

# Jammu & Kashmir Entrepreneurship Development Institute (J&KEDI)

(An organization of Government of Jammu & Kashmir)

Sampora, Pampore (Kashmir)-191101 (P.O. Pantha Chowk)/ Baribrahmana Jammu -18/ Industrial Estate Leh,

Ladakh- Contact: Kashmir: 01933-224362/65/67: Jammu: 0191-2474512, 2477327/329

Website: [www.jkedi.org](http://www.jkedi.org)

<b>Location: JKEDI, SEMPORA PAMPORE/BARIBRAHMANA, JAMMU</b>	<b>Tender No.: JKEDI/Estt/2019/150</b>
<b>Ref: Outsourcing of Housekeeping Services for JKEDI H.O. Pampore &amp; JKEDI R.O. Bari Brahman, Samba.</b>	<b>Date: 26/06/19</b>

## 1. Tender Document Receipt

CONTRACTOR's Name: \_\_\_\_\_

I hereby acknowledge receipt of one set of tender documentation for the above project.

1. Tender Document Receipt
2. Tender Notice.
3. Campus Dimensions
4. General Conditions for Tender.
5. Pre-Qualifications
6. Scope of work & specification of Conditions
7. 7. Proposed /Tools & Materials to be used
8. Price Bid
9. Bidders profile
10. Declaration of Eligibility

<b>FULL NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE &amp; TIME:</b>	
<b>CONTACT NUMBER/ ADDRESS</b>	
<b>EMAIL:</b>	
<b>WEBSITE:</b>	

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## **2. TENDER NOTICE**

For & on behalf of Director JKEDI sealed tenders/offers affixed with revenue stamp of Rs 5/-are invited from reputed parties for **Outsourcing of Housekeeping Services for JKEDI H.O. Pampore & JKEDI R.O. Bari Brahmana, Samba.** Interested parties may collect the detailed Tender Document against the payment of Rs 1,000/- (non-refundable) which should be in the form of Demand Draft drawn in favour of Director, J&KEDI, Sempora Pampore, from Estates Department of JKEDI from **26/06/2019**. The Tender Document can also be downloaded from the official website of Institute, [www.jkedi.org](http://www.jkedi.org) under "Tenders Option". Tender documents, thus downloaded from the website shall be accompanied by a Demand Draft for Rs 1,000/- (One Thousand only) drawn in favour of Director, J&KEDI, Sempora Pampore, at the time of submission.

Proposals must be submitted in two sealed envelopes of which one should be clearly marked as **"Cover-A- Technical - Pre Qualification Bid"** & other sealed envelope should be clearly marked as **"Cover-B - Financial Bid / Price Bid for "Outsourcing of Housekeeping Services for JKEDI H.O. Pampore & JKEDI R.O. Bari Brahmana, Samba.."**.

Tenders complete in all respects along with earnest money of **Rs. 20,000/- (Rupees twenty thousand only)** in shape of a CDR/FDR pledged to Director, JKEDI, Srinagar should reach to the office of the Director, at JKEDI Complex, Sempora, Pampore Kashmir by hand or Speed Post or Courier on or before **12/07/2019** up to 3.00 p.m. The technical bids shall be opened on **18/07/2019** at 3:00 pm or any other convenient day in presence of the bidder's who wish to be present.

**Sd/  
Director**

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## 3. Campus Dimensions (For Housekeeping)

### PAMPORE:

The campus consists of:

- 1 Main Building
- 2 Guard Rooms
- 3 Guest house
- 4 Hostel Building
- 5 Electric Substation
- 6 Water Tanks
- 7 Roads
- 8 Foot Path
- 9 Drains
- 10 Outdoor Units of A/Cs
- 11 Lawns
- 12 Guidance & Counselling Section
- 13 Centre for Business Development (CBD)

### Main Technical Details

1. Main building  
Plinth Area : 8580 Sft (Administrative Building)  
  
Built-up Area : 44,364 Sft (Administrative Building)  
No. of Store's: Wings : (i) Five storey with basement  
(ii) Central : Five storey with tin  
roofed and curtain glazed cafeteria.
2. Guest House I : 3000 Sft
  - a. 3 storey with 5 suites 7 double bed rooms
  - b. Recreation hall, Dining Hall, store room & Living room.

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3. Security/Guard Rooms : 500 Sft (2)
4. Electrical Substation : 2500 Sft
5. Guidance & Counseling : 675 Sft
6. Hostel Building : 17580 Sft Built In Area  
(Seven storey Building with attic floor)

## Jammu Campus:

The campus consists of:

- 1 Main Building
- 2 Guard Rooms
- 3 Guest house
- 4 Residential Quarters
- 5 Electric Substation
- 6 WaterTanks
- 7 Roads
- 8 Foot Path
- 9 Drains
- 10 Outdoor Units of A/Cs
- 11 Lawns
- 12 PR & MCC

## Main Technical Details

- a) Main building  
Plinth Area : 7346 Sft (Administrative Building)
- Built-up Area : 50427 Sft (Administrative Building)
- No. of Store's: Wings : (i) 7 storey with basement
- b) Guest House : 22017 Sft (Built up)  
5 floor storey with 21 bed rooms,  
Recreation hall, Dining Hall, store room & Living room.

