

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBA**  
**PUBLIC HEALTH OFFICE**

**Draft Work Order**

NO. PHO/F-HK-D/2016/

**To,**  
**M/s. Sai Hospitality**  
**Sumangala complex,**  
**Navapur Road Boisar (west),**  
**Dist. Thane,**  
**Maharashtra 401501.**

**Name of the work - Housekeeping work contract for Group- D**

**GROUP D**

Hostel No. 8, Hostel No. 10 ( New), Hostel No. 11, Hostel No. 12, Hostel No. 13, Hostel No. 14, Cafeteria Toilet blocks its surrounding area cleaning work, Staff Hostel, Gulmohar building, Jalvihar Guest House, Vanvihar Guest House, Hospital (Old Bldg.), Hospital (New Bldg.), House to House garbage collection from Residential area and community hall, NCC, Garage and residential area road, SWD & Bldg., terrace cleaning work.

Ref:- Your offer dated:- 20/09/16

Dear Sir,

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

- 1) Your offer for **Rs. 3,11,23,668.00 (Rs. Three corer eleven lakh twenty three thousand six hundred sixty eight only)** is here by accepted as per the rate mentioned in the schedule of work enclosed herewith.
- 2) The contract shall be for the period of one year
- 3) The date of commencement of work will be from 1<sup>st</sup> October 2016 to 30<sup>st</sup> September 2017.
- 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 7<sup>th</sup> of every month.
- 12) The salary shall be paid in the form of A/C payee cheque and disbursement should be made in the presence of PHO representative .
- 13) Every month salary register & attendance register shall be submit in PHO for checking before release of payment.
- 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 who worked 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 , 11 =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)/2016- E.1 dated 6/4/2016.Govt. of India, Ministry of labour and employment office of Dy. chief labour commissioner, Mumbai. 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
- 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 & once in two month 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 befully 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 minimum requirement 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 themonthly running bill (deduction rate per person will be **Rs. 495.23** per day per person). Contractor have to engage more number of manpower when required other than given figure to complete all daily, weekly, monthly and once in two month work as per scope of work.

### **Annexure I - Manpower Details for Group -D**

<b>Sr. No.</b>	<b>Housekeeping Groups</b>	<b>Minimum manpower for per day</b>	<b>No. of Supervisor per day</b>
1	Group D	127 Nos	14 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 givenquantity 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 - D

Sr. No.	Name of cleaning machines, equipments, tools	Minimum Number
a)	Auto Floor scrubbing machines	02 Nos.
b)	Single disc floor scrubbing machine	04 No.
c)	High pressure cleaners	12 Nos.
d)	Wet & dry vacuum cleaners	04 Nos.
e)	Dry Vacuum cleaner (Back pack)	12 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, equipment and machine required as per scope of work	Required quantity

- 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

Sr.No.	Item	Brand per month	Quantity per month
1	Soft Broom	As per sample	300 Nos.
2	Hard Broom	As per sample	500 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.) /odo fresh (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	140 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	Sani cubes ( packet of 12 Nos. sanicube )	As per sample	500 Nos.
15	Bleaching powder	Vikram Brand Grasim Industry	116 Kg
16	D-7 lift partition cleaner (conc.)	Divercy lever Ltd.	05 lits.
17	Domex/Harpik-Toilet cleaner ( conc.)	Hindustan Uniliver Ltd./Reckitt Benckiser (India) Ltd	250 lits
18	Disposable black colour garbage Bags (29” x 39” )	As per sample	50 kg
19	HDPE white bags of size (48” x 36”)	As per sample	200 Nos.
20	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 produced with monthly running bill for bill process.

- 51) The Institute reserves the right to add new areas with rates finalized for the other area work or remove any area from the contract after awarding the work 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 & 2<sup>nd</sup> 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 and once in two month work 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 PHO 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.

