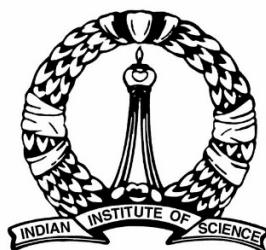


**TENDER FOR
PROVIDING HOUSEKEEPING SERVICES
At various Departments/Centres/Units at IISc**

Tender No. R (CMC) HKS/2019-01 Dated 13/11/2019

(<https://www.iisc.ac.in/business-with-iisc/tenders/>)



**CONTRACT MANAGEMENT CELL
Indian Institute of Science
Bangalore-560012**

**INDIAN INSTITUTE OF SCIENCE
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SCHEDULE OF EVENTS

Schedule A

Tender No.	R (CMC) HKS/2019-01 Dated 13/11/2019
Pre-bid Clarification	28/11/2019 - 3.00 p.m.
Last date for receipt of bids	30/12/2019 - 3.00 p.m.
Validity of bid:	90 days from the date of Opening of tenders
Tender Fee (non-refundable)	Nil
Earnest Money Deposit	Rs. 2,50,000/- (Rupees Two Lakhs fifty thousand only) In the form of a Demand Draft in favour of THE REGISTRAR, Indian Institute of Science, Bangalore payable at BANGALORE
Date & Time for opening of Technical Bid:	30/12/2019 - 4. 00 p.m.
Place of opening the bids:	Contract Management Cell, Indian Institute of Science, Bangalore-560 012, Phone No 080-22932500 Email: cmc.unit3@iisc.ac.in
Date & Time for opening of COMMERCIAL Bids	TO BE ANNOUNCED LATER
Contract Commencement Date:	01st Feb 2020 (Tentative)
Contract Duration:	3 years (Three Years) (renewable annually after performance review)
Performance Security Deposit	10% of the annual contract value
FINANCIAL Turn-over of Bidders	Rs. 5,00,00,000/- (Rupees Five Crores) per annum for the last 3 FINANCIAL years.

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TENDER NOTICE

1. Sealed tenders are invited under **Two Bid System** i.e. Technical Bid and Commercial Bid in separate covers from reputed, experienced and Financially sound Companies /Firms / Agencies/Contractors for

**Providing Housekeeping Services to various
Departments/centres/units at the Indian Institute
of Science (IISc) Bangalore-12 specified in Job
Specification (Annexure I).**

2. The tender documents can be downloaded from the website:

<https://www.iisc.ac.in/business-with-iisc/tenders/>

3. Interested Companies/ Firms/ Agencies may put bid document, complete in all respects along with Earnest Money Deposit (EMD) and other requisite documents, in the Tender Box kept in the Contract Management Cell, Indian Institute of Science, Bangalore-12, on or before the deadline indicated in Schedule A.

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GENERAL DEFINITIONS

- 1 IISc., or Institute means, The Indian Institute of Science, Bangalore
- 2 “Director” means, The Director of IISc or his authorized representative.
- 3 “Registrar” means The Registrar of IISc or his authorized representative.
- 4 ‘Areas’ means areas specified in this tender in general and any other areas specified by the Registrar/Officer-in-charge.
- 5 The selected agency/service provider/contractor means the successful bidder.

ESSENTIAL REQUIREMENTS OF THE BIDDER
COMPANY / FIRM / AGENCY

The bidder should fulfill the following technical specifications:

1. The bidder/ Company / Firm / Agency should be registered with the appropriate registration authority (Labour commissioner etc.).
2. The bidder /Company / Firm / Agency should have at least three years of experience in providing similar services to Public Sector Companies / Banks / Government Departments / Research Organizations / Reputed Private Sector Companies.
3. The bidder /Company / Firm / Agency should be registered with Income Tax and GST departments;
4. The bidder /Company / Firm / Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts.
5. Either the Registered Office or one of the Branch Office of the bidder should be located in Bangalore.
6. The bidder /Company / Firm / Agency should have its own Bank Account;
7. The bidder /Company/Firm/Agency should have a minimum FINANCIAL turnover during the last three years as specified in Schedule A.

