sweeping, Cleaning and other incidental services and should have been in existence for the last 5 years.
- iii. The Bidder should have office in Maharashtra and also providing the said Services (Sweeping, Cleaning and other incidental work) in the state of Maharashtra.
- iv. The Bidder should have experience of the said services (Sweeping, Cleaning and other incidental work) at any Institutions, Universities, Commercial Bank, Private Banks, Govt. / Public sectors/ Private Organizations of reputed / Large Hotels, Autonomous bodies, Big Malls, Commercial complexes with at least one work order for House Keeping/ Wet Sweeping & Cleaning Services amounting to Rs. 20 lacs.
- v. The Annual Turnover of the firm / company, for each year during last 3 financial years shall be at least **Rs. 25 lakh**.
- vi. Profitable firm / company during last 3 financial years.
- vii. Satisfactory service certificates should be produced from three of their existing major clients with details of contact person, Telephone Nos., e-mail etc.

**Appendix –A (To be filled up by the bidder)  
Following details required for all bidders**

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no.	
3.	Provident Fund Account No.	
4.	ESI Number	
5.	License number under Contract Labour (R&A) Act, if any	
6.	GST /Service Tax Registration Number	
7.	Previous work order details	
8.	Sales tax Clearance Certificate of last Financial year.	
9.	Whether limited company or Pvt. ltd. or Partnership	
10.	Name & Addresses of the person who will represent the firm while dealing with the Institute. Power of Attorney for signing of tender.	
11.	Turnover for the last three financial years. 2021-22 2020-21 2019-20	
12.	Do you have experience for at least 5 years in the relevant field of for providing House Keeping/ Wet Sweeping & Cleaning Services? Have you completed at least one similar work during the previous seven years?	
13.	Do you have an office in Maharashtra or are you ready to open up an office in Maharashtra within one of month of the award of contract.	
14.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes, GST for the past three years	
15.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in past.	

Details of latest three clients for whom the similar work was completed should be submitted in the following format:-

Sr.No.	Name of Client along with contact details

**Name of the Bidder:** .....

The format of commercial offer for providing Housekeeping/ Wet Sweeping & Cleaning Services at Sardar Patel Institute of Technology for one year (As mentioned in Annexure-I)

Sr.No.	Name of work	Total price for One Year (Exclusive of all Taxes) in Rs.
A.	Providing House Keeping/ Wet Sweeping & Cleaning Services for Premises at Sardar Patel Institute of Technology, Considering Min. wages and mandatory statutory requirements to all Employees deployed on the campus of S.P.I.T	
B.	Service charges in % <b>Service charges to be not less than 5% and not more than 12%</b> Service charges on A only.	
C.	Consumable Material, Machinery, Equipment and Misc. cost. Material is be supplied/ used as per Annexure – II ( Fixed Cost)	

Signature with designation and office seal

**Note for Commercial Bid:**

- I. Quote as per Approved latest State Govt. Daily Wages giving breakdown of Basic, HRA, EPFO, ESIC etc.
- II. Bonus and Uniform expenses will be borne by the Contractor.
- III. Increase in Dearness Allowance as and when applicable will be paid by the Principle Employer (Govt. Order will have to be submitted by the Contractor)
- IV. Additional manpower will have to be provided on Special Occasions viz. Gathering, etc. as and when required by GM (Admin) on Pro rata basis.

Bidder is expected to submit the Latest Rate as per Minimum Wages Act,1948

Sr. No.	Monthly Particulars	Housekeeping Sweepers
1.	Basic Wages	
2.	Special Allowance/ VDA	
3.	Total (A)	
4.	H.R.A. @ 5% of (A)	
5.	EPF @ 13.15% of (A)	
6.	ESI @ 4.75% of (A) & S. No.4	
7.	Total (B)	
8.	Total (C)	
9.	Agency Service Charges @            % of (C)	
10.	Total per person month	

