



*"Progress Through Education"*

Vidya Academy of Science and Technology

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## **QUOTATION NOTICE**

15-06-2017

### **HOUSE KEEPING SERVICES**

Sealed competitive quotations super scribing name of work are invited from registered & experienced contractors for providing housekeeping services to Vidya Academy of Science and Technology, Malakkal .P.O. Kilimanoor.

Last date of submission – **30th June 2017. Up to 3 PM.**

EMD to be furnished along with Tender- **Rs 5000/-.** (DD/BG)

The quotations shall be submitted by registered post/Courier/in person to The Asst: Manager, VASTTC, Malakkal .P.O.Kilimanoor

For further details please visit our web site or contact office between 10.00 hrs to 17.00 hrs in any working day.

Date, Time and venue of opening of Quotations- **30 June 2017, 3.30 PM** at

VAST TC Kilimanoor

**EXECUTIVE DIRECTOR**



## Terms and Conditions

1. Contractors should have the manpower organizational infrastructure and statutory licenses for such services. Details of previous works executed, with performance certificates from client, shall be furnished.
2. Conditions if any shall be furnished at the first instance itself in the tender forms.
3. Quotations received without EMD or incomplete will be treated invalid and rejected summarily. The decision of Executive Director will be final and conclusive and binding on the bidders.
4. Executive Director reserves the right to accept or reject any or all offers without assigning any reason thereof. Any quotation received after last date for receipt of bids is liable to be rejected.
5. Selected tenderer shall provide security deposit by means of FDR / bank guarantee for 5% of the contract amount of one year inclusive of EMD in favour of The Executive Director along with an agreement (as per format attached) executed in Non-Judicial stamp paper worth Rs 200/- within seven days from the issue of order/Notice.
6. **Period of contract** – One year from the date of agreement and extendable for a further period of 1 year on mutually agreeable terms and conditions. But either party can terminate the contract by giving one month notice in writing. The College authorities reserve the right to terminate the contract with 48 hours' notice if the contractor misuses the facilities / premises as viewed by VASTTC.
7. **Payment:** Payment shall be on monthly basis on satisfactory performance of the contractor based on bills from contractor duly verified and certified by VASTTC.



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## Details of buildings/area covered

- 1 South Block.
- 2 Ladies Hostel.
- 3 Workshops & Lab Buildings.
4. East Block
- 4 Miscellaneous.

## Scope of Works


### 1. Daily

#### (a) College Front yard/ lawn/landscape/Campus Road/surrounding areas

- 1) All the campus areas should be kept neat & clean in a presentable manner.
- 2) The surroundings shall be kept clean which includes the daily sweeping of common front yard, roads and clearing of small vegetation along the road for a width of 2 meters on either side. Daily sweeping and vegetation removing from the area of the Court Yard in between buildings and boundary road or as instructed by Principal VAST TC.
- 3) Removal of dry leaves waste papers & debris.
- 4) Sweeping, and clearing of open drains attached to buildings.

#### (b) College buildings, office rooms, verandahs, common areas, class rooms, hostels, mess hall, library, laboratories, seminar halls, drawing halls, courtyard, terrace, , canteen, furniture etc.

- i. The entire areas of the college should be kept neat & clean.
- ii. Cleaning, sweeping & wet mopping using detergents and aromatic disinfectant solutions in all offices, rooms and common areas.
- iii. Cleaning, sweeping & wet mopping of the entire floor areas, staircases etc.

  
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- iv. Cleaning & Dusting of the walls, doors, windows, grills etc.
- v. Cleaning & maintenance of water coolers and its surrounding areas & keep it hygienic.
- vi. Thorough cleaning, dusting, wiping, polishing of all office furniture, almirahs, cabins and glass panes. Glass panes should be cleaned using Colin/good glass cleaning solution.
- vii. Cleaning, sweeping & mopping, drain washing of the toilets, closets & shower areas of bath rooms etc with anti-bacterial chemicals & aromatic disinfectant solutions to keep free from germs. Brushing of the WCs, urinals and other equipment with soap and wipe they shine & maintain strict hygienic level.
- viii. Dry brush cleaning/wiping on the steel/aluminum/iron surfaces of cabin frame, windows, doors, toilet urinal etc.
- ix. Dusting & cleaning of office equipment, computers lab equipments including electronic devices with proper care.
- x. Dusting, cleaning and brass polishing of brass/steel boards and Notice boards where available.
- xi. Cleaning, sweeping & dry mopping on the wooden floor areas.
- xii. Removal waste papers from offices & garbage from all areas and cleaning of waste bins.
- xiii. Cleaning & sweeping of vehicle parking areas.
- xiv. Flushing and cleaning of drains attached to the buildings daily and other drains weekly.