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GENERAL INSTRUCTIONS FOR BIDDERS

1. The bids are invited under **two bid system i.e. Technical Bid and Commercial Bid in separate sealed covers, superscribed respectively as “Technical Bid” and “Commercial Bid” along with the Tender No. as given in Schedule A.** Both sealed envelopes should be put in another sealed envelope superscribed as **“Tender for providing Housekeeping Services at IISc, Bangalore-12”**.
2. The bidder shall quote the technical & Commercial bids as per the format enclosed as Annexure II and III.
3. The bidder is required to enclose photocopies of the necessary documents as listed in Annexure IV
4. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) as stated in Schedule A.
5. The proof of the annual turn-over for the previous years in the form of audited balance sheet or statement of accounts shall be provided, failing which the tender is liable to be rejected.
6. The bidder should include the list of firms/institutions where they have provided similar services in the last 2-3 years, along with name, phone and fax number of the contact person there, so that references for their services can be obtained, if required.
7. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Commercial Bid Form. In such cases, the tender is liable to be rejected.** Cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the bid.
8. The envelope containing Technical Bid shall be opened first on the scheduled date and time as given in Schedule A in the presence of the representatives of the Companies, Firms / Agencies, who wish to be present on the spot at that time.
9. Technical Bids will be evaluated by a committee. The technical evaluation will include checking the financial turn-overs, registration certificates, legal, financial, statutory, taxation and other associated compliance of existing contracts. The committee will evaluate the performance of the agency in their existing contracts which may include obtaining references and/or visiting the work site, and the quality of service provided by them.

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10. Commercial bids of technically qualified, eligible bidders meeting all the requisite criteria shall be opened on a date & place (to be notified later) in the presence of short listed bidders or their authorized representatives.
11. The eligibility criteria has been relaxed for the start-ups recognised by DIPP as mentioned below

Tender Details	Relaxation for Startups recognised by DIPP
1. Housekeeping tender for departments	Experience relaxed by 1 year Turnover is relaxed by 2 crore Earnest Money Deposit is waived
2. Centralized Housekeeping Services	Experience relaxed by 1 year Turnover is relaxed by 1 crore Earnest Money Deposit is waived
3. Cooking and cleaning services at student messes	No relaxation. Earnest Money Deposit is waived

- 6 IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director of IISc, in this regard shall be final and binding on all.
- 7 Govt of India, MSME guidelines will be followed in case of Earnest Money deposit waiver.

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TERMS AND CONDITIONS

General

1. Bids submitted after the deadline shall not be accepted under any circumstances whatsoever.
2. Any conditional bid is liable to be rejected.
3. Bids not following the two-cover format, or including price information in the technical bid shall be rejected.
4. The Earnest Money Deposit (EMD) , refundable (without interest), should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft / Pay Order from any of the Scheduled bank drawn in favour of The Registrar, IISc payable at Bangalore valid for a period of 90 days. Offers not accompanied by EMD of the requisite amount or without proper validity will be summarily rejected.
5. The Earnest Money will be forfeited if the bidder rescinds from the offer.
6. Bids offering rates which are lower than the minimum wages for the pertinent category, would be rejected.
7. The contract is for the duration specified in Schedule A. The contract will be reviewed yearly, and upon satisfactory performance, will be extended for 1 year at a time, until the duration of the contract.
8. The contract may be extended, on same terms and conditions, for further periods, subject to a maximum of 1 year beyond the contract term specified in Schedule A.
9. The selected agency is required to execute an agreement within 15 days of the award of the work.
10. The scope of the contract can be extended to additional building/space occupied by the department/centre/unit, with a proportional increase in contract value, as mutually agreed upon, and approved by the competent authority of IISc.
11. The contract may be terminated before the contract period owing to deficiency in service or substandard quality of the service provided by the selected Company / Firm /Agency. Further, IISc reserves the right to terminate this contract at any time after giving two months notice to the successful bidder.

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12. The selected agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of IISc.
13. The agency will be bound by the details furnished by him / her to IISc, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
14. The selected agency shall furnish a Performance Security Deposit in the form of a bank guarantee in Scheduled / Nationalized bank, as specified in the Schedule A at the time of placing the work order within 15 days of the receipt of the formal order. The performance security will be furnished in the form of the Bank Guarantee/Demand Draft drawn in favour of The Registrar, IISc, Bangalore-12 payable at Bangalore. The performance security should remain valid for a period of 3 years 6 months. The performance security will be returned on termination of the contract and completion of all the contractual obligations of the successful bidder.
15. The agency shall ensure that the manpower deployed in IISc, are physically fit, well trained and are preferably in the age group of 22-55 years.
16. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed at IISc, before the commencement of work:
 - (i) List of Manpower short listed by agency for deployment at IISc, containing full details i.e. date of birth, marital status, address etc;
 - (ii) Bio-data of the persons.
 - (iii) Character certificate from a Gazetted officer of the Central / State Government.
 - (iv) Certificate of verification of antecedents of persons by local police authority (PCC Certificate)
17. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the selected agency will be liable to take appropriate disciplinary action against such persons, including their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.
18. The selected agency shall provide identity cards to the personnel deployed at IISc carrying the photograph of the personnel and personal information such as name, date of birth, age and identification mark etc.