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- c) Security/Guard Rooms: 183 Sft
- d) Electrical Substation: 2050 sq Ft
- e) PR&MCC: 9663(Built Up Area)
- f) Residential Quarters: 18661 Sq Ft(Built Up Area)

The interested parties are advised to visit the campus in their own interest to see the facilities personally and also ascertain the quantum of work involved before submitting the Tender. Once the Tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved.

The total built up area including Land of entire campus for Pampore is about 2,00,000 Sq Fts.

The total built up area including Land of entire campus for Jammu is about 3,40,000 Sq Fts

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## **4. General Conditions for Tender**

### **1. Tender Basis:**

- All Tender Documents must be completed in full.
- The rates approved under the contract shall be valid for a period of 12 months from the date of award of the contract; however the contract may be extended by mutual consent for a further period of one year at the same rates. The contract can however be terminated by either party on two month's notice.
- No variation in rates shall be entertained during the contract period and failure to provide services on the agreed rates shall result in penalty / forfeiture of CDR.
- All bids shall be made in accordance with the Tender Documents.
- All Applicants will receive identical documents. No applicant should add, omit, or change any item, term or condition on original papers.
- The Institute may, if it wishes, get the feedback about the working of the Contractor from different sources /agencies. This feedback will/can also be used as a parameter for assessing technical qualification of the bidder.
- Each applicant may make one bid only.
- All the applicable taxes will be deducted at the time of making payments to successful bidder.
- The Bidder shall sign all the Tender documents including documents supplied by the Bidder.
- The Director JKEDI, reserves the right to reject any or all the tenders without assigning any reason thereof.

### **2. Payments:**

Accumulated payment on monthly basis; after providing of bills on proper GST format and proof of CP fund paid in the concerned agency designated.

### **3. Mode of Payment:**

Cheque or wire Transfer deposited within 10 working days.

### **4. Tender Documents:**

All tender documents included in this package are listed on the tender document receipt form, signed by each recipient.

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## **5. Minimum Pre-qualification criteria:**

- The vendor should be Sole proprietary concern or partnership firm and should have been in operation/ existence for more than 5 years.
- The tender document shall contain photocopies of PAN card, GST certificate, Experience certificates, ITR for last three financial years (FY2015-16, 2016-17 & 2017-18), Labour department registration certificate.
- The vendor shall submit an Affidavit to the effect that the firm/company complies with Minimum Wages Act & other applicable Labour Laws.

## **6. Eligibility of Applicants: Applicants cannot apply if they:**

- Are bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Have not been blacklisted by any Govt. or semi Govt. organization.
- Were declared at serious fault of implementation owing to a breach of their contractual obligations.

## **7. Bid Evaluation:**

The Tender committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from Vendor.

## **8. Selection of Tender:**

Selection of the successful applicant will be based on the ranking of the Sole Proprietary concern or Partnership firm according to financial and technical criteria, as well as any other criteria suggested by the Tender Committee. Based on this the Tender Committee will then make its recommendations. JKEDI, is not however obliged to accept the lowest bid.

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## **9. Acceptance of Successful Tender:**

Taking into consideration the recommendation of the Tender Committee, JKEDI will make the final choice of the vendor. The intimation of the same will be sent to the successful bidder. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the preferred supplier agreement with JKEDI Pampore. Any amendment to the awarded tender will be documented as an “Annexure” to the contract and will be determined and agreed by both the parties.

## **10. Repudiation of Agreement:**

JKEDI reserves the right to terminate the said agreement in the following event(s):

- (i) If the vendor fails to provide adequate and timely services to the institute.
- (ii) If the vendor is involved in any grave professional misconduct.
- (iii) If the vendor is found guilty of any serious misrepresentation in supplying information, or
- (iv) Any activity overt or covert which amounts to breach of terms and conditions of the agreement.



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## 5. PRE- QUALIFICATIONS:-

- The Firm/Agency/Contractor should have rendered their services for similar works for any Government/Semi-Government Organization or large reputed Private Sector enterprises for at least five years .Necessary relevant document should accompany the offer.
- The parties must send their resume giving, inter-alia, a brief about the machines/equipment (for Housekeeping purpose) to be used and expertise for purpose of cleaning/up-keeping of the premises.
- The agency should be registered under Shops & Establishment Act or with Department of Industries and/or with every other authority/statutory body as may be necessary under the law. The agency should also possess clearance/registration from concerned departments/organizations with respect to insurance, provident fund, income tax etc. ***The bidder should mandatorily posses registration Certificate from Labour department.***
- The company should have experience of being in the field for more than five years, and should have effective back up for training of the staff.
- The Tenderer shall submit, along the offer, details of the clients with whom party is working at present or has worked in the past (2 years).
- The tenderer shall submit an affidavit to the effect that they are complying with all Labour Laws & Minimum Wages Act.



**The Tender is to be submitted in two separate sealed envelopes as detailed hereunder:**

### **A. Technical Bid (Envelop No -1) containing the following documents:**

- CDR/ FDR & DD.
- The Tender document in original duly signed and stamped as a token of acceptance.

