

PUBLIC HEALTH OFFICE

NO. PHO/F-HK-C/2015/

To,
M/s Shri Krupa Services Pvt. Ltd.
201/201A, Prestige Plaza-II,
Mumbai- Pune Road,
Akuride, Pune-411 035

Name of the work - Housekeeping work contract for Group- C
GROUP - C
Hostel No. 1, Hostel No. 2, Hostel No. 3, Hostel No. 4, Hostel No. 5,
Hostel No. 6, Hostel No. 7, Hostel No. 9, Hostel No. 15, Hostel No. 16,
Tansa House, SAC, Indoor Stadiums, New Gymkhana building & New
Swimming pool and Toilet blocks of Type - I Bldg No. 11

Ref:- Your commercial offer dated:- 8/5/15

Dear Sir,

This has reference to you offer for the above mentioned work.

- 1) Your offer for **Rs. 3,09,74,718.00 (Rs. Three Crore Nine lakhs Seventy Four thousand Seven hundred & eighteen only)** is here by accepted as per the rate mentioned in the schedule of work enclosed herewith.
- 2) The contract shall be for a period of 01 year.
- 3) The date of commencement of work will be from 1st June 2015 to 31st May 2016.
- 4) Security deposit @ 10% will be deducted from the bill and refunded after completion of period of 12 month and Income Tax @ 2.00% or as per time to time notification from Income Tax Department and any additional charges /taxes as levied by the authorities will be recovered from the bill as per the conditions of contract accepted by you.
- 5) The Security Deposit thus recovered will be refunded after completion of 12 month from the date of work completion, after the receipt of application from you, with provident fund paid yearly online statement of all workers and ESIC payment details of same period to that effect. If the application will not be received with in three years, the same will be credited to the Institute account and there after no claim will be entertained.
- 6) Agreement will be concluded as per normal procedure of the IIT Bombay for which you may contact the undersigned until the same is concluded, the quotation/tender submitted by you will be part and parcel of the contract.
- 7) Contractor will not be allowed to sublet the work to sub-contractor, if found said work will be terminated and you will be blacklisted with intimation to other Organization.
- 8) Contractor should work as per terms and conditions of tender documents of this office and this work order will be part and parcel of this contract.

- 9) The contractor shall follow the rules and regulations of the Contract Labour (Regulation & Abolition) Act 1970 and rules 1971.
- 10) The Contractor shall provide PF & ESIC facility to the labourers as provided in the PF & ESIC Act.
- 11) The Contractor shall follow the Minimum wages Act. and salary to the labourers disburse on or before 7th of every month.
- 12) The salary shall be paid in the form of A/C payee cheque or through ATM facility and disbursement should be made in the presence of PHO representative .
- 13) Every month salary register & Attendance Register shall be submit in PHO before release of payment for checking.
- 14) The contractor shall obtain required labour license from RLC (Central) within 15 days from the date of issue of work order. All returns as per rules shall be submitted to the RLC (Central) by the Contractor.
- 15) Contractor should keep the muster roll for each site and labourers should sign the muster of the contractor which will be verified by Public Health office Representative during the disbursement of salary.
- 16) The contractor should complete all work as per daily, weekly & monthly scope of work for all working days, Saturday, Sunday and Holidays during their contract period.
- 17) Any liability/Penalty arising from labour commissioner office/court or any other Govt.,Semi- Govt. office shall be deducted from bill/S. D./E.M.D. Amount of contractor.
- 18) A copy of the license shall be displayed permanently at the premises where the work is being carried out on the board which included the details of contractor, Rate of minimum wages, contact No. & addresses of labour commissioner office authority.
- 19) Workers engaged by contractor for complete work should attend the duty in uniform with his identity card. Contractor can obtain temporary identity cards for their workers from the security office of this Institute. Also contractor should submit list of workers those are working in the Institute with P.F. & ESIC No. to Public Health Office & Security Section. The workers those are don't have temporary identity card of IIT Bombay are not allowed Inside IIT Bombay campus and those who don't have ESIC card will be not allowed to perform their duties.
- 20) All safety & security rules, regulations and practices prevalent in the Institute should be strictly followed by the contractor and contractor labours.
- 21) Contractor should fill the form of P F & ESIC and get the PF number & ESIC card of all workers within 30 days of contract starting date. After one month workers those have not a ESIC card will be not permitted for the work.
- 22) The contractor should make necessary arrangement of welfare and health of their labours at his own cost.
- 23) The contractor shall be responsible for any injury or loss caused to his workmen. He shall obtain necessary insurance from approved insurance company and relieve IIT Bombay free from responsibilities/liabilities in this respect.
- 24) Service tax will be reimbursed to the contractor when the proof of payment made by the contractor to the respective department will be produced along with their C. A. recommendation letter.
- 25) The contractor shall submit bill in respect of the services rendered by him in triplicate on calendar month basis with daily weekly & monthly report in the prepared format duly signed by concerned representative, xerox copy of salary paid register, attendance sheet P.F., ESIC & Service tax paid challans with statement of all labours of same month.
- 26) The terms & conditions mentioned in the workmen's compensation act, industrial disputes act, minimum wages act, payment of bonus act, factories act, contract labour act etc. are to be followed scrupulously.
- 27) As per Bonus Act contractor is responsible for the payment of bonus during contract