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19. The selected agency shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed at the Institute.
 20. The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.
 21. The selected agency shall designate a coordinator, out of the deployed personnel, who would be responsible for immediate interaction with the Contract Management Cell at the Institute, so that the services of the persons deployed by the agency could be availed without any disruption.
 22. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons.
 23. It will be the responsibility of the contractor to meet transportation, food, medical and any other requirement of contractor's manpower for carrying out the contract work. IISc will have no liability in this regard at any stage.
 24. The selected agency undertakes to comply with all statutes, rules, regulations, and bylaws, during the entire period of this contract.
 25. IISc reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The Director, IISc is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all.
 26. Biometric recording of attendance has to be provided by the Agency with the server. Biometric report access and report to be provided to CMC on daily basis.
 27. Discrepancy in payment in the bills has to be notified to IISc within 60 days from the date of submission of bill to IISc or 60 days from the corresponding month the bill is claimed.
 28. In the event of tie between the Bidders during selection, it is at the liberty of the institute to award contracts to one or multiple agencies/contractors.
 29. Govt of India MSME guidelines will be followed in case of Earnest Money deposit waiver.
 30. All Staff working under the contractor in IISc are to be rotated/changed once in one/two years in a periodical manner and it is the duty of the contractor to enforce the same.

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SAFETY

- 1) The Agency shall follow safety procedures in all respects.
- 2) The Agency will adhere to safe working practices and will take all safety measures necessary for safety of his employees. The agency will remain responsible for the safety of the engaged staff. The agency should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- 3) All necessary Personal Safety Equipment's as considered adequate shall be made available by the Agency for use by personnel employed on the site and maintained in a condition suitable for immediate use. Agency shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on Fire Safety norms and proper operation of Electrical gadgets/instruments & Firefighting equipment etc. placed at the disposal of respective dept. The Agency shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability / responsibility in case of any Fire Accident or any other accident causing injury/death to mess workers /inmates or any of his staff shall be that of the Agency. The Institute shall not be responsible for such cases by any means.
- 4) The safety committee of the institute or any such authority assigned with the responsibilities of safety, may inspect the premises and suggest safety mechanism to be followed by the contractor. This instructions are binding on the agency and any non compliance may lead to cancellation of contract.

CONTRACT-SPECIFIC

1. The manpower employed by the agency shall be required to work normally as per the IISc working hrs., i.e. from Monday to Saturday from 08.30 hrs. to 17.00 hrs. with a lunch break of ½ hour from 1230 hrs. to 1300 hrs. The working hours may vary from Dept. to Dept. and the manpower should be ready to work as per the requirement of the department. The manpower may also be called upon to perform duties on Sunday and other Gazetted holidays, if required, by providing compensatory off. No extra wages will be paid for attending the office on such holidays. The attendant, if deputed for any official work outside IISc, shall not be entitled for any other emoluments except the actual bus fare for the purpose.

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2. Contract Management Cell will announce of the list of holidays (maximum of 10, including 4 national holidays) for the contract labourers, which must be observed.
 3. The agency should employ personnel who can converse well in Kannada, English and other languages. In particular, the manpower provided should be able to read and write addresses and names in Kannada & English.
 4. The person deployed shall be required to report for work as specified at the work spot deputed.

LEGAL

1. For all intents and purposes, the selected agency shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed at IISc, for contractual services.
2. The Contractor undertakes to obtain any license, permit, consent, sanction etc. as may be required or called for from/by local or any other authority for doing such work. The Contractor shall comply with all applicable laws, rules and regulations in force. The Contractor undertakes to obtain such permission/license as may be required under the Central Contract Labour (Regulation and Abolition) Act, 1970. The Contractor undertakes to produce the license/permission etc. so obtained to IISc or furnish copies thereof as and when required by IISc. The Contractor also undertakes to keep and get renewed such license, permission etc. from time to time. The Contractor shall be responsible for any contravention of the local, municipal, central, state, any other laws, rules, regulations, etc.
3. The selected agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. IISc, shall in no way, be responsible for settlement of such issues whatsoever. IISc shall not be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
4. The manpower deployed by the contractor for providing the services shall not have any claims of Master and Servant relationship vis-a-vis IISc nor have any principal and agent relationship with or against the IISc.
5. The manpower deployed by the contractor for the contract shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc regular / confirmed employees of IISc, during the currency or after expiry of the contract. In case of termination of the contract also, the persons deployed by the contractor shall not be entitled to or and will have any claim for absorption or relaxation for absorption in the