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- iii. Full company profile, along with the details of the equipment to be used for cleaning purposes and the database of persons available for doing professional works like gardeners, plumbers, etc
- iv. The attested copies of the Audited Balance Sheet/Statement of accounts or any other relevant document of last three financial years.
- v. The attested copies of experience certificates of carrying out similar nature of work as per pre-qualification criteria particularly the Annual Maintenance Contract of Housekeeping/Manpower placement in Government/ Semi Government/ PSUs or large reputed private organizations etc. for at least three satisfactorily. They may also enclose work order copies to meet the experience criteria.
- vi. Details/Copies of any awards/certificates/appreciation letters received by the agency during the last three years.
- vii. All other documents as prescribed in this tender document.

## (B) Price Bid (Envelop No. 2)

The Price Bid in the prescribed format as given in the Tender documents as **ANNEXURE-I** along with all applicable taxes and submitted in Envelope No -2, duly sealed and superscripted with name of Tenderer.



### Submission of Bids:

The Envelop No. 1 & 2 shall be sealed separately and placed in a third Envelope that also shall be sealed and duly superscripted with the name of the Tenderer.

Bid with all complete relevant documents must be addressed to the Director, JKEDI and should not reach later than scheduled date & time as that mentioned in the advertisement.



### Bid Opening:

- i. The technical bid shall be opened first. The Price Bid (Envelop No 2) will be opened only of those Tenderers whose technical bid is found to be in order and for which they shall be intimated separately about date & time.
- ii. The bidder who has not submitted the documents as per Tender conditions, proper EMD, experience certificate etc. may be treated as non responsive and their Price Bid (Envelop No. 2) shall not be opened.

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- iii. The successful firms/ agencies/ Contractors will be intimated and contract agreement will be entered into, initially, for a period of one year. The preparation of the contract agreement with proper stamp etc. would be done by the bidder in consultation with J&K EDI. The firms/ agency/ Contractor are required to submit their most competitive price offer on the format (ANNEXURE-I) in concurrence with scope of work, technical specifications, terms & conditions etc.

## Award of Contract:

- i. The Institute will award the contract to the successful bidder whose Tender has been determined to be substantially responsive and determined as the lowest evaluated Tender, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
- ii. Period of Contract shall be One year, extendable on existing rates and terms for another two years on yearly and performance basis at the discretion of JKEDI.
- iii. If at any time, after acceptance of the Tender, The Institute decides to abandon or reduce the scope of the work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Institute shall give one month's notice in writing to that effect to the Contractor and the Contractor shall act accordingly in the matter. The overall rates will be reduced accordingly by a committee headed by the Director, JKEDI. The committee will have a representative of the Contractor also. The decision of the majority members of the committee will be final and binding on both the parties.
- iv. Subletting- The contract shall not be assigned or sublet to any other agency by the Contractor.



## Notification of Award:

- i. Prior to the expiration of the validity, Institute will notify the successful firm in writing by speed post/ registered letter / fax or email that his tender has been accepted.
- ii. The notification of award will constitute the formation of the contract.
- iii. Upon acceptance of the contract by the successful bidder, the Institute will promptly release each unsuccessful bidder/s EMD.
- iv. If in any case the successful bidder is not able to start his work or discontinues during the contract period or is disengaged by the institute the next lowest bidder will be given the contract even if the EMD has been given back to him. He will however have to re-submit the EMD a fresh.

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- v. If in any case the next lowest bidder is not interested the same would be offered to other party/ies as per the price bid given by them.



## **Signing of Contract:**

When the Institute notifies the successful bidder that his tender has been accepted and Institute will send a work order to the bidder describing the works to be carried out and the same shall be returned duly acknowledged affirmatively by the bidder, as a token of acceptance and a contract agreement will be signed between both the parties.

## **Performance Security:**

- i. Within 15 days of receipt of work order from the Institute, the successful firm shall furnish the Performance Security equivalent to 5% of the contract value (full year) in the form of Bank Guarantee/ FDR valid for 6 months beyond expiry of the contract period in favour of "Director J&K EDI, Srinagar".
- ii. Failure of the contractor to comply with the requirement of contract shall constitute sufficient grounds for the annulment of the awards and forfeiture of the performance security, in which event J&K EDI may get work done at the risk & cost of the Contractor.

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## **Payment:**

- i. Contractor will submit monthly Pre Receipt Bills (affixing the Revenue Stamp) duly supported with necessary check list, log sheets, material bills/ vouchers etc. along with the proof of deposit of ESI, PF and Service Tax (if applicable). Institute will make payment to the contractor within 10 days after receipt of the bills after deduction of applicable taxes.
- ii. If the check list, log sheets and instructions of the Institute are not properly adhered to, by the contractor as per schedule; Institute will make suitable deduction from the contractor's bills. If the contractor fails to maintain the cleanliness in work places and render the services as per contract, in such event Institute will deduct actual cost incurred on this work plus 5% extra for departmental service charges.
- iii. In case of short deployment of manpower as offered/given in the contract, Institute will make suitable deduction from the bills on the basis of minimum wages as applicable.
- iv. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline and work out put. The personnel so deployed should be in a proper neat & clean well-dressed uniform. Providing of uniform etc to deployed staff shall be the responsibility of the contractor. If the staff is not present in uniform, a penalty @ Rs 20/per day/per person will be levied and deducted from the bill. The choice of colour of the uniform will be decided mutually by the institute and the contractor.
- v. Levy/Taxes payable by contractor - GST or any other tax on materials in respect of this contract shall be payable by the contractor and the Institute shall not entertain any claim whatsoever in this respect.
- vi. All tendered rates shall be inclusive of all taxes and levies payable under the law. However if any further tax or levy is imposed by State, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid.