period to the labourers those are working through your contract in IITB. IIT Bombay will not reimburse bonus amount to the contractor because this amount considered in the minimum wage calculations & rate analysis of this contract.

- 28) IIT reserves its rights to entertain complaints of labourers, to investigate into the matters and if labourers' claims are found to be correct, the said amount will be adjusted through RA bills/security deposit of the contractor and release the said payment to the labourer.
- 29) The contractor shall be held responsible for engagement, discharge and payment of persons engaged by him and completion of all work as per scope of work of this contract.
- 30) It will be the whole responsibility of the contractor to supervise the jobs carried out by your labours as per scope of work given by PHO.
- 31) The wage rates, holidays, hours of work and conditions of services of the workmen of the contractor shall be such as may be specified in this behalf by the chief labour commissioner (Central).
- 32) For the irregular /incomplete/unsatisfactory service, penalty of Rs. 5000/- per day shall be imposed on contractor and this amount will be deducted from contractors monthly payment.
- 33) In the event of failure to carryout the work assigned under the cleaning, sweeping & upkeeping contract to the satisfaction of IIT Bombay. The Institute reserves the right to get the work done through the alternate sources at the cost and risk of the contractor and same contract will be terminated and it may awarded to other contractor.
- 34) The contractor has to follow the Govt. labour Acts which are in force at present and introduced from time to time, such as Acts enforced by regional provident fund commissioner. Directorate of E.S.I.C. and enforcement officer of contract labour act, and all necessary arrangement for labour security insurance will have to be made by the contractors at his own cost including minimum wages declared by competent authority from time to time.
- 35) The contractor should produce the records i. e. labour license, proof of payment of wages, attendance register, service tax, P.F., ESIC etc. as and when demanded by the institute authorities.
- 36) The contractor shall indemnify against any actions, awards, proceeding, claims and demands that any be made against it due to any act negligence, default etc. made by the contractor or his workers during the contract period.
- 37) The Institute reserves the right to terminate the contract without advance termination notice of three months for noncompliance/ violation / contravention of any of the provisions of labour laws, non-implementation of court orders or orders from labour law authorities received time to time.
- 38) Reporting about the status of the job on a day to day basis shall have to be ensured by your personal to the concerned department or hostel and Public Health Office representative .
- 39) The working timings should be set to carry out various jobs from 7-00 am to 16-00 pm , 8 =00 am to 17 =00 pm , 1 =00 pm to 8 =00 pm and 3 =00 pm to 12=00 pm (8 hours and one hour lunch break) the working hours of laboures should not exceed eight hours in a day to complete given work as per scope of work and as per directions of PHO time to time.
- 40) Minimum wages rates are calculated on the basis of circular No. B- 27 (1) / 2014 Govt. of India, Ministry of labour and employment office of chief labour commissioner, New Delhi. Any increase or decrease in the basic pay, dearness allowance, P.F. and ESIC contribution will be paid by contractor to the labourer or concerned authority. Institute will reimburse difference of initial pay & increased pay in the Basic, D. A. ESIC & P. F after the submission of payment proof which is made to their workers during work contract period.
- 41) If the contractor wants to withdraw the contract before expiring date, due to their personal reason, at that time, the contractor should give written request at least three months in advance to the Superintending Engineer. After withdrawing contract, the EMD & Security deposit amount will not be refunded to the contractor.