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regular / otherwise capacity in IISc. The Contractor should communicate the above to all the manpower deployed in IISc by the contractor.

6. **The selected agency will be required to pay minimum wages as prescribed under the Minimum Wages Act of Central Government along with all such other statutory dues like ESI, PF, etc.** The agency will maintain proper record as required under the Law / Acts. The agency shall make available its required records to IISc for periodic inspection at the end of every quarter of every financial year, to ensure statutory compliance to the satisfaction of IISc.
7. The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at IISc.
8. The selected agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to IISc & income tax to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
9. The selected agency shall maintain all statutory registers under the applicable Law. The agency shall produce the same on demand to the concerned authority of IISc or any other authority under Law.
10. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of the Income Tax Act 1961 and GST rules, as amended from time to time and a certificate to this effect shall be provided to the agency by IISc.
11. In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IISc is put to any loss / obligation, monetary or otherwise, IISc will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms
12. The selected agency will indemnify IISc from all legal, FINANCIAL, statutory, taxation, and associated other liabilities.
13. Govt of India issued guidelines on payment of compensation in cases of death / permanent incapacitation of person due to unintended/ unforeseen occurrences during maintenance, operation and provisioning of Public services. Under these guidelines an amount of Rs. 10 Lakhs has to be paid as compensation in the cases where a persons is died and up to Rs. 7.5 Lakhs in the case of disabled based on loss of earning capacity. Institute has the right to recover penalty in the cases where the incidents have happened with the negligence of the agency.

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FINANCIAL

1. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage) / Commercial Bid (Second competitive stage) shall be returned to them without any interest. However, the E.M.D. in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. **Further, if the agency fails to deploy manpower against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice and the contract will be terminated.**
2. The proof of remittance of statutory deductions of PF, ESI to the appropriate agency, for those employed at IISc, must be provided by the selected agency to IISc every month along with the claim bill, failing which the claim bill shall not be settled.
3. The successful bidder will have to deposit a Performance Security Deposit as specified in Schedule A, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of a Demand Draft or Bank Guarantee, from any Nationalized/Schedule bank, drawn in favour of The Registrar, IISc, Bangalore 560 012, payable at Bangalore. The performance security should remain valid for a period of 3 years and 6 months. If the contract is extended, the bank guarantee shall be extended suitably to cover the period of the contract validity plus six months. The performance security will be returned on termination of the contract and completion of all the contractual obligations of the successful bidder.
4. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited besides annulment of the contract.
5. The agency shall raise the bill, in triplicate, along with attendance sheet in respect of the persons deployed and submit the same through the respective departments on or before 18th of the subsequent month. As far as possible the payment will be released within two weeks from the date of submission of bills. The following documents must accompany the bill.
 - a. Current month Invoice Copy
 - b. Current month Acquittance (Wage) Register duly signed by the individual contract Laborers
 - c. Current month Attendance Register
 - d. Current month ESI remittance challan with consolidate breakup details
 - e. Current month EPF remittance challan, as applicable, with consolidated breakup details