## **Applicable Law:**

The contract shall be interpreted in accordance with the prevailing Laws. Contractor shall be solely responsible for compliance of all labour laws, payment of fair wages/ salaries and allowances to his personnel that might become applicable under any new act, law or order of Government of State / Centre. Institute shall have no liability whatsoever in any manner. The Contractor has to show the proof of payment of fair wages to his workers as and when asked for the same by the Institute.

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## **Resolution of Dispute:**

Any dispute arising out of this contract shall be referred to the sole arbitration of a person selected by the contractor out of the panel of three persons nominated by the Director J&K EDI, and his decision /award shall be final and binding on both parties. The Arbitration shall be governed under the Indian Arbitration Act 1996 or any statutory modifications or re-enactment thereof and rules made there under and for the time being in force shall apply to the arbitration proceeding under this contract



## **Force Majeure:**

- i. Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure.
- ii. For purpose of this clause "Force Majeure" means an event beyond the control of the service provider and not involving the contractor/ service provider's fault or negligence and not foreseeable. Such events may include fires, floods, epidemics, quarantine restrictions or any other natural calamity.
- iii. If a force Majeure situation arises, the contractor/ service provider shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the employer in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

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## 6. Scope of Work and specific conditions:

<u>S.No.</u>	<u>Description of the services</u>	<u>Frequency</u>
i.	General Cleaning	Daily (As Many Times as Required)
ii.	Moping of floor with disinfectants	- Do-
iii.	Sweeping of approach roads	Daily
iv.	Disposal of litter	Daily
v.	Cleaning and disinfecting toilets	Daily
vi.	Dusting of racks etc in the library	Daily
vii.	Dusting / Vacuuming and cleaning of Furniture	Daily
viii.	Cleaning of electrical fixtures	Fortnightly
ix.	Vacuuming and polishing of I.T. equipments	As & when required
x.	Washing of Windowpanes, other glass area and signboards	weekly
xi.	Carpet washing / shampooing and Disinfecting	As & when required

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xii.	Upholstery washing and disinfecting	As & when required
xiii.	Scrubbing/Polishing of floors with Machine (If Needed)	As & when required
xiv.	Cleaning of computer, AC's etc	Daily
xv.	Any other service/s required for keeping the Campus clean	Daily
xvi.	Minor plumbing works	As per requirement
xvii.	Cleaning of glasses and polycarbonate of the Cafeteria	Once a month
xviii.	Cleaning of Lift & water Body in the main Building	Daily
xix.	Cleaning of VRV Plant/Powerhouse/pump house	weekly
xx.	Roads: Campus road network and Parking areas.	Daily
xxi.	Foot Path	Daily
xxii.	Providing clean towel, soap bars, Liquid soap, tissue paper rolls, Naphthalene balls etc in all washrooms, Room fresheners, disinfections etc	As per Requirements
xxiii.	Polishing of brass items such as brass , Flower vase, logos and Name Plates where ever they are put.	As & when required



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xxiv.	Removal of any blockage from internal sanitary fittings/systems of all buildings	As & When required
xxv.	Disposal of garbage and rubbish from all above areas (including from cafeteria kitchen etc) and putting the same at the designated spot identified by the Municipal Committee.	Daily
xxviii.	Lawn Cleanliness	Daily / As Required
xxxix.	Boundary Wall	Monthly
xxxx.	External walls of Main Building	Monthly

## The timing of sweeping/cleaning/gardening will be:

Morning	:	8:30 a.m to 10:00 a.m
Mid day	:	1:30 p.m to 3:30 p.m
Evening	:	4:30 p.m to 6:30 p.m
Guest House	:	10:00 a.m to 1:00 p.m
Hostel Building	:	10:00 a.m to 4:00 p.m

(Four person on full time basis.)

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## 7. Proposed /Tools & Materials to be used

<i>Implements/ Tools/Equipment</i>	<i>Materials/ Consumables/ Brands</i>
• Dusters	• Phenyl (Trishul, Tiger, New Hatric )
• Mops.	• Brasso (Reckit Benckiser)
• Hard Brushes /Soft Brushes	• Room Freshener
• Steel and plastic buckets /mugs	• Liquid detergents. (vim, Pril,etc)
• Towels.	• Stain remover (Reputed Brand)
• <b>Plastic Bags.</b>	• Harpic,Sani fresh, Hatric.
• Hard brooms.	• AirFreshener (Odonil,etc)
• Soft brooms.	• White phenyl
• Old Paint brushes	• Naphthalene balls
• Telescopic Rod for cleaning cob webs.	• Iso-Propylene Alchohal
• Floor Scrubbing Machine.	• Teepol.
• Aluminum folding ladders.	• Dettol.
• Pressure Pumps (Manual & Electric)	• Savlon
• Long ladders (folding type) for cleaning the building from outside.	• Tissue paper rolls
• Rubber wiper.	• Colin or Hatric spray
• Steel Wire.	• Vim, Nirma
• Scrubber (Steel and Plastic)	• Cleanzo
• Vacuum Cleaner.	• Hit/ Mortein/ All out
• Conventional mops • Any other equipment implement expected to be used for proper cleaning & maintance	• Soap bars(Reputed Brand)
• Choke Removers	• Any other material/consumable