**(DR. BHAGAWAN S. PATIL)**  
Public Health Officer

## **Scope of Work Group - D**

### **I- HOSTELS**

#### **DAILY CLEANING WORK**

1. Sweeping of front road entrance, cycle stand & parking area, removal of paper, plastics, from the area between the wings and around the hostel & removal of unwanted material from this location & dispose at given location before 10 . 00 a.m. every day.
2. Sweeping and moping of floor from lounge, T. V. Room, hall manager & warden office floor with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storage at given location as per direction of PHO representative.
4. Sweeping & moping with floor cleaner & disinfectant from all staircase, veranda & corridor floor once a day.
5. Two time cleaning of all toilet blocks floor, urinals, washbasin and W. C. pans with floor cleaner & disinfectant as per time schedule given by PHO representative.
6. Cleaning of nahani trap and removal of choke-up of bathroom, W.C. urinal and washbasin & chambers up to main chamber.
7. Cleaning of water cooler & its surrounding area.
8. Cleaning of chairs, tables & other furniture from lounge, T.V. room, computer room, hall manager & warden office with wet cloth.
9. Cleaning of all staircase & veranda/balcony railings with floor duster.
10. Sweeping & mopping of canteen front area and collection of paper, plastics from surrounding area.
11. Stop the entry of stray animals in the Hostel premises and cleaning of dirt made by them on floor with disinfectant.
12. Collection & segregation of wet & dry garbage from corridors and offices of hostels & storage of wet & dry garbage as per direction of PHO.
13. Cleaning of elevators from inside & front side partitions with glass duster and floor with floor cleaner.
14. Cleaning of entrance glass doors.

#### **MONTHLY CLEANING WORK**

1. Hard cleaning of all toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and Washbasin, piping, hand rails and cobweb removal with required sanitary materials, tools, equipment and machines.

2. Unwanted material collection from building surrounding up to the fence and disposal at given location.
3. Sweeping & moping of floor with disinfectant (As per dilution prescribed on material packing), cobweb removal, cleaning of furniture, window glass, door panels from inside & outside of all rooms in the presence of students.
4. Washing of all dustbins from the corridor with disinfectant and cleaning material.
5. Cleaning of gymkhana equipments & mirror.
6. Removal of cobweb from all wings at all heights in the corridor, staircase, varandas, foyer, T.V. room, lounge, offices, computer rooms, gymkhana room, TV room & open space etc.
7. Cleaning of elevators partitions from inside & outside by applying D-7 material.
8. Shifting of mattress, furniture (mattress, table, cotes, cupboard etc.) & collected unwanted materials within same hostel only as per instruction of warden & hall manager.

## **ONCE IN TWO MONTH CLEANING WORK**

1. All flooring to be scrubbed, washed & cleaned with required tools, equipments & machines & sanitary material as per dilution factors given on branded items & for Non branded items PHO will be advice the dilution and use.
2. Cleaning of storm water drains and removal of silt & waste material from it & disposal of it as per direction of PHO representative.
3. Removal of cobweb from all wings at all heights from outside the hostel building.
4. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
5. Cleaning of all glass panels with glass cleaner from inside & outside.
6. Parking, concrete walk ways & roads area to be cleaned with bleaching powder during rainy season.
7. Bldg. terraces, and roofs cleaning.

## **II- GULMOHAR ( CAFATERIA ) BUILDING DAILY CLEANING WORK**

1. Cleaning of entrance, front road & building surrounding and removal of mud silt, all types of waste material from these locations and disposal of collected material as per direction of PHO representative.
2. Sweeping & moping of floor with floor cleaner and disinfectant of all offices, corridors, common areas & staircase etc.

3. Two time cleaning of all toilet blocks floor, urinals, washbasin and W. C. pans with floor cleaner & disinfectant (dilution of material as prescribed on packing)) as per time schedule given by PHO representative.
4. Collection & segregation of dry & wet garbage from offices, corridors & common area dustbins and storage of it at given location.
5. Cleaning of staircase & corridor hand railing with wet & dry glass duster.
6. Cleaning of Notice Boards.
7. Removal of chock up from toilet, washbasin and cooler up to the main chamber.
8. Cleaning of toilet blocks floor, urinals, washbasins, W. C. pan at 3<sup>rd</sup> floor area with floor cleaner & disinfectant as per booking of various functions.
9. Cleaning of 3<sup>rd</sup> floor dining hall floor, cobweb removal and terrace cleaning of Gulmohar building as per booking of various functions.
10. Cleaning of elevator inside, partitions & front partition with glass duster & floor with spiral floor cleaner.