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- f. In addition Half yearly returns submitted to EPFO & ESIC are also to be submitted whenever due.
6. For the services provided by the Contractor, subject to satisfactory completion as certified by IISc, IISc agrees to pay the Contractor as detailed in Annexure III-A to Annexure III-F. Further, any increase in minimum wages, as per the Central Government Minimum Wages Act, along with proportional increase in the ESI, EPF and agency administrative charges will be borne by IISc. Similarly any increase in the statutory levies (ESI, EPF, Service Tax) will also be applicable automatically and borne by IISc; any decrease in the statutory levies, the benefits will go to IISc. Other than these, during the tenure of the contract, the rates agreed will remain unaltered.
7. The Contractor hereby agrees that Absenteeism must not exceed 10% of the total deployment in any month. Further within each shift the absenteeism should not be more than 15% of the deployment. The above should be achieved without individual contract labour doing more than the maximum shift allowed by the contract (26/27 shift in a month). Each occurrence of such excess absenteeism in a shift shall entail a deduction of 3% of the service/ administrative charges to the agency for the month, subject to maximum penalty of 30%.
8. In case the Contractor or any of his employees fails to fulfill his/their obligations for any day or any number of days to the satisfaction of the Institute for any reason whatsoever, the contractor shall pay, by way of liquidated damages, a sum of Rs. 1000.00 (Rupees one thousand only) per day for the entire number of such days and IISc shall, without prejudice to its other rights and remedies, be entitled to deduct such damages from the money, if any, payable by it to the Contractor.
9. The contract labourers deployed by the agency shall not involve in any theft/pilferage/damage to Institute property. After necessary investigations, if proved that the Agency/their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs. 10,000/- for each such incident.
10. The Contractor commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during the contract execution.
11. The Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Institute's employees involved in the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the execution of the contract.
12. The Contractor will not commit any offence under the relevant Anti-corruption Laws of India: further the Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Institute as part of the business relationship, regarding plans, technical proposals and business

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details, including information contained or transmitted electronically. The Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences. The involvement in any such activity shall entail a penalty of Rs. 10,000/- for each such incident.

13. The claims in bills regarding GST etc., if applicable, should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of IISc.
14. It has been observed in the earlier tenders that some of the vendors quote an abnormally low administrative charge with a view to obtain the contract, which is practically not workable. Abnormally low administrative charges will affect the quality of service rendered. Therefore, the institute administration has decided to fix a minimum percentage of administrative charges to the agencies for providing service. The percentage, which is ratified by the Contract Management Committee, will be kept in a sealed cover which will be opened just before the opening of commercial bids. The commercial quotes below the prescribed minimum administrative charges will be declared as not qualified and their commercial bid will be disqualified.

MEDICAL EXAMINATION

The agency shall arrange for medical check-up for his employees deployed at IISc. The agency at his own cost has to carryout medical examination before the commencement of the contract and thereafter once in every year in respect of his employees to ensure their fitness to handle and submit certificate of Medical Fitness to IISc. The agency shall withdraw any person who is not found medically fit for the job and arrange for an appropriate substitute immediately.

SAFETY

- 1) The Agency shall follow safety procedures in all respects.
- 2) The Agency will adhere to safe working practices and will take all safety measures necessary for safety of his employees. The agency will remain responsible for the safety of the engaged staff. The agency should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- 3) All necessary Personal Safety Equipment's as considered adequate shall be made available by the Agency for use by personnel employed on the site and maintained in a condition suitable for immediate use. Agency shall take adequate steps to ensure proper use of equipment by those concerned. Special emphasis will be laid on Fire Safety norms and proper operation of Electrical gadgets/instruments & Firefighting equipment etc. placed at

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the disposal of the administration. The Agency shall take appropriate safety measures against outbreak of fire and will be held responsible in case of such an incident occurring. Liability / responsibility in case of any Fire Accident or any other accident causing injury/death to mess workers /inmates or any of his staff shall be that of the Agency. The Institute shall not be responsible for such cases by any means.

- 4) The safety committee of the institute or any such authority assigned with the responsibilities of safety, may inspect the premises and suggest safety mechanism to be followed by the contractor. This instructions are binding on the agency and any non compliance may lead to cancellation of contract.

SOLID WASTE MANAGEMENT

- 1) Responsibility of segregations of waste lies with the Agency/service provider. Dry/Wet waste segregation should be as per the new Solid Waste Management Rules (SWM), 2016 notified by Union Ministry of Environment, Forests and Climate Change (MoEF&CC).
- 2) Collection/Transportation and disposal of the segregated municipal solid waste should be done as per the Institute policy/rules without any additional cost.
- 3) The agency should strictly adhere to the solid waste management policy of the Institute as applicable and as amended from time to time.
- 4) Penalty will be imposed for violation and disposing the waste not as per Institute norms. Penalty will charged as per norms available in force and decision of the Institute will be final and binding on the Agency/Service provider.