(J&K EDI will encourage using of standard & good quality equipment, disposals and other

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- i. The above list covers only broad items. Contractor has to arrange any other item/s which is necessary for proper housekeeping/cleaning works assigned to them.
- ii. Brands/quality of material/equipment has been prepared keeping in view the widely used and easily available things; the contractor can use any other brand of good quality with the knowledge of the institute.
- iii. The contractor has to satisfy Institute about the cost of consumables brought and used in Institute. The bills/vouchers/challans will be submitted on monthly basis.
- iv. It will be responsibility of the contractor that the materials supplied by him are judiciously used and sufficient to fulfill the requirement of the contract.

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## 8. Deployment of Manpower:

The bidder shall mention the number of persons proposed to be deployed for above services.

### Pampore:

S.No	Area of Campus	Housekeeper per days	Supervisor per day
1.	Main Building including Guidance & Counseling Cell, Centre for Business Development (CBD) , KIOSK (Food Court) and adjoining Lawns & Roads		
2.	Guest House and its Surroundings		
3.	Hostel & its Surrounding		
	Total		

### Jammu:

S.No	Area of Campus	Housekeeper per days	Supervisor per day
1.	Main Building including PR&MCC Building, and adjoining Lawns & Roads		
2.	Guest House and its Surroundings		
3.	Residential Quarters & its Surrounding		
	Total		

- The service provider shall have to deploy at least one sweeper for 5000sqft carpet area. The carpet area for this purpose shall be limited to the internal covered spaces like rooms, washrooms, corridors, stairs etc. The open areas like Parking lots, Lawns, peripheries, etc. of the campuses shall not be included for calculation of carpet area.

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## **9.Procedure of work.**

### **A. Cleaning Procedure for Floor and Work space including tables, chairs and Benches:**

- a) Floor cleaning shall be done in the morning and afternoon on each day.
- b) Clean the floor, work benches, tables, chairs etc to remove dust/ particles, ensure that the coving /corners of the floor are thoroughly cleaned, then wet mop floor /work benches (with lint free cloth) using white phenyl / Dettol /approved disinfectants.

### **B. Cleaning of Walls & Ceilings:**

Clean the ceiling with the aid of the long brooms to reach the ceiling height taking utmost care to clean the corners and edges of the ceiling, checking for cobwebs.

### **C. Cleaning of Window Panes & Doors:**

- a) Spray liquid detergent (Colin etc.) on the glass surface, with dry clean fur free cloth till is the glass surface becomes spotless and in case cleaning not satisfactory spray more detergent following by rubbing with fresh clean lint free the cloth, ensuring that cleaning of glass should be done on both sides.

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- b) Wipe the wooden/aluminum /steel frames with lint free cloth.
- c) Check the door surface from both sides, spray detergent on the dirty spots observed on the door surface and rub with a clean lint free cloth. For all the above-mentioned cleaning, a daily frequency will be maintained.

## **D. Cleaning of Roads, Footpath and Drains:**

- a) Sweep the road with hard brooms to remove dust. Remove weed/vegetation and other waste if any and collect the garbage in bags/ drums, dispose at disposal place designated by the municipal committee.
- b) Sweep the footpath with soft brooms to remove dust/particles. Remove weed/ vegetation if any and collect the garbage in bags/drums and dispose at disposal ground designated by the municipality. Wet mop the footpath using phenyl etc.
- c) Remove any blockage from the drains using wires, bamboos etc, without damaging pipes & fittings remove the plastic and other solid garbage from the drain and collect bags/drums. Dispose the garbage at disposal ground designated by the municipality. Ensure that there is no stagnation of water in the drain.

## **E. Cleaning of Office Furniture & Equipment:**

Wipe with dry lint free cloth and use stain remover or moist mop to remove any stain, allow drying.

## **F. Cleaning of Electrical Fixtures & Air conditioners**

- a) Before cleaning the electrical fixture ensure that the switch is off.
- b) Wipe the body of the fixture and A. C s exposed using a clean dry lint free cloth. Wipe the electrical switch boards with a clean dry lint free cloth taking care not to use a moist cloth for cleaning.
- c) In case of computers, printers, scanners, telephone apparatus, Xerox Machines, LCD Projectors, OHPs, Screens, Binding Machines, lamination machines etc. care has to be taken that they are cleaned properly with utmost care so that the equipment is not damaged and the wire etc are not plugged out or disturbed.

## **G. Cleaning of Sinks:**

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- a) Take out the solid waste from sink, if any put the collected waste in dustbin, flush the sink with water and clean the sink from within and outside with a liquid detergent using a clean soft spongy scrubber.
- b) Clean with fresh water and ensure that proper cleaning of the inner side and edges of the sink along with the wall behind. Clean beneath the sink the same way as above using medium hard brush.
- c) Clean the floor beneath the sink with hard broom and collect the waste in dustbin, clean with water using disinfectant as per procedure.