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2. Weekly

- a. Brass polishing of brass/steel boards where available.
- b. Dusting, removal of cobwebs from the roof ceiling & walls.
- c. Washing/flushing of drains.
- d. Removing of grass/vegetation from the landscape areas/road sides.

3. Monthly

- (a) Dusting of ceiling fans and light fittings etc.
- (b) Cleaning of terrace & sun shades.
- (c) Floor washing using washing liquid with vacuum cleaner.

4. Quarterly

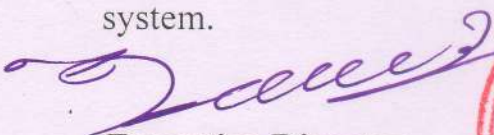
- (a) Cleaning of all water tanks. Date of cleaning/Due date for next cleaning to be marked in specified locations.

5. Half yearly

- (b) Acid cleaning on the entire floor areas, stair cases etc except wooden flooring.
- (c) Washing of all doors/windows curtain.

6. General building maintenance

- (a) Motor pump operating and filling water tanks and regulating water supply in campus maintain log sheets.
- (b) Maintain electricity supply in campus including operation of stand by gen set Generator and substation equipments.
- (c) Replacing and repairing electrical fittings connected, whenever necessary.
- (d) Rectifying minor electrical fittings complaints of the low tension supply.
- (e). Repairing of motors and pumps except winding of coils.
- (f) Routine checking of generators, motors, pump set, Replacing of water taps, washers etc as per requirement.
- (g) Removal of blocks in the supply and delivery lines of plumbing system.

  
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- (h) Repairing of flush tank, washbasin etc.
- (j). Petty repairing works of doors, windows & other wood items
- (k) Proper maintenance of water tanks and water coolers with hygienic condition.
- (l). Sunshade tops and terrace of buildings are to be cleaned periodically
- (m) Electrician cum plumber shall be available round the clock on short notice to attend emergency situation. The night duty electrician shall be available within 30 min for handling emergency conditions.
- (n) Minor repair/maintenance of telephone equipments & telephone cables/line.

7. **General Conditions**

- a) Cleaning/Sweeping shall be completed in morning hours i.e. before 9.00 AM
- b) Contractor is responsible to ensure 100% attendances of housekeeping staff & providing proper housekeeping and janitorial services to the entire buildings/areas belongs to VAST campus and to obtain performance certificates every month.
- c) House Keeping (room cleaning - sweeping swabbing and dusting) shall be done daily in all rooms of the hostels and college and workshops, laboratories.
- d) House Keeping equipments (major and Minor) and tools shall be provided by the Contractor. The Contractor shall ensure that the same is maintained well to provide continuous and uninterrupted services.
- e) Contractor shall appoint "female" crew to provide services to the "Ladies" hostels as per requirement.
- f) Contractor shall provide all consumables and toiletries used for providing housekeeping and janitorial services such as soap for hand washing, detergent powder, abrasives, disinfectants, brooms, mops, dusters, air fresheners, insect repellents etc.

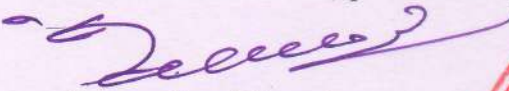


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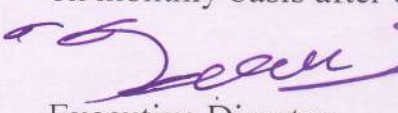
- g) The Contractor shall be responsible for the upkeep and cleaning of internal and external common areas such as rooms, passages, stairways, halls etc.
- h) The Contractor shall be responsible for sweeping pathways, roads, landscapes areas etc. on a daily basis and keep the surroundings of buildings in a neat and orderly manner including removal of grass and small vegetation around the buildings regularly.
- i) The Contractor shall be responsible for cleaning and washing the gents and ladies toilets at least 3 times per day to maintain strict hygienic levels in all buildings. The Contractor shall also provide consumables such as toilets blocks, naphthalene balls etc. in the toilets to prevent toilets odors.
- j) Contractor shall provide all manpower, management and support systems for efficient and timely housekeeping and janitorial services for the college. If any shortage of attendance found, recovery as decided by the Management will be made from the monthly bill. Proper attendance of each house keeping staff should be maintained and Attendance registers to be produced for verification to the Campus Supervisor of the college daily.
- k) Preventive maintenance schedule to be prepared and presented by the contractor for every quarter well in advance and approval from campus supervisor obtained prior to commencement of works.
- l) Monthly feedback report should be maintained and produced to VASTTC
- m) Taxes and levies: Quotation shall include all taxes and levies.
- n) Statutory liabilities of staff shall be responsibility of Contractor.
- o) Person employed on duty shall be in proper uniform and in possession of identity card.
- p) Maintenance works other than emergency nature shall be carried out on Sundays/ holidays.
- q) All spare parts shall to be provided by VAST and tools, instruments and consumables to be provided by the contractor.