- 42) The contractor shall submit weekly & monthly work schedule for the one month in advance before starting the new month to carry our work as per scope of work.
- 43) Work which is not attended by contractor as per scope of work, than amount of unattended work will be deducted from the monthly bill.
- 44) Water & electricity will be provided free of cost by the Institute for cleaning, sweeping & upkeeping work only & use of it should be economical. Also while cleaning with help of machine your staff should use electrical points which are given particular for cleaning machine purpose, If used other electrical points & damage taken place to that point than amount of it and Rs. 5000/- penalty will be recovered from your bill.
- 45) Contractor shall be responsible for the damage of every sort of the property of the Institute due to negligence of the agency and cost of all such damages will be recovered from the amount payable to the agency.
- 46) You should not engage laboureres below 18 year age and you should pay the wages to the laboureres as per the minimum wages act as per the circular issued by the Regional Labour Commissioner, Mumbai from time to time. If any accident taken place, you will be fully held responsible and for that you should give workman compensation, insurance/ group insurance/ ESIC scheme.
- 47) This contract is purely based on Sqm area basis and to carried out given areas daily, weekly & monthly housekeeping work for all working days Saturday, Sunday & Holidays as per scope of work, Contractor should engage sufficient number of required manpower. Contractor should not engage workers and supervisors less than figure of manpower given in **Annexure-I**. If daily engaged manpower is less than given numbers than cost of short workers & cost of incomplete work with penalty of Rs. 5000/- per day will be deducted from the monthly running bill (deduction rate per person will be Rs. 448.76 per day per person) . In the academic area department and Main building offices & departments labs, classrooms are closed during Saturday, Sunday & Holidays due to that this locked non attended area will be deducted from your bills, hence their is no binding on engagement of manpower as per given list on these days. Manpower deduction will be not done on Saturday, Sunday & Holidays in the academic area but contractor have to engage sufficient manpower during these days to complete work as per scope of work. Contractor have to engage more number of manpower when required other than given figure to complete all daily, weekly and monthly work as per scope of work.

Annexure-I.- Manpower details for Group C

Sr. No.	Housekeeping Groups	Minimum manpower for 1 st shift per day	Minimum manpower for 2 nd shift per day	Total Minimum manpower per day	No. of Supervisor per day
1	Group C	96	25	121	15 Nos.

- 48) The contractor should arrange numbers of cleaning machines, equipments, tools & disposable plastic & HDPE bags in good & working conditions as per list given in **Annexure-II** . Contractor should keep all these machines, equipments & tools permanently at the IIT Bombay site at given place on their own supervision & risk. If given quantity of machinery at site is not found working condition, then contractor have to make alternate arrangement of it. If contractor fails to do this then penalty Rs. 5000 .00 will be levied per day basis, till the alternative arrangement done for machines, tools & equipments.

Annexure-II . - List of machines, tools & equipments for Group- C

Sr. No.	Name of cleaning machines, equipments, tools	Minimum Number
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a)	Auto Floor scrubbing machines	02 Nos.
b)	Single disc floor scrubbing machine	06 No.
c)	High pressure cleaners	12 Nos.
d)	Wet & dry vacuum cleaners	06 Nos.
e)	Dry Vacuum cleaner (Back pack)	24 Nos.
f)	Glass cleaning kits	12 Nos.
g)	Various heights ladders	12 Nos.
h)	Telescope rods (for cobweb removal work)	12 Nos.
i)	Suitable length hose pipes	12 Nos.
J)	Plastic drums for garbage collection & storage	Required quantity
k)	Sign boards (at the time of cleaning activity)	Required quantity
l)	Dust collecting pans	Required quantity
m)	Hand gloves & mask	Required quantity
n)	Plastic buckets & mugs	Required quantity
o)	Rubber squeezes	Required quantity
p)	Aluminum casing scrubbing brush	Required quantity
q)	Toilet brush.	Required quantity
r)	Any other tools, equipments and machine required as per scope of work	Required quantity
s)	Floor sweeping & mopping ride on machines	1 Nos.
t)	Floor sweeping & mopping walk behind machines	2 Nos.

- 49) The Contractor should provide service with branded sanitary consumables as per minimum quantity as mentioned in the **Annexure – III**. Institute will not be responsible for any increase in the rates or tax on sanitary items. Due to misuse or excess use of sanitary materials, If additional quantity will required to complete the work then contractor should arrange the additional quantity of material at their own cost Institute will not provide any additional materials or cost of additional material. If contractor fails to do so than penalty of Rs. 5000 = 00 per day will be levied on contractor and this amount will be deducted from monthly running bills.

Annexure – III - List of sanitary material for Group- C (Hostel Area)

Sr. No.	Item	Brand per month	Quantity per month
1	Soft Broom	As per sample	300 Nos.
2	Hard Broom	As per sample	300 Nos.
3	Essay mop refill	Kleenal International	300 Nos.
4	Naphthalene ball	As Per Sample	50 Kg.
5	Domax – 2 in 1/Bosilo (conc.) (Oil Base)/Sac gel (conc.) - floor cleaner & disinfectant	Hindustan uniLever Ltd./Monochem Industry/ sparkal India	400 Lits
6	Glass cleaner -R3 (conc.)	Divercy lever	15 Lits
7	Floor cleaner-R7 (conc.)	Divercy lever	120 Lits
8	Floor cleaner – spiral Taski (conc.)	Divercy lever	100 Lits
9	liquid soap (conc.)	As per sample	200 Lits
10	Vim powder	Hindustan Lever Ltd.	75 Kg
11	Scotch Brite (large)	3 M product	300 Nos.
12	Glass duster	As per sample	300 Nos.
13	Floor duster	As per sample	200 Nos.
14	Air fresher (spray)	As per sample	50 Nos.
15	Sani cubes (packet of 12 Nos. sanicube)	As per sample	500 Nos.
16	Bleaching powder	Vikram Brand Grasim Industry	100 Kg
17	D-7 lift partition cleaner (conc.)	Divercy lever Ltd.	05 lits.
18	Dettol/ Fem Hand wash (Conc.)	Rockit Benckiser (I) Ltd./ fem care pharma Ltd.	400 Lits
19	Domex/Harpik-Toilet cleaner (conc.)	Hindustan Uniliver Ltd./Reckitt Benckiser (India) Ltd.	200 lits
20	ODO FRESH/Fresh Blosol odor controller & deep cleaners (conc.)	Rutu Bio systems/ Lemmens shardlow (India) Pvt. Ltd	50 lits
21	Disposable black colour garbage Bags (29"x 39")	As per sample	50 kg
22	HDPE white bags of size (48" x 36")	As per sample	200 Nos.
23	Dry mops	Kleenal International	25 Nos.

- 50) Contractor should bring the sanitary material to IITB as per minimum quantity mentioned in given list and show to Public Health Office Representative for the sign of them on challan and tax invoice before distribution. Signed challan , tax invoice and bill payment details produced with monthly running bill for bill process.
- 51) The Institute reserves the right to add new areas or remove any area from the given group after awarding the work contract. Rate of added area or removed area will be as per your quoted rates of contract .
- 52) In the calculation of per day man power cost includes Basic pay, D.A., PF, ESIC, Bonus, machine, tools, equipments, uniform, duster, hand gloves and mask. Therefore contractor should consider all these item and provide to workers engaged by them.
- 53) 26 January,15 August & 2nd October are paid holidays, contractor have to give paid holidays to workers those are working in their contract. Workers those who are performing duty on

- these they are entitle for double salary for that days only.
- 54) Daily, weekly & monthly reporting system will be changed to online system with help of Application software cell and contractor should follow this procedure and they have to make required manpower arrangement.
 - 55) The renewal of housekeeping contract to same agency may be done at end of every year, when contractor will submit the application to SE for extension of contract three months before the expiring date of contract and it bond on same prevailing work order rules, conditions & rates after evaluating the performance by Health Officer and the end users.
 - 56) In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

TERMS OF PAYMENT

1. No advance payment against ensuring Housekeeping bills will be made under any circumstances.
2. Monthly bill will be paid on the basis of sqm. area work completed as per scope of work . Amount of short manpower and sanitary material, incomplete work and penalty will be deducted from the total monthly bills.
3. Contractor should submit P.F. & ESIC contribution and online payment details statement of their workers for those are working in IITB through your Housekeeping contract.
4. The total security deposit equivalent to 10% of the bill will be deducted from monthly running bill.
5. Income tax, will be recovered at the prevailing rates from the bills payable to the contractor.
6. Wages of labourers shall be paid by A/c payee cheques or ATM through bank and necessary Bank statement & Xerox copy of attendance sheet & salary disbursement sheet of each laboures shall be produced to Public Health Office along with bill.
7. Contractor should submit service tax paid challan & letter of C.A. for work complete along with monthly bill and reimbursement of it will be made in the same month .
8. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

Your's Faithfully,

Superintending Engineer

Encl:- Schedule of work

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
POWAL, MUMBAI-400 076
SCHEDULE OF HOUSEKEEPING WORK FOR GROUP - C

Sr. No.	Description of Item	Area Sqm	Unit	Rate Per Month		Amount per Month	
				Rs.	Ps.	Rs.	Ps.
1	Daily sweeping & removal of mud, silt, unwanted material, paper & plastics from all Main Roads, footpath and slope inbetween footpath & storm water drain & small storm water drains along the main roads and collection & disposal of collected material at given location as per scope of work with manpower, required tools, equipments, machines and sanitary consumables etc. complete.	13672.87	Sqm.	5.64		77114.99	
2	Daily sweeping & removal of mud, silt, unwanted material, paper, plastics from building entrance roads, cycle stand, parking area walk way and open concrete area in front & at surrounding of buildings & disposal of these collected material at given location as per scope of work with manpower, required tools equipments, machines and sanitary consumables etc. complete.	24339.37	Sqm.	5.64		137274.05	
3	Daily sweeping & moping of floors , cleaning of furnitures & railings, removal of dust accumulated at scurting & window off-sets and collection, segregation & storage of paper, plastics , unwanted materials from corridors, Varandas, staircases, foyers, all offices, computer rooms, class rooms, laboratories, seminar halls, faculty rooms, lounges, waiting rooms, T. V. rooms and common areas as per scope of work with manpower, required tools, equipments, machines and sanitary consumables etc. complete.	47775.44	Sqm.	5.64		269453.48	
4	Daily three time (Morning, Afternoon & Evening) cleaning of toilet blocks floor , urinals, washbasins & W. C. pans, removal of waste material from nahani Trap, removal of chock up and collection of waste material, paper, plastics & unwanted material from Toilet blocks and disposal of it as per scope of work with manpower,required tools, equipments, machines & sanitary consumables etc. complete.	7915.89	Sqm.	5.64		44645.62	