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## **H. Cleaning Procedure for Water Coolers/Purifier:**

- Switch off the main power supply of the water cooler, drain out the water completely, remove the lid, clean out the interior surface of water tank with detergent if required using a clean soft spongy scrubber.
- Wash the tank with fresh water till the last traces of detergent are removed, check the last wash for foam test (by shaking the water in the tube), continue rinsing with water till there is no frothing, clean the lid and outer surface of the water cooler/purifier with a clean scrubber and check the tap for any leakage of water.
- Fill the water cooler with fresh water and clean the lid and ensuring a weekly frequency for cleaning.

## **I. Cleaning Procedure for Wash Room:**

- Sweep the floor with broom and collect the accumulated waste in the dust bin provided in the wash room and dispose off the same at specified place.
- Wash the floor with water using a rubber wiper.
- Prepare a diluted solution of Phenyl as per recommended dosages, mop the floor with this using a lint free mop and ensure that the floor is completely dried after mopping.
- Flush all toilets with water including all urinal Tubs in the Gents and Ladies washrooms.
- Remove stains from urinal and toilet Tubs, spraying a stain remover, flushing with water after 15 minute.
- Replace naphthalene balls if necessary and ensure that each urinal Tub has 5 to 6 naphthalene balls or 3 big naphthalene cakes.
- Clean Toilet fixture like C P fittings mirror/Hand Dryer/Soap Dispenser with wet sponge soaked in detergent, clean with water and dry with lint free cloth.
- Check the availability of soap in washrooms. Provide clean towels, soap bars and tissue paper rolls in each soap dish and tissue paper holder.
- Clean wash basins with detergent (Harpic/Sani Fresh/Hatric etc) spraying the same in to the wash basin, leaving it for about 10 minutes before flushing with fresh water.
- Check the exhaust fans are in working conditions.
- Remove stains from the tiled walls, by using hard and soft brushes/cloth/scribers etc. The cleaning should be done in such a manner that no damage is done to the tiles.

## **J. Cleaning of Glass and polycarbonate Roof Top:**

- With the help of soft brooms and any other relevant devise collect the dust and other waste, if any, in bags/Bins and dispose it out side the campus at appropriate place.
- De-clog the rain water drain pipe etc.
- Make sure that polycarbonate roof top is clean all the time and no dust is allowed to settle on it.



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## **K. Disposal of Waste & Scrap:**

Collect the waste & scrap in bags / drums and dispose off at designated municipal disposal ground ensure that no waste come out during the transportation.

## **L. Cleaning of Surroundings:**

- a) Clean the building surrounding, Plinth protection with hand broom ensuring proper cleaning.
- b) Dispose the collected waste at the appropriate place.
- c) Maintain a daily cleaning frequency.

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## **M. Storage of Cleaning Devices:**

- After house-keeping activity is over, clean the devices like mops, buckets, wipers, broom & brushes with fresh water & detergent squeeze out water completely and hang wipers and mops on the hooks in the identified place(Service Room).
- It should be ensured that all cleaning devices in the Service Room are cleaned & dried.

## **N. External Walls:**

- Remove cobwebs, insects, webs, nests, etc. if any with the help of long assembly, brushes and Ladders.
- Clean all horizontal areas, Chajja, window sills and any other area where birds excrete, or dust is expected to settle with the help of soft broom and soft brushes by using suitable height ladders etc.

## **O. Water Body/ies**

- Water in the water bodies should be clean and there should be no dust /dirt/paper or any other external thing in the water.
- While cleaning the water body/ies all care should be taken to protect it from any damage.

## **P. Electrical substation/VRV Plant**

- Keeping in view the sensitive and dangerous nature of electrical substation and VRV plant( Inside & outside the Buildings) the workers should be properly trained/briefed about its handling and working.
- It would be advisable that only those people are allowed to take up cleaning of the areas who know this job well.
- The institute would arrange a briefing from the concerned experts for the contractor and his team on these issue.

## **Q. Lift / Elevator**

- With the help of soft brooms, clean the lift gently.
- Spray liquid detergent/bras/ etc on glass, steel or brass and clean it gently so that no dirt remains there.

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## **R. Flower Pots:**

- a) Maintenance of flower pots (about 100) inside the main building and Guest House.
- b) Regular watering of plants is a must but with a rider that the water put in them does not seep out of them ,on floor and if it does the same needs to be cleaned immediately.

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## **S. Cafeteria/Canteen/Dining Hall**

- Clean the floor area, tables and chairs daily in the morning and evening using hard and soft brooms and dusters.
- The contractor of the canteen would be responsible for keeping the place clean during the day.
- The kitchen/s are to be cleaned daily in the morning using all types of equipments, soaps, detergents, insecticides by the canteen contractor.
- The canteen contractor will be responsible for putting the garbage in dustbins and the same is to be removed to the identified place, by the house keeping contractors.

## **T. Library**

- Books in the library are to be dusted daily either with dusters or with vacuums cleaners.
- While dusting and cleaning all care has to be taken so that the books are not torn /damaged.
- While cleaning no book or record should be disturbed from its place and if cleaning demands its removal the same should be kept back at its original place immediately.