TENDER EVALUATION CONDITIONS

1. The bidder shall quote the technical & Commercial bids, in separate sealed envelopes, as per the format enclosed in Annexure II and III.
2. A bidder may choose to submit the commercial bids for one or both groups. However, the commercial bids for each groups must be submitted individually (as per Annexure III-A – III-F).
3. Only the commercial bids of technically qualified bidders would be considered. The lowest bids in each of the two groups would be considered as the successful bids. If these successful bids belong to two different agencies, then the contracts for the groups will be awarded to the respective successful bidders. If the same agency is L1 in both groups, then

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the group for which the contract value is higher is decided first, and the contract for that group will be offered to the successful bidder. The contract for the other group will be offered to the second lowest bidder (L2) in that group, but at the contract value of L1 (in that group). For this, the prices quoted for wage, consumable (unit cost), equipment rental (unit cost), agency administrative charge, etc. and the number of contract personnel to be deployed, as specified in L1 (for that group) would be taken. If L2 does not agree, the contract will be offered to other bidders (L3, L4, etc), in that order, but at L1's contract value. If none of the bidders L2, L3, etc. agree for L1's contract value, then the contract will be offered to L1.

4. By submitting a bid for the tender, the agency implicitly agrees to the above condition.

Annexure-I-A
[Group A]

Scope of Work

Student's Hostel

Hostel housekeeping has to be done 7-days a week. Hence the bidder is required to deploy the appropriate no. of contract labourers to take into weekly off for all.

1. Inside the Building & Common Areas

- Sweeping and mopping of all the tiled areas including the thoroughfares, lobby, rooms, path ways, open driveways, security area, pavements etc, with environmentally friendly chemicals and equipment etc of ISI standards.
- Scrubbing of tiled area, whenever required on regular basis.
- Dustbins and trash receptacles shall be cleaned and sanitized on daily basis
- Sweeping and mopping of all the staircases, handrails, passages etc
- Dusting, cleaning and wipe-dry of the furniture tables, chairs, side rocks, cup boards, sofas, wood paneling etc. in common utility area

2. Toilets/Bath Rooms

- Regular scrubbing, cleaning and refreshing of the toilets – including disinfectant treatment of toilets seats and bowl, water closets, urinals and wash basins
- Cleaning of doors and mirrors
- Scrub clean all the vents and window sills
- Emptying the dustbins

3. Outside the building premises

- Cleaning the porch and landscape area in the immediate periphery of the building and utility rooms
- Picking up the dry leaves, paper waste etc., in the periphery
- Regular cleaning of window glass/window panes/door panes etc.

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Work schedule

- After carefully supervising the entire premises i.e. total area and the open area of the premises, one person to be deputed who would take care of the entire cleaning of inside as well as outside the premises.
- One supervisor shall be deputed to have overall cleaning of the premises done satisfactorily and proper usage of material shall be monitored.
- Shift would be of 8 hrs per person and tuned to the work schedule at the work site and conveyed to the concerned staff accordingly.
- Toilets to be cleaned daily, two times
- Corridors to be cleaned daily
- Surroundings and roof tops to be cleaned once in a week
- Students rooms to be cleaned as and when requested

Man power deployed for Group A

The bidder must quote for the minimum number of labourers as specified below. Tender which quotes for manpower below these minimum numbers is liable to be rejected. Further the bidder may choose to quote for more than the minimum number, if it feels that is required to ensure the above scope of work is covered to the satisfaction of the user department/centre/unit. Note that the wages for the manpower in the Commercial Bid (Annexure III-A and III-D) should be based on the actual numbers quoted in Annexure III-B and III-E respectively.

IISc expects 1 supervisor to be deployed roughly for 10 unskilled labourers; If the no. of unskilled labour in a dept. is fewer, then a supervisor may shared across (adjacent) depts./units. However, the bidder must indicate this arrangement clearly in Annexures III-B, and III-E.

Name of Dept.	Unskilled	Semi-skilled	Skilled	Total
A. Students Hostel	75	7	0	82
B. Students Hostel Guest Rooms	4	0	0	4
Total	79	7	0	86

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Annexure-I-B

[Group B (Departments)]

A - Supercomputer Education and Research Centre (SERC)
and
B- CDS

Areas to be attended daily

- Floor cleaning with perfumed phenyl and mopping of the following areas – Terminal area, corridor/reception area, staircase, chairman’s room, office room
- Library – cleaning, mopping and using special chemicals to eradicate insects which destroy books.
- Conference/meeting rooms along with furniture, table and fixtures.
- Toilets in all the floors and in Chairman’s room, wash basin, platform, fittings fixtures (to be cleaned twice in a day) (toilet floors to be washed with perfumed phenyl – Sanitary fittings to be cleaned using appropriate liquid).
- Filling water dispensers with aqua guard water.
- Sweeping of area around SERC building and substation.
- Clearing waste paper from baskets in all rooms.
- Cleaning of coffee cups, food plates, flasks, cutleries, etc using special liquid (these have to be handled carefully to avoid breakage).
- Cleaning soap bowls and filling with scented liquid soap in toilets.
- Cleaning and mopping of faculty rooms and labs on alternate days.
- Water can of water dispensers to be cleaned using special liquid soap once in three days.