G.S.T. as applicable will be charged extra

**Note: At all times, Institute will honor Min. wages as notified by the State Govn. from time to time.**

## Annexure -1

### Details of Work:

Sr.No.	Detailed Description of Work	Frequency
1	Wet sweeping of toilets, urinals, wash basins & bathrooms blocks.	Thrice daily.
2	Cleaning of corridors, passages and stair case of all blocks, etc.	Daily.
3	Washing the corridors, passage and stair case in blocks	Once in a fortnight.
4	Cleaning of classroom, labs, faculty cabins etc.	Daily.
6	Cleaning of Water Tanks.	Once in 3 months.
7	Cleaning of water coolers (external)	Daily
8	Cleaning of water coolers (Internal), cleaning of window panel, glass, partitions, cobwebs of all departments.	Once in two weeks
9	Cleaning of external campus i.e. block surroundings, roads, foot paths, grounds, total open space available with proper garbage collection & disposal out the campus.	Daily
10	Extra Cleaning during and for special events like Annual gathering, Diwali, New Year etc...	As and when Required
11.	Supply of Suitable and adequate number of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated waste as per the prescribed norms at designated places.	Daily
12.	Cleaning of all equipments available in the rooms including computers and accessories, furniture, signage boards, notice boards, switch boards, air conditioners. with dusting or wet mopping or vacuum cleaning.	Daily/ Weekly.
13.	Cleaning of lighting, indoor as well as outdoor, electrical fixtures, lift(all components), fire fighting equipments, C.C.T.V., and public address system, etc.	Weekly
14.	Pest Control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Institute in all covered and open areas.	As and when required/ Directed by the authorities.

### **Manpower Deployment:**

Minimum Manpower per day shall be deployed by service provider as per below:

- Male workers – 07
- Ladies Workers – 05
- Supervisors – 01

Additional manpower will have to be provided on Special Occasions as and when required institute on Pro rata basis.

All Housekeeping employees will work for 8 ½ Hrs in a shift including ½ hr meals break.

Sr.No.	Shift and Timing	Manpower in Nos.			Total Manpower in Nos.
		Male	Female	Supervisor	
I.	Morning Shift 7.00 am - 3.30 pm	04	03	01	08
II.	Afternoon Shift 11.00 am – 7.30 pm	03	02	00	05

Following required Material/Equipment to be used by service provider as per tender for providing House Keeping/ Wet Sweeping & Cleaning Services at Sardar Patel Institute of Technology. Sardar Patel Institute of Technology will not give any additional charges/cost to service provider beyond Work order cost. List of Material/Equipment is as below:

<b>MACHINARY</b>			
SR NO.	ITEM	QTTY	UNIT
1	GHANTAGADI	01	
2	HI-JET K-250	01	
3	SCRUBBR MEGA-43	01	
4	VACCUM CLEANER ( Big )	01	
5	VACCUM CLEANER (Small)	02	
<b>EQUIPMENT</b>			
1	TELESCOPE ROD	As per Requirement	
2	CHOCK-UP ROD		
3	FAVDA		
4	TIKAV		
5	GHAMELA		
6	KHURPEE		
7	TALWAR		
8	PUNJA		

<b>MATERIAL</b>		
1	HARD BROOM	As per Requirement
2	SOFT BROOM	
3	FLOOR DUSTER	
4	GLASS DUSTER	
5	YELLOW DUSTER(FOR LIFT-S.S.WORK &ELECERIC SWITCH BOARD ,FAN	As per Requirement
6	DRY MOP	
7	WET MOP	
8	GLASS WIPER	
9	TOILET WIPER	
10	CHOCK-UP PUMP	
11	HOCKEY BRUSH	
12	MORI BRUSH	
13	NYLON GHASNI	
14	STEEL GHASNI	
15	SCOTCH BRUSH	
16	BUCKET	
17	MUG	
18	SUPLI	
19	PVC PIPE 3/4INCH	
20	DUST BIN (BIG & SMALL )	
<b>CONSUMABLE</b>		
1	COSTIC SODA	As per Requirement
2	BLICHING POWDER	
3	NIRMA OR EQUIVALENT	
4	COLOUR AND CENTED NAPTHELENE BALLS	
5	ROOM FRESHNER	
6	URINAL SCREEN MATS IN ALL URINALS	
7	HARPIK OR EQUIVALENT	
8	HAND WASH OF STANDARD MAKE	
9	TOILET PAPER	
10	D-7	
11	GLASS CLEANER LIQUID SPRAY	



**Terms and Conditions:**

1. The execution of cleaning of housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipment, wherever required, and wet mopping.
2. The cleaning and housekeeping works are to be carried out as per international norms/standards and in such manners that all premises always look neat and clean.
3. It will be the sole responsibility of the contractor that the manpower engaged is trained and the institute will not be liable for any mishap, directly or indirectly.
4. All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor. All consumables and disposables should be eco-friendly.
5. Mechanized equipments, wherever required, will be procured by the contractor.
6. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of Housekeeping Services staff/supervisors absent on that particular day shall be levied by the institute and the same shall be deducted from the contractor's bills.
7. In case the contractor fails to commence/execute the work as stipulated in the work order or unsatisfactory performance or does not meet the statutory requirements of the contract, Institute reserves the right to impose the penalty as detailed below:-
8. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
9. The contractor shall engage the men/women whose age shall be between 20-50 years.
10. The staff engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the institute. Adequate supervision will be provided to ensure correct performance of the said Housekeeping Services as mentioned in work order. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.
11. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
12. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act

1970), EPF etc. with regard to the personnel engaged by him for Housekeeping Services works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the institute and to the Labour department.

