

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA

Tender to be deposited by 4.00 PM on 25 Nov 2020.

TENDER FOR HOUSE KEEPING SERVICES

1. Sealed quotations are hereby invited from registered & approved agencies for providing Housekeeping services in Army Institute of Education and Army Institute of Education, Greater Noida Campus. Prescribed tender forms can be downloaded from website of Army Institute of Management & Technology, Greater Noida (aimt.ac.in). Tender form duly completed in all respects must be sent by post or by hand to reach this office on or before 25 Nov 2020 up to 4.00 PM. The Tender will be accompanied by a Bank Draft of Rs 1000/- as Tender Fee (Non refundable) and Rs 10,000/- as earnest money in favour of Army Institute of Management & Technology, Greater Noida. Tender form without DD will be rejected. The tenders will be opened at Army Institute of Management & Technology, Greater Noida. Date & time of tender opening will be intimated in AIMT website. The contract will be awarded initially for one year. However, it may be extended further every year on satisfactory performance by the Agency on same negotiated terms and conditions.

General Terms and Conditions

2. Terms and conditions remaining same, preference will be given to agencies run by -ex-servicemen. The necessary proof in this regard must be enclosed. However, housekeeping employees need not be ex-servicemen.

3. **REQUIREMENT OF MANPOWER**

S. NO.	HOUSEKEEPING STAFF	AIMT	AIE	GENDER	SCOPE OF WORK/AREA
1.	SUPERVISOR	01	01	M	Respective Campus area as per mutual distribution
2.	UNSKILLED WORKER (INDOOR)	04	02	M	Guest Rooms, Hostel, Academic Block, Facility Block, MI Room and Power House
3.	UNSKILLED WORKER (INDOOR)	02	02	F	Guest Rooms, Hostel, Academic Block.
4.	UNSKILLED WORKER (OUTDOOR)	04	03	M	Respective Campus area as per mutual distribution
TOTAL		11	08		

Note: The Contracts for AIMT and AIE will run simultaneously but the Allotment of Work and Payment for the same will be Independent of each other except on Common areas as specified by Management in the Contract. The Bills for both the Institutes will be raised separately except for the common areas as specified by the Management in the Contract.

4. SCOPE OF WORK

S. NO.	SPECIFIED AREA	SCOPE OF WORK	FREQUENCY OF DUTY	OF	DUTY HOURS
1.	Guest Rooms, Hostel, Academic Block, Facility Block, MI Room, Power House corridors / common area of resident block and common washrooms.	Dusting, Sweeping, Mopping, Cleaning and wiping of floors, vacuum cleaning of furniture, fixtures, partitions, walls, ceiling, curtains, venation blinds, removal of Wastes from dustbin and keeping it properly as directed, Removal of Cob-webs, dusting and wiping the windows and their glass pane, doors and polishing their handles, Cleaning of Telephone Instruments, Fax Machines, Computers, spraying disinfectant, Room Freshener, Locating and Removing Dead Rats/Cat etc., removal of garbage and waste papers on daily basis from the premises	Daily		Between 7.00AM to 4.00 PM Lunch : 1.30 PM to 2.00 PM
2.	-do-	Washing and Scrubbing the floor of the entire office premises with soap water and drying it by using the machines/tools for floor polishing/cleaning.	Weekly. Saturday	Every	Between 7.00AM to 4.00 PM Lunch : 1.30 PM to 2.00 PM
3.	Bathrooms/Toilets	Dusting, Sweeping, Mopping, Cleaning, Polishing, Wiping and Removal of Cow-webs, wastes, dusting and wiping windows, glass pain, China Clay Sanitary Fittings, Mirrors and doors, Polishing door handles, metal sanitary fittings, washing and cleaning and wiping the wall tiles and floor with Soap / Harpic / Colin / Acid and providing Urinal Phenyl Cubes and Liquid Soap as per requirement.	Daily		Between 7.00AM to 4.00 PM Lunch : 1.30 PM to 2.00 PM
4.	Campus Outdoors	Sweeping, Gathering Dry and Wet waste from designated places, Depositing in the Campus Dry and Wet Waste Bins at designated places,			
5.	Pest Control	Conduct Comprehensive Pest Control treatment for preventive and seasonal prophylactic actions.	Annual/Seasonal/SOS		As per program

Note: Supervisor and the Workers will be deployed for all Seven (07) days of the week as per Roster of Employment submitted as part of the Contract. The second party will be responsible for managing the weekly off to the workers under their own arrangement as per prevailing laws on the subject.

5. Earnest money deposit must be attached in the form of demand draft/pay order/FDR for Rs 10,000 /- Drawn in favour of the Army Institute of Management & Technology, Greater Noida.