### **MONTHLY CLEANING WORK**

1. Hard Cleaning of all Toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and washbasins, piping, hand rails and cobweb removal with required tools, equipments, machines and sanitary materials.
2. Cleaning of elevator from inside & outside with D-7 material.
3. Cleaning of all dustbins from inside & outside with liquid cleaner & disinfectant.
4. Cobweb removal work from toilet blocks, corridor & staircase.

### **ONCE IN TWO MONTH CLEANING WORK**

1. Floor scrubbing work of corridors, common areas, staircase, banquet hall and offices with required tools, equipment, machines & floor cleaner.
2. Cobweb removal work from outside areas of all building.
3. Cleaning of door, window, partition glasses from inside and outside with glass cleaner & glass cleaning kits.
4. Collection & disposal of unwanted material, empty bottles & broken furniture's from surrounding of building.
5. Glass cleaning, steel structure & trusses dusting from inside and outside the building at all heights with tools, equipments and proper safety arrangement.
6. Parking, concrete walk ways & roads area to be cleaned with bleaching powder during rainy season.
7. Bldg. terraces, and roofs cleaning.
8. Cleaning & silt and wild growth removal from building plinth protection and storm water drains.

### **III -GUEST HOUSE (VAN VIHAR & JAL VIHAR)**

#### **DAILY CLEANING WORK**

1. Cleaning of entrance, cycle stand & parking area. collection of paper, plastics from the surrounding of building & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 10.00 a.m. every day and in the afternoon during function conference.
2. Three time sweeping & moping of floor with floor cleaner & disinfectant of bldg entrance, lobby, office, porche, ramp, atrium, terrace lobby, common area & staircases. Also during conference or any other function as per requirement till the end of function.
3. Cleaning of furnitures & removal of cobweb from above mentioned area.
4. Two time cleaning of all toilet blocks floor, urinals, washbasin and W. C. pans with floor cleaner & disinfectant (dilution of material as prescribed on packing)) as per time schedule given by PHO representative.
5. Collection & segregation of dry & wet garbage and storage as per instruction of PHO representative at given location. Morning & Afternoon and when function over on that day.
6. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.
7. Dusting of notice board, tables, chairs and benches from offices & classrooms.
8. Cleaning and removal of chock-up of toilets, W. C. urinal, washbasin and chambers up to the main chamber.
9. Cleaning of entrance glass doors.
10. Floor sweeping & moping with disinfectant (As per dilution proscribed on material packing) of conference rooms as per functions dates & time.

#### **MONTHLY CLEANING WORK**

1. Hard Cleaning of all Toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and washbasins, piping, hand rails and cobweb removal from inside and outside with required tools, equipments, machines and sanitary materials.
2. Collection of unwanted materials from building surrounding and disposal at given location.
3. Cleaning of elevator from inside with D-7 (as per dilution prescribed on material packing).
4. Cleaning of all dustbins from inside & outside with liquid detergent.
5. Chairs and carpet cleaning of all conference rooms with vacuum cleaner as per booking of various functions.

## **ONCE IN TWO MONTH CLEANING WORK**

1. Lobby, office, porch, ramp, atrium, adjacent outside area & ground floor to be scrubbed & cleaned with required tools equipment & machines and liquid floor cleaner as per dilution factors given on branded items and for non branded items & for non branded items PHO will be advice the dilution and use.
2. Fountain cleaning with floor cleaner along with surrounding area
3. Shifting & disposal of unwanted material & empty bottles after the permission from Guest House In- charge to given location by PHO representative.
4. Cobweb removal from outside the building.
5. Floor cleaning & cobweb removed work at all ducts.
6. Entrance cleaning with bleaching powder during rainy season only.
7. Bldg. terraces and roofs cleaning.
8. Cleaning & wiping of tube lights, fans & exhaust fans.