13. The institute shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
14. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
15. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the institute. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of the institute, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
16. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
17. The contractor shall be responsible to maintain all property and equipment of the institute entrusted to it. Any damage or loss caused by contractor's persons to the institute in whatever shape would be recovered from the contractor.
18. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the institute and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the institute.
19. The contract period shall be for one year but can be extended subject to Satisfactory performance and acceptance by authorities.
20. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the institute, such money shall be deemed to be payable by the contractor to the institute within seven days. The institute shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security deposit.
21. The list of staff going to be deployed shall be made available to the institute and if any change is required on part of the institute fresh list of staff shall be made available by the contractor after each and every change.
22. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970.
23. Only physically fit personnel shall be deployed for duty by the contractor.

24. The contractor shall ensure that the Housekeeping Services/Housekeeping staff shall not take part in any staff union and association activities.
25. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every three months.
26. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
27. The attendance sheet of each and every employee of Contractor/ Service provider deployed at Sardar Patel Institute of Technology shall be maintained and payment shall be processed by Sardar Patel Institute of Technology based on attendance record submitted to the Institute each month along with post paid quarterly tax invoice.
28. If during the course of employment within the premises of Sardar Patel Institute of Technology any accident occurs causing injuries to the employees or representatives of Contractor/ Service provider, necessary compensation as required by the statute will be borne by Contractor/ service provider itself, and Sardar Patel Institute of Technology is indemnified against all claims on such accounts.
29. Contractor/ Service provider shall submit the list of addresses and contact number of all their employees appointed by them and deployed at Sardar Patel Institute of Technology will be communicated to us in writing for record.
30. Contractor/ Service provider shall ensure that the employees maintain discipline inside the campus and follow the internal rules and regulations of Sardar Patel Institute of Technology.
31. Further bringing of or consumption of alcoholic drinks, tobacco/ Paan products and smoking is strictly prohibited in Sardar Patel Institute of Technology's campus. Violation of this clause shall result in summary termination of the employee without requirement of providing any notice as per the terms of the purchase order.
32. The service provider will take total responsibility of any medical problem/ emergency of his/her employees deployed at the institute.
33. The institute reserves right to cancel the contract at any stage without citing any reason thereof and without giving any notice.
34. The Institute reserves rights to levy the penalty as deemed to be appropriate for non-satisfactory performance.

## **DUTIES AND RESPONSIBILITY OF HOUSEKEEPING SERVICES STAFF:**

1. Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminum grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bathrooms and toilets on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
3. Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.
4. Housekeeping Services of bathrooms and toilets including supply of necessary items like liquid soap, naphthaline balls, room freshners, etc. to maintain hygienic atmosphere.
5. Cleaning and maintenance of all the drains within the compound of the institute.
6. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated waste as per the prescribed norms waste disposal at designated places.
7. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the institute in all covered and open area.
8. Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
9. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
10. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
11. Cleaning of lifts (all components).
12. Cleaning of fire-fighting equipments, CCTV and public address systems, etc.
13. Cleaning of all miscellaneous equipments as available or being provided from time to time.
14. The cleaning of carpets, etc. with modern gadgets shall be done.
15. Sweeping/Cleaning and wet mopping of the institute main hall shall be done.
16. Any other provisions as advised by the institute may be incorporated in the work order. The same shall also be binding on the contractor.
17. The institute may also include the items, if any other than prescribed above, in the Duty chart as per their requirement.

**[Covering letter to be submitted by the bidder]**

To,

**The Principal**

Sardar Patel Institute of Technology,  
Andheri, Mumbai 400058

Sub: For providing House Keeping/ Wet Sweeping & Cleaning Services for Hostel premises and Pavilion at Sardar Patel Institute of Technology.

Sir,

I am the authorized signatory of my company/Firm for this tender process and, am therefore competent to make this declaration.

I have carefully gone through the tender document regarding the prequalification of agencies/ Contractors for providing House Keeping/ Wet Sweeping & Cleaning Services at Sardar Patel Institute of Technology. We shall be bidding in this tender.

I hereby declare that

1. All the information related to my company/Firm, manpower, customer base, work orders, financial details, etc., provided in our offer is true and without any alteration /modification.
2. All the provisions of these tender documents are acceptable to my company/Firm. No violation of the terms and conditions as mentioned in the tender document has been made.

I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

3. I declare that my company/Firm or any member of company/Firm has not been debarred / black listed by any Government / Semi –Government organizations in India.
4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal.

Yours faithfully,  
(Signature of the bidder)  
Seal and signature of Manager  
/Representative of the  
company/firm On behalf of the  
company/Firm submitting tender  
Telephone: .....  
Mobile: .....  
Fax: .....  
Mail: .....

Contact Person Name and

Designation .....