PERFORMANCE GUARANTEE DEPOSIT

6. A sum of Rs 50,000/- (fifty thousand only) will be deposited by the contractor as **Performance Guarantee** within 30 days of award of the contract. It shall be valid for 15 months from the date of award of the contract. It shall be forfeited in event of negligence, non-performance or persistent deficiency of service in contravention to the Terms and Conditions of the Contract.
7. Tender form should be clearly filled in ink legibly or typed free from erasing cutting, alteration unless attested by the tenderer shall disqualify the tender. The number, rates and amount tendered must be in figures as well as in words. Each page of the tender must be signed with seal of the agency.
8. Attested copies of Registration Number of the firm, Licence Number under contract labour Act, Provident fund Account Number, ESI Number of Delhi/Noida/Greater Noida shall be enclosed.
9. Performance certificate issued by the concerned organization where such types of works/jobs have been performed should be attached.
10. The Institute reserves the right to cancel/reject full or any part of the tender in which the tenderer do not fulfil the conditions stipulated in the matter. Any act on part of the tenderer to influence any body in the Institute is liable to rejection of the tender.
11. Tenderer should take care that rates and amount are written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender for rejection.
12. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No enquiry verbal or written shall be entertained in respect of acceptance / rejection of the tender
13. The contractor shall provide a non judicial stamp paper of Rs 50/- for preparing a contract agreement.
14. In the event of any breach/violation of conditions of the contract, the said security money would be forfeited by the Institute.
15. That the contractor shall comply with all legal requirements for obtaining licence under contract labour Act 1970, as amended / updated from time to time.
16. PAN Number and latest income tax clearance certificate should be attached. The agency must be registered with Good & Service tax (GST) department.
17. The sealed envelope must have name of participating agency and tender for House Keeping services must be mentioned overleaf.
18. GST / Income tax will be deducted from each bill before payment, as per the rules.
19. The antecedents of the agency and the staff deployed will be got verified by the Police authority.
20. The contractor shall abide the provisions of minimum wages act 1948 and contract labour act 1970 and other labour laws applicable to him, as amended / updated from time to time.

21. That the agency shall also be responsible to provide all the benefits viz Bonus, PF, ESI, Gratuity etc to eligible employees. Details of PAN/ Aadhar card of the house keeping staff and Covid free certificate is to be submitted on contract conclusion.

22. Every worker appointed by the contractor shall wear prescribed uniform and badges bearing his name and designation, while on duty. Uniform and badges, arches, buttons and whistle will be arranged by the contractor at his own cost.

23. That the agency staff shall work under overall directions of the respective Registrars/Estate Supervisors of AIMT and AIE respectively. That the agency staff shall be available all times at place of duty as per roster and they shall not leave their place of duty without prior permission of respective Estate Supervisors.

24. That the agency shall be responsible to provide immediate replacement to take place of any worker who is not available for duty at the place of posting. In case additional staff is required other than part of this contract min 05 days of information has to be given to the agency.

25. In event of deficiency of service in terms of lower number of workers deployed for duty (for a period of minimum 02 days and maximum 07 days consecutively) in contravention to those specified in the contract, the respective Institutes shall be at liberty to hire workers at market cost and the cost of such hiring shall be deducted from the monthly bill of the contractor. Due written notice in case of default shall be served upon the contractor notifying him the default and cost of making good the damages at his own risk.

26. That the respective Institutes shall have the right to ask for removal of any person of the agency, who is not considered to be competent and orderly in the discharging of his duty.


28. That agency staff shall carry out other duties of similar nature as are entrusted to them from time to time

29. That the agency shall not engage any sub contractor or transfer the contract to any other person.

30. Cleaning Implements and Disposable Chemicals/Detergents shall be provisioned and made available by the respective Institutes to the Agency Supervisor for each Institute through the Estate Supervisor. Agency Supervisor shall be responsible for safe keeping and accounting of the stores issued to him and Estate Supervisor shall be at liberty to inspect and control the storage, safety and judicious use of the same. An Expenditure State shall be put up every fortnight to the Registrars of the respective Institutes through the Estate Supervisors.

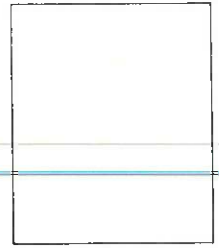
31. All covid norms and precautions are to be followed is Covid free certificate is to be produced if necessary for verifying status.

Date: 05 Nov 20


(Rajendra Pandey)
Colonel (Retd)
Registrar

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY,
GREATER NOIDA

TENDER FORM



1. Last date for depositing Tender Form
On 25 Nov 2020 up to 4.00 PM at
Army Institute of Management & Technology,
Plot No M-1, Pocket P-5, Greater Noida (U.P.)

2. Name, Address of Firm/ Agency and Telephone Number.

3. Name, Designation, Address and Telephone Number of Authorised person of Firm/ Agency to deal with _____

4. Please specify as to whether tender is a sole proprietor/ partnership firm incase partnership firm . Address and Telephone Number of Director/ Partners should be specified.
(a) _____ (b) _____
(c) _____ (d) _____

5. PAN No of Income Tax Deptt & Clearance Certificate _____

6. Provident Fund Account No _____

7. ESI No _____

8. Licence No under contract Labour (R&A) Act _____

9. Service Tax Registration No _____

10. Details of Earnest Money deposited: -
(a) Amount: Rs _____ Rs _____ in words

(b) Bank Draft/ Pay Order/ FDR No _____
(c) Date of issue of DD/PO/FDR _____
(d) Name of issuing authority _____

11. Details of experience with regard to running of House Keeping Services (with full details of agency to whom such contracts awarded). Copies of the satisfactory reports should be attached. In case number of agencies, are more then separate sheet may be used for indicating experience etc...

12 I, Shri _____ S/O, W/O, Shri _____
 _____ Resident of (local Address solemnly state that I
 have not so far been black listed by any of the Institution / Offices in which I have worked / run shops.

13. Declaration by the Contractor:-

“This is to certify that I/We before signing the tender have read and fully understood all the terms and conditions contained herein and quote the rates as under :-

(a) Rate Supervisor per day : Rs _____
(Including all Taxes / EPF/ESI and all charges)

(Rupees in words _____
 _____)

(b) Rate Per Safai karamcharis per day : Rs _____
(Gents) (Including all Taxes / EPF/ESI and all charges)

(Rupees in words _____
 _____)

(c) Rate per Safai karamcharis per day : Rs _____
(Ladies) (Including all Taxes / EPF/ESI and all charges)

(Rupees in words _____
 _____)

(Signature of tenderer)

NAME: _____

DESIGNATION: _____

ADDRESS: _____

TELEPHONE NO (O): _____ (R) _____

Mobile No _____

Dated : _____