  
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- r) Proper records of works shall be maintained by the contractor and subsequent follow-up, inspection etc, to be undertaken by the contractor.
- s) The Contractor shall provide all labour, technical staff, supervision, management of consumable materials, work tools etc.
- t) Transportation of housekeeping staff and materials and loading unloading of materials used by the contractor shall be arranged by the contractor.
- u) Any other work which does not figure in the contract may also be attended in the exigencies of service as per direction of VASTTC.
- v) Employees with contagious diseases and skin diseases shall not be allowed to work in the service.
- w) All staff should wear clean and properly laundered uniforms and proper personal hygiene should be maintained.
- x) The staff employed by the contractor shall not be transferred or relieved from duties without the prior approval of VASTTC.
- y) VASTTC reserve the right for instructing the contractor for immediate demobilization of any staff of contractor from site without assigning any specific reason.
- z) Contractor shall not permit his employees to work or enter the college premises after intoxication or while smoking. Contractor should ensure that his staffs maintain proper and adequate decorum at the college premises. Any violation of this shall entail termination of contract at the risk and cost of the contractor.
- aa) Leave and other service matters of the employee of the contractor shall be settled by the contractor without affecting the services to VASTTC and without extra claims.
- bb) Non-adherence or violation to any of the conditions or severe incidents shall involve non-conformity fine of max 1000/- per case.
- cc) Daily attendance register shall be maintained and presented to the Campus Supervisor along with Daily/Weekly Worksheet. Payments shall be on monthly basis after due verification of performance and attendance.

  
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This schedule is not exhaustive one. Any other housekeeping item not covered in this labour contract shall have to be attended by the Contractor.

ab) VASTTC shall not on any account be liable to pay or meet any expenses of labour, insurance and workman's compensation claims. All disputes, which may emerge regarding Housekeeping contract, shall be settled within the Jurisdiction of Thrissur Courts. One month's notice shall be served on either side before terminating the contract.

ac) The contractor will be responsible for safety, security & safe custody of VAST TC properties while their duties. If any item damaged by the House Keeping staff, cost of the item will be recovered from the bill. VAST TC will not be held responsible for any loss of the item belonging to Housing keeping staff.

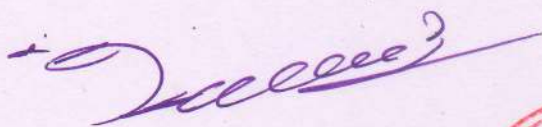
8. **Contract period** - One year from the date of agreement. Extendable for a further period of 1 year on mutually agreeable terms and conditions.

9. **Staff allotment**- The following housekeeping staff should be provided by the contractor & ensure 100% attendance daily:-

**Note:-**

a) The above staff should not be relieved/ replaced from their duties without permission of VASTTC.

b) The contractor shall supply excess staff of above category at his quoted rates if demanded by VASTTC. However the maximum requirement under each shall not exceed two.



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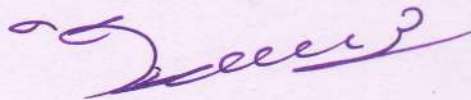
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**Schedule to the Tender**

**Name of work:-** Providing Housekeeping services to VASTTC, Kilimanoor

S.No	Particulars	Qty.	Rate quoted per staff	Total amount	Remarks
1	Housekeeping staff-Male	1			
2	Housekeeping staff-Female	7			
3	Supervisor	1			
	<b><u>Technician</u></b>	2			
4	a) Electrician-1 No. b) Plumper -1 No.				
5	Agency's service charge				
8	<b>GRAND TOTAL</b>				

Quotation shall include all taxes, levies, Service charges, Employees share of PF and ESI applicable.



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