Note: Furniture & fixtures and computer systems should be cleaned with soft cloth.

Areas to be attended on weekly basis

- Glass panels of partitions/windows to be cleaned with appropriate liquid cleaner.
- Window panes cleaning (dust from window platform both outside and inside area to be cleaned with least disturbance to the occupants of the room).
- To put urinal cakes and naphthalin balls in toilets.
- Washing of basement floor with phenyl water.
- Substation and DG room to be cleaned on Saturdays including roof top.
- UPS room in basement to be cleaned on every Thursdays.

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Jobs to be done as and when required

- Perfumes to be sprayed in meeting/conference rooms whenever the event is scheduled.
- Clearing cobwebs.
- Cleaning of the overhead water tanks and sumps.
- Shifting and relocating of material within IISc campus.
- Terrace cleaning, clearing water blockages in outlet pipes.
- Netlon of windows to be washed.
- Any other work as and when required.

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C. Centre for Nano Science and Engineering Building (CeNSE)

Area	Nature of work	Periodicity
Portico Front (West)	Sweeping and Mopping/ Washing	Daily before 8.30 AM
Portico North side	Sweeping and Mopping / Washing	Daily before 8.30 AM
Entrance East side	Sweeping and Washing	Daily
Reception area	Sweeping and Mopping (S&M)	Twice daily (Morning/Afternoon)
Corridors	GF Sweeping & Mopping	Twice daily (Morning/Afternoon)
	FF+SF+TF (Sweeping & Mopping)	Once a day
Stairs Main entry	Sweeping and Mopping dry wiping railings	Once a day
Stairs North entry	-do-	Three times per week
Stairs Clean room+ Characterization	-do-	Once a week
Toilets GF/FF/SF/TF*	Washing & Cleaning and replenishing toiletries	Twice a day
Seminar Hall	Washing and cleaning and replenishing toiletries	Twice a day
Chairman/meeting room GF	Sweeping & Mopping	Once a day
	Windows Dusting	Once a week

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Conference room- SF	Sweeping & Mopping	Once a day
	Windows Dusting	Once a week
Office & GF+SF	Dusting, Sweeping & Mopping	Once a day
Student rooms 3 in FF,SF,TF	Sweeping and Mopping	Once a day
All door mats to be dusted daily with washing once a week		
Faculty rooms GF-5	Dusting, Sweeping & Moping	Twice a week
FF 5+2+1=8	Dusting, sweeping & Moping	Twice a week
SF 6+2+2=10	Dusting, sweeping & Moping	Twice a week
TF 6+1=7	Dusting, sweeping & moping	Twice a week
Labs 15 GF=1, FF=2, SF=5, TF=7	Dusting , sweeping & moping	Once a week
Nano Fabrication Lab	Vacuum clean	Once in two days
	Chemical cleaning	Once a month
Characterization Lab	Vacuum clean	Once in two days
	Chemical cleaning	Once a month
Facilities Building	Floor cleaning, dusting	Twice a week
Glass windows	Dusting/wiping	Once a week
Surrounding area	Sweeping	Daily/3 times week

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Roof top	Cleaning	Once a month
Parking areas, approach road	Cleaning	Twice a week

- No. of toilets in the building: 8

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D. New Biological Sciences Building (NBSB)

AREA	Nature of work	Frequency
Front and central lobbies(5)	Cleaning and wet Moping with Detergent	Once daily
All main corridors (Long) 3 per floor (12) and 3 in C wing. A total of 15	Cleaning and wet Mopping with Detergent	Once daily
All minor corridors 11 per floor; and 9 in the C&D wings; a total of 53	Cleaning and wet Mopping with Detergent	Once daily
Toilets: 20 total (10 each gents and ladies)	Cleaning with Detergent Acid wash	Twice a day Once a month
Lecture Halls (4)	Sweeping Mopping	Twice a week once a week
Conference rooms 7	Sweeping and Mopping	Twice a week
Auditorium and big conference room	Sweeping and Mopping	Once a week
Front Lobby Glasses	Cleaning	Once a month
Ground Floor auditorium and conference room	Cleaning Mopping	Once a week
Staircases with in the wings 3	Cleaning and Mopping	Twice a week
Big Staircase	Cleaning and Mopping	Once a week

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E. Physical Sciences Department (PHY)

BASEMENT AREA:

Daily Cleaning

- All the passage corridor's & Lift lobby dust mopping & wet mopping 1 Time.
- All the staircase dust mopping & wet mopping 1 time.
- All the staircase side grill, Granite top & side wall dusting.
- The entire corridor's sliding window's beading DG room partition wall & beadings dusting.
- All the offices & other rooms Floor's wet & dry mopping twice a week.

Weekly Cleaning.

- All the passage & corridor scrubbing & cleaning.
- All the passage corridor & Office area cobweb removing.
- All the room's doors & doors fittings cleaning.
- All the passage & corridors side wall skirting & cleaning.
- The passage/Office area sliding window's glass cleaning 1 time.

Monthly Cleaning.

- All the quadrangle area sweeping & cleaning.
- The plantation area path cleaning.
- High level area cobweb removing.
- Staircase water washing.
- All the floor water washing

GROUND FLOOR AREA:

Daily Cleaning

- **Dust Mopping of all the passage corridor's & Lift lobby and scrubbing & drying the same using scrubber drier.**
- All the passage corridor's & Lift lobby area dust mopping wet mopping 1 time.
- All the portico area & parking area sweeping & cleaning.
- Entrance area Partition beading dusting & glass cleaning.
- All the staircase dust mopping & wet mopping 1 time.
- All the staircase side grill, floor & side wall dusting.

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-
- The entire corridor's sliding window's beading & other room partition wall & beadings dusting.
 - The entire sliding window's glass, all the partition glass & door glass cleaning once in a week.

Weekly Cleaning.

- All the portico area water washing & cleaning
- Dry & wet mopping of all office rooms twice in a week
- All the quadrangle area sweeping & pathway area cleaning.
- All the passage & corridor scrubbing & cleaning.
- All the passage corridor & Office area cobweb removing.
- All the room's doors & doors fittings cleaning.
- All the passage & corridors side wall skirting & cleaning.

Monthly Cleaning.

- All the quadrangle area & entrance staircase scrubbing & water washing.
- High level area cobweb cleaning.
- All the staircase water washing.
- All the floor water washing.

1ST FLOOR:

Daily cleaning

- All the passage corridor's & Lift area floor 1 time wet mopping.
- All the staircase mopping 1 time.
- All the staircase side grill, Granite top & side wall dusting.
- The entire corridor's sliding window's beading & other room partition wall & beadings dusting.
- The entire sliding window's glass, all the partition glass & beside the doors glass cleaning 1 time cleaning.

Weekly Cleaning.

- All the passage & corridor scrubbing & cleaning.
- All the office's & other rooms 1 time wet mopping.

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- All the passage corridor & Office area ceilings cobweb cleaning.
- All the room's doors & doors fittings cleaning.
- All the passage & corridors side wall skirting & cleaning.

Monthly Cleaning.

- All the terrace sweeping & cleaning.
- High level area cobweb cleaning.
- All the staircase water washing.
- All the floor water washing
- Dry & wet mopping of all office rooms twice in a week

2ST FLOOR:

Daily cleaning

- All the passage corridor's, Lift lobby area floor 1 time wet mopping.
- The entire staircase wet mopping 1 time.
- All the staircase side grill, Granite top & side wall dusting.
- The entire corridor's sliding window's beading & other room partition wall & beadings dusting.
- The entire sliding window's glass, all the partition glass & beside the doors glass cleaning 1 time cleaning.

Weekly cleaning.

- All the passage & corridor scrubbing.
- All the office's & other rooms 1 time wet mopping.
- All the passage corridor & Office area cobweb removing.
- All the room's doors & doors fittings cleaning.
- All the passage & corridors side wall skirting & cleaning.

Monthly Cleaning.

- All the terrace sweeping & cleaning.
- The entire high level area cobweb cleaning.
- All the staircase water washing.
- All the floor water washing.
- Dry & wet mopping of all office rooms twice in a week

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ALL THE LADIES & GENTS TOILETS:

Daily cleaning:

- All the western & Indian toilet bowl scrubbing & cleaning 2 times.
- Clean internal and external part of the sink 2 times