5	Daily sweeping & moping of dinning halls , stores washing of tiled area, staircase, mid landing & stilt parking area of Guest House & canteens washing of floors & dadoes at kitchen and utensils washing area, and collection, segregation & storage of wet & dry garbage as per scope of work with manpower, required tools, equipments, machines and sanitary consumable etc. complete.	4700.74	Sqm.	5.64	26512.17
6	Weekly hard cleaning of toilet blocks floor, dadoes, door & window panels & glasses, mirrors, plumbing fixtures, hand rails, urinals, washbasins, W. C. pans, drains & nahani traps and cobweb removal work as per scope of work with manpower, required tools, equipments, machines & sanitary consumables etc. complete.	7915.89	Sqm.	5.64	44645.62
7	Weekly floor sweeping & moping, furniture cleaning, cobweb removal, fan cleaning, collection of paper, plastics & unwanted material, cleaning of door & window wooden panels & glasses inside the Hostels rooms and cleaning & collection of unwanted materials from window chajjaes as per scope of work with required tools equipments, machines & sanitary material consumables etc. complete	37021.16	Sqm.	5.64	208799.34
8	Monthly floor, scurting, dado, staircase scrubbing/ washing & moping from corridors, verandas, foyers, dinning hall, T.V. Room, computer room, offices, class rooms, laboratories, libraries, lounges, faculty rooms and common areas as per scope of work and direction of PHO Representative with manpower required tools, equipments, machines and sanitary consumables etc. complete.	25710.95	Sqm.	5.64	145009.76
9	Monthly cleaning, removal of mud silt & dry leaves & unwanted material and wild growth removal from plinth area and building surrounding storm water drains as per scope of work with manpower, required tools, equipments, machine and sanitary consumables etc. complete.	6016.83	Sqm.	5.64	33934.92
10	Monthly cleaning & wiping of Tube lights & fans from corridors, verandah, staircase, foyer, T.V. Rooms, lounges, offices,	3368 Nos.	Nos.	5.64	18995.52

	laboratories, libraries, class rooms, stores, dinning halls, faculty rooms and common areas as per scope of work with manpower, required tools, equipments, machines & sanitary consumables etc. complete. (1 unit = One fan & two tube lights)				
11	Monthly outside cobweb removal work of all walls, slabs, ceilings, chhajja, ducts, trusses, steel structure and odd areas of all buildings, cycle stands & parking areas as per scope of work with manpower, required tools, equipments, machines and sanitary consumable etc. complete.	54520.89	Sqm.	5.64	307497.82
12	Monthly cleaning of all building terraces , top roof of cycle stands & parking sheds and ducts as per scope of work with manpower, required tools equipments, machines and sanitary consumables etc. complete.	31836.18	Sqm.	5.64	179556.06
13	Monthly cleaning of vertical glasses , glass partitions & window glasses at all heights of all buildings as per scope of work with manpower, required tools, equipments, machines and sanitary consumables etc. complete.	4757.65	Sqm.	5.64	26833.15
14	Use of sanitary material as per list of sanitary materials with given quantity and company brands as per scope of work etc. complete.	129967.72	Sqm.	5.64	733017.94
15	Shifting of items, i. e. mattress, tables, chairs cotes, cupboards, other furnitures and collected unwanted materials from one place to another place inside & outside the Hostels and Departments in the campus as per directions of concerned departments/ Hostels representative as per scope of work with manpower, required tools, equipments, machines & vehicles etc complete.	7800 Nos.	Nos.	5.64	43992.00
Total amount per month					Rs.22,97,282.43
Add: Service Tax @ 12.36%					Rs. 2,83,944.11
Gross Amount per month					Rs. 25,81,226.54
Total Amount per year					Rs. 3,09,74,718.48

Say Total Amount

Rs.

3,09,74,718.00

In words per year (Rs Three Crore Nine Lakhs Seventy four Thousand Seven Hundred and Eighteen Only.)

Superintending Engineer
IIT Bombay, Powai
Mumbai-400076