## **U. Guest House & Hostel Building:**

- Utmost care is to be taken while cleaning the guest house since important persons and guests are expected to be there.
- The rooms are to be cleaned with vacuum cleaners and the beds and other furniture is required to be kept dust free.
- The bed sheets, bed covers and towels should be changed as per the need of the guests.
- Cleaning of attached washrooms with phenol, removing all dust and unwanted materials and keeping soaps, naphthalene ball, toilet rolls/paper rolls etc.
- Cleaning of wardrobes and keeping furniture and bedding in order when the guests have left the room.
- All precautions /care should be taken not to disturb the comfort of the guest by relocating their belongings etc.
- The rooms which are occupied are necessarily to be cleaned in presence of a supervisor.

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## **V. Guidance & Counseling Cell, PR&MCC and Centre for Business Development (CBD):**

Complete cleaning of the section including toilets and providing other necessary services mentioned above.

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## **W. Plumbing, Electrification, carpentry /Masonry related Issues.**

- a) All the minor jobs in the above referred category are to be undertaken by the contractor keeping in view that the job is done to the best satisfaction of the institute and without causing any damage.
- b) All the minor expenses incurred by way of purchase of any material, will be re-imbursed by the institute. However, in case the cost exceeds Rs 10000/- the same needs to be approved /authenticated in advance from the estates, utilities & Support section of the Institute.

## **X. Special Occasions:**

- a) Although the whole campus including the training halls & auditorium is expected to be cleaned daily/as per need however, on special occasions, like seminars, workshops, meetings & training courses etc special care is to be taken to ensure cleanliness, use of room fresheners, placements of flowers/flower pots, water bottles, water glasses, name plates, banners, sign boards etc.
- e) No person below the age of eighteen years should be engaged as the child labour is prohibited under the law
- f) Cleaning shall have to be strictly made as per the terms & conditions in the tender document and the agreement to be signed between the institute & the contractor latter
- g) The agency shall ensure highest standards of house keeping/cleaning and the workers should be trained for the job and must be well versed with the handling of the various equipments, furniture and other gadgets of the Institute.
- f) The agency shall have to certify the credentials of the deployed persons to the institute, which shall be the sole responsibility of the agency. Their behaviour, activities etc should not be in any case unlawful.
- g) It is not obligatory on part of the institute to accept the lowest bidder if the agency quoting the rate does not possess relevant/required and acceptable experience or credentials
- h) The workers of the contractor/agency shall have no claim over the institute in respect of their engagement /deputation to the institute and their monthly emoluments shall be paid by the agency itself.

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- i) *The workers shall be paid the emoluments by the bidder and the relevant share of CP fund both from employee and employer shall be deposited in the individual CP fund account of worker in relevant organization meant for the purpose and as a proof the receipt of deposition done shall be accompanied with the monthly bills for payments.*
- j) The workers will have no claim for appointment /absorption/hike in emoluments etc against the institute at any point of time. They shall have no contract of whatsoever nature with the institute. Their claims, if any of whatsoever nature shall lie with the agency.
- k) After the agency is selected, other terms and conditions will be discussed with it and if the same are agreed upon the parties will execute formal "Agreement".
- l) The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- m) All the cleaning activities should be entered in relevant log book/sheet for the inspection/perusal of the authorities, the expenditure on same shall be borne by the bidder.
- n) No file, paper, equipment, book of whatever should be removed from its place while cleaning. However if removal is necessary for the purpose of cleaning, the same should be kept back where it had been kept before the cleaning was started.
- o) The list of equipments and consumables is tentative and the contractor will be at liberty to add anything which helps to keep the place clean.
- p) The contractor is required to provide separate rates for the services needed by the institute in the price bid as per the detail given there. As per the status and need some services may not be required immediately by the institute the same will accordingly be put in abeyance for some time.
- q) The institute is not bound to give the contract to the lowest bidder if his credentials, documents, back ground and experience is not up to the mark and the standards required by the institute.
- r) *JKEDI believes in keeping the environment clean & transform the campus and its surroundings in green area, therefore the use of polythene is completely banned in the campus. No equipment, material, disposables are allowed in the campus which can directly or indirectly harm the environment around. The contractor will make all efforts to make the campus green under the guidance of the designated authority of the institute.*

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## **Annexure -I**

Details of the house keeping equipment with the firm for undertaking the job.

<u>Description</u>	<u>Quality</u>	<u>Quantity</u>
i. High Pressure Vaccums		
ii. Vacumm Sweepers		
iii. Scrubbers		
iv. Scrubber dries		
v. Sprays		
vi. Blowers		
vii. Ladders		
viii. Washing Machine		
ix. Vacuum Cleaner		
x. Dusters		
xi. Mops		
xii. Hard Brushes /Soft Brushes		
xiii. Steel and plastic buckets /mugs		
xiv. Towels		
xv. Plastic bags		
xvi. Hard brooms		
xvii. Soft brooms		
xviii. Old paint brushes		
xix. Telescopic Rod for cleaning cob webs		
xx. Floor Scrubbing Machine		
xxi. Aluminum folding ladders.		