## **IV- Hospital ( New Bldg.)**

### **DAILY CLEANING WORK IN NEW HOSPITAL BLDG.**

1. Sweeping of front road entrance, cycle stand & Parking area, removal of paper, plastics, from the area around the hospital & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 9 = 00 a.m. every day.
2. Sweeping and moping of floor from all rooms, doctor room, operation theater, laboratories room, 'X' Ray room, general wards , special wards, isolation wards, PMC wards, nurses room labour rooms, offices with floor cleaner & disinfectant (dilution of material as per prescribed on packing).
3. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storage at given location as per direction of PHO representative.
4. Sweeping, moping with floor cleaner & disinfectant and removal of all type of waste & unwanted material from all staircase, veranda & corridor once a day.
5. Two time cleaning of all toilet blocks urinals, washbasins and W.C. pans with floor cleaner & disinfectant (20 ml cleaner in the 15 liter water) as per time schedule given by PHO.
6. Cleaning of nahani trap and removal of choke-up of bathroom, W.C. urinal and washbasin & chambers up to main chamber.
7. Cleaning of water cooler & its surrounding area .
8. Cleaning of chairs, tables & other furniture from Doctors room, staff room, computer room,

office with wet cloth.

9. Cleaning of all staircase & veranda/balcony railings with wet & dry floor duster.
10. Stop the entry of stray animals in hospital premises and cleaning of dirt made by them on floor with disinfectant.
11. Shifting of mattress, furniture ( mattress, table, cotes, cupboard etc.) & collected unwanted materials within the hospital only as per instructions of hospital representative.
12. Collection & segregation of wet & dry garbage from corridors, offices,pantry of hospital twice a day & storage of wet & dry garbage as per direction of PHO.
13. Cleaning of elevator from inside & front partitions.
14. Cleaning of entrance glass doors.

#### **V- DAILY CLEANING WORK OF HOSPITAL OLD BLDG.**

1. Sweeping of front road entrance, cycle stand & Parking area, removal of paper, plastics, from the area around the hospital & removal of mud, silt, all type of waste material and unwanted material from this location & dispose at given location before 10. 00 a.m. every day.
2. Collection & segregation of waste material from all dustbins in veranda/corridor twice a day and storage at given location as per direction of PHO Representative.

#### **MONTHLY CLEANING WORK OF OLD & NEW HOSPITAL BLDG.**

1. Hard cleaning of all toilet blocks floors, dado, glasses, door & window panels, mirror plumbing fixtures, W.C. pans, urinals and washbasin, piping, hand rails and cobweb removal with required sanitary materials, tools, equipment & machine.
2. Unwanted material collection from hospital building surrounding up to the fence and disposal at given location .
3. Washing of all dustbins from the corridor with disinfectant and cleaning material.
4. Removal of cobweb from inside the bldg. all floors, wings at all heights in the corridor, staircase, varandas, waiting room, offices, computer rooms, open space etc.
5. Cleaning of elevators partitions from inside & outside by applying D-7 material.

#### **ONCE IN TWO MONTH CLEANING WORK OF OLD & NEW HOSPITAL BLDG.**

1. Floors scrubbing/washing with required tools,equipments, machines & liquid floor cleaner as per dilution factors given on branded items & for Non branded items PHO will be advice the dilution and use.
2. Cleaning of storm water drains and removal of silt & waste material from it & dispose it as per direction of PHO representative.
3. Removal of cobweb from all floor at all heights from outside the hospital building.

4. Cleaning of plinth protection from building surrounding inside the compound and removal of wild growth from plinth protection.
5. Cleaning of all glass panels with glass cleaning agent from inside & outside.
6. Terrace & roof cleaning

**FOR HOSPITAL PANTRY**

**DAILY CLEANING WORK**

1. Sweeping, washing and moping of floor & dado with floor cleaner & disinfectant (as per dilution prescribed on packing) of cooking area four time a day after every service is over.
2. Cleaning of hand & utensil washing area twice a day.
3. Collection & segregation of waste food, wet garbage, dry garbage & vegetable cutting from pantry after every food service (4 times) & storage of it as per direction of PHO representative in the Hostel.
4. Sweeping and moping of floor with floor cleaner & disinfectant of store area once a day.

**ONCE IN TWO MONTH CLEANING WORK**

1. Cooking area floor and dado scrubbing/washing and moping with required tools,equipment, machines & liquid floor cleaner .
2. Cobweb removal from store pantry inside and outside from all heights.

**VI- House to House Garbage Collection and Area Roads Cleaning work**

**DAILY CLEANING**

1. Collection of paper, plastic and unwanted material from building surrounding and along the roads and storm water drains and disposal of collected solid waste as per direction of PHO.
2. Collection of segregated waste from house to house in two separate container and store separately in two closed containers properly at given location.
3. If mixed waste handover from residential area then segregation of mixed solid waste into the wet waste & dry waste. Also further segregation of dry waste in to the dry recyclable and dry non recyclable & keep both segregated dry waste in close containers as per instructions of PHO.
4. Collection of paper, plastics and unwanted materials from lake phase roads and remaining odd area of campus and disposal of collected waste as per instructions of PHO.
5. Daily sweeping & moping of floor at community hall, computer hub Bldgs.,NCC & garage.
6. Daily two time cleaning of toilet blocks of H-1BB, H-2 BB, Community halls, Garage & NCC bldg.



7. Daily paper, plastics and unwanted material collection & disposal from Gulmohar lawn.
8. Daily sweeping of staff canteen outside area and collection of paper, plastics and unwanted material from surrounding area.
9. Twice a day wet & dry garbage collection from staff canteen, community hall, garage & NCC and store as per instructions of PHO.
10. Daily sweeping of open paved area & entrance roads of community hall, Garage and NCC building.
11. Daily cleaning of garden equipment & collection garbage.
12. Daily Sweeping & mopping of pump room from Nilgiri, Shivalik, Satpura, Booster pump behind shopping centre, Hostel QIP (10A), 'Y' point & lake side gate.

### **WEEKLY CLEANING WORK**

1. Collection of paper, plastics & unwanted from all internal roads, cleaning of SWD along the road and sweeping of all roads and building entrances. Storage of collected dry leaves at given location.

### **MONTHLY CLEANING WORK**

1. Monthly hard cleaning of toilet block of H-1 BB, H- 2 BB, Guest house ,Community halls, Garage & NCC.
2. Internet Hub sweeping, mopping & cobweb removal work.

### **ONCE IN TWO MONTH CLEANING WORK**

1. Building terrace cleaning work & collection of unwanted material from terrace & disposal of it as per instructions of PHO.
2. Cobweb removal work of community halls, garage and NCC building from inside and outside the buildings.
3. Glass cleaning from community halls, Garage and NCC building.
4. Cleaning of plinth protection and SWD of all residential bldg. community halls, Garage and NCC building.
5. Duck cleaning of Nilgiri, Ananta, Shivalik, Satpura, Aravali, Type II B- 23 & 24, White House – 20.

**( DR. BHAGWAN S. PATIL )**  
Public Health Officer

**INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY**  
**POWAL, MUMBAI-400 076**  
**WORK SCHEDULE**

**2.1 SCHEDULE 1 – DAILY, WEEKLY & MONTHLY HOUSEKEEPING WORK FOR GROUP – D**

<b>Item No.</b>	<b>Description of Item</b>	<b>Area Sqm</b>	<b>Unit</b>	<b>Rate Per Month in Rs.</b>	<b>Amount in Rs.</b>
1.1	Daily sweeping & removal of mud, silt, unwanted material, paper & plastics from all Main Roads, footpath and slope in between 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.	8668.92	Sqm	30.00	260067.6
1.2	Daily sweeping & removal of mud, silt, paper, plastics from building entrance roads, cycle stand, parking area walk way and 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.	30249.56	Sqm	19.50	589866.42
1.3	Daily sweeping & moping of floors, cleaning of furnitures & railings, removal of dust accumulated at scurting off- sets and collection, segregation & storage of paper, plastics , unwanted materials from corridors, Varandas, staircases, foyers, all offices, computer 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.	43316.17	Sqm	2.00	86632.34

Item No.	Description of Item	Area Sqm	Unit	Rate Per Month in Rs.	Amount in Rs.
1.4	Daily twice a day ( Morning & 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.	8947.29	Sqm	53.00	474206.37
1.5	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.	438.49	Sqm	1.00	438.49
1.6	Monthly 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.	8947.29	Sqm	23.00	205787.67
1.7	Monthly floor sweeping & moping, furniture cleaning, cobweb removal, collection of paper, plastics & unwanted material, cleaning of door & window wooden panels & glasses inside the <b>Hostels rooms</b> and cleaning & collection of unwanted materials from window chajjaes as per scope of work with required tools equipments, machines & sanitary material consumables etc. complete	28616.83	Sqm	1.00	28616.83
1.8	Use of sanitary material as per list of sanitary materials with given quantity and company brands as per scope of work etc. complete.	289090.68	Sqm	1.00	289090.68

<b>Item No.</b>	<b>Description of Item</b>	<b>Area Sqm</b>	<b>Unit</b>	<b>Rate per Month in Rs.</b>	<b>Amount in Rs.</b>
1.9	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.	3200	Nos	1.00	3200
1.10	Daily three time sweeping & moping of floors and one time, cleaning of furnitures & railings, removal of dust accumulated at scurting & window off-sets and collected segregation & storage of paper, plastics, unwanted materials collected from lobby, porch, offices, Atrium, corridors, staircase & common areas at <b>Van vihar and Jalvihar Guest house buildings</b> as per scope of work with manpower, required tools, equipments, machines and sanitary consumables etc complete.	2439.71	Sqm	25.00	60992.75
1.11	Daily collection, segregation, transportation & storage at given location of house to house garbage from residential area, collection of paper plastics & unwanted material from buildings surrounding & along the roads as per scope of work with required manpower, tools, equipments, machines & vehicle etc.	103090.88	Sqm	1.00	103090.88
1.12	Weekly cleaning & sweeping of internal roads & storm water drain in residential area as per scope of work with manpower, required tools equipments, machines and sanitary consumables etc. complete.	43222.96	Sqm	1.00	43222.96
<b>Total amount per month</b>					<b>21,45,212.99</b>
<b>Total Amount per year</b>					<b>2,57,42,555.88</b>
<b>Say Total Amount</b>					<b>2,57,42,556.00</b>
<b>In words per year (Rs. Two corer fifty seven lakh forty two thousand five hundred fifty six only</b>					

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**2.2 SCHEDULE 2 – ONCE IN TWO MONTH HOUSEKEEPING WORK FOR GROUP – D**

<b>Item No.</b>	<b>Description of Item</b>	<b>Area Sqm</b>	<b>Unit</b>	<b>Rate for one time work in Rs.</b>	<b>Amount in Rs.</b>
2.1	Once in two month floor, scurting, dado, staircase <b>scrubbing/ washing</b> & moping from corridors, verandas, foyers, dinning hall, T.V. Room, computer room, offices, lounges and common areas as per scope of work and direction of PHO Representative with manpower required tools, equipments, machines and sanitary consumables etc. complete.	40054.15	Sqm	2.80	112151.62
2.2	Once in two month cleaning, removal of mud silt & dry leaves & unwanted material and wild growth removal from <b>plinth area</b> and building surrounding storm water drains as per scope of work with manpower, required tools, equipments, machine and sanitary consumables etc. complete.	15216.26	Sqm	1.90	28910.89
2.3	Once in two month <b>outside cobweb</b> 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.	49794.81	Sqm	0.28	13942.55
2.4	Once in two month cleaning of all building <b>terraces</b> , 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.	55417.62	Sqm	1.00	55417.62

<b>Item No.</b>	<b>Description of Item</b>	<b>Area Sqm</b>	<b>Unit</b>	<b>Rate for one time work in Rs.</b>	<b>Amount in Rs.</b>
2.5	Once in two month cleaning of vertical <b>glasses</b> , 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.	7677.94	Sqm	1.28	9827.76
<b>Total amount per two month</b>					<b>2,20,250.44</b>
<b>Total Amount per year</b>					<b>13,21,502.64</b>
<b>Say Total Amount</b>					<b>13,21,503.00</b>
<b>In words per year (Rs. Thirteen lakh twenty one thousand five hundred three only)</b>					

### **Final Amount Details**

<b>Sr. No.</b>	<b>Commercial details</b>	<b>Amount in Rs.</b>
1	Amount of schedule -1 per year	<b>2,57,42,556.00</b>
2	Amount of schedule -2 per year	<b>13,21,503.00</b>
3	Total Amount of 1 & 2	<b>2,70,64,059.00</b>
4	Service tax 15% on total of schedule 1& 2	<b>40,59,608.85</b>
5	Total Amount per year including 15% service tax	<b>3,11,23,667.85</b>
6	Say Total Amount per year	<b>3,11,23,668.00</b>
<b>In word per year :- Three corer eleven lakh twenty three thousand six hundred sixty eight only)</b>		

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Public Health Officer