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- xxii. Pressure pumps (Manual & Electric
- xxiii. Long ladders (folding type) for cleaning the building form outside

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- xxiv. Rubber wiper
- xxv. Steel Wire
- xxvi. Scrubber (Steel and Plastic)
- xxvii. Conventional mops
- xxviii. Any other equipment/ Implement  
Expected to be used for proper cleaning
- xxix. Any other item

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## DEPLOYMENT OF MANPOWER

### FOR PAMPORE:

S.No.	Category	For Main Administrative Building, Guidance & Counseling Cell, KIOSK, Centre for Business Development (CBD) (No. of Persons)	For Guesthouse (No. of Persons)	For Hostel Building (No. of Persons)
1	Supervisor			
2	Housekeepers			

### FOR JAMMU:

s.no	Category	For Main Building including PR&MCC Building, and adjoining Lawns & Roads (No. of Persons)	For Guest House and its Surroundings (No. of Persons)	For Residential Quarters & its Surrounding (No. of Persons)
1	Supervisor			
2	Housekeepers			
3.	Electrician			
4	Plumber			

### Note:

1. It is necessary on part of the contractor to have a full fledged plumber, electrician, for whole Jammu Campus.

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## PRICE BID

### For Pampore : Housekeeping

S.No	Description of work	Requirement	Rate(Rs.)/Month	Rate(Rs.)/Half year
1	Housekeeping /cleaning of Main Building which includes G&C Section, Centre for Business Development (CBD), Pump House, Electrical Sub-Stations, power House, water tanks, roads, foot Paths, water Bodies, VRV plant, Drains, Lawns, Guard rooms etc. including the cost of supply of all materials (consumables), equipments,	Full job as per the Details given in the Tender Document		
2	<b>GUEST HOUSE</b>  The rate shall include supply of all materials (consumables), equipment, implements tools, providing uniforms to housekeepers etc. required for proper completion of this work.	Do		
3	<b>Hostel Building</b>  The rate shall include supply of all materials (consumables), equipment, implements tools, providing uniforms to housekeepers etc. required for proper completion of this work.	DO		
	Total (1+2+3)			
	GST Taxes.....%			
	Total Amount inclusive of all taxes			

Amount (in Words) Rs.

Note: The prices quoted shall be covered with transparent tape.

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## For Jammu : Housekeeping

S.No	Description of work	Requirement	Rate(Rs.)/Month	Rate(Rs.)/Half Year
1	Housekeeping /cleaning of Main Building which includes PR &MCC building Electrical Sub-Stations, power House, water tanks, roads, foot Paths, water Bodies, VRV plant, Drains, Lawns, Guard rooms etc. including the cost of supply of all materials (consumables), equipments,	Full job as per the Details given in the Tender  Document		
2	<b>GUEST HOUSE</b>  The rate shall include supply of all materials (consumables), equipment, implements tools, providing uniforms to housekeepers etc. required for proper completion of this work.	Do		
3	<b>Residential Quarters</b>  The rate shall include supply of all materials (consumables), equipment, implements tools, providing uniforms to housekeepers etc. required for proper completion of this work.	DO		
	Total (1+2+3)			
	GST Taxes.....%			

Total Amount inclusive of all taxes

Amount (in Words) Rs.

Note: The prices quoted shall be covered with transparent tape.

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## For Jammu: Skilled/Semi-skilled:

S.No	Description of work	Requirement	Rate per person (Rs.)/ Month
1.	Semi-skilled person for maintenance of Lawns	As per requirement from time to time (Min 2)	
2.	Skilled person for maintenance of Electric Goods (Electrician)	As per requirement from time to time (Min 1)	
3.	Skilled person for maintenance of Sanitary Goods and other allied items (Plumber)	As per requirement from time to time (Min 1)	
Total (1-3)			
GST _____%			
Grand Total			

Amount (in Words) Rs.

Note:

1. The prices quoted shall be covered with transparent tape.

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## **BIDDER'S PROFILE**

### **General:**

1. Name of the Bidder/ firm \_\_\_\_\_

2. Name of the person submitting the Bid Mr. /Mrs./Ms.

\_\_\_\_\_

3. Address of the Bidder/firm.....  
.....  
.....

4. Address for correspondence:  
.....  
.....

5. Tel no. with STD code (O)..... (Fax)..... (R).....

6. Mobile no. ....

7. Registration & incorporation particulars of the firm: *(Tick whichever is applicable)*

- i) Proprietorship
- ii) Partnership
- iii) Private Limited
- iv) Public Limited

**Or**

v) Individual.

*(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law if applicable).*

8. Name of Bidder/Proprietor/Partners/Directors

.....  
.....  
.....  
.....

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9. Bidder's bank, its address and his current account number

.....  
.....

10. Bidder's PAN No. \_\_\_\_\_

11. Bidder's GST No. \_\_\_\_\_

12. Weather blacklisted by any Govt./ Semi Govt. Organization \_\_\_\_\_

I/We hereby declare that the information furnished above is true and correct.

Place: .....

Date: .....

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder



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## 10. Declaration of Eligibility

I, the undersigned (*Name and address of representative*)  
Representative of

(*Name and address of company*)

Declare that the following conditions are applicable to us;

1. We are registered.
2. We are not bankrupt or in the process of going bankrupt.
3. We have not been convicted for an offense concerning professional conduct.
4. We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
5. We have fulfilled obligations related to payment of taxes.
6. We are not guilty of serious misinterpretation in supplying information.
7. We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on tender committee).
8. We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
9. We do not employ personnel below the legal working age.
10. We provide basic social rights and fair working conditions to our employees.

WITNESSES

DECLARANT

(Signature)

(Signature)

(Location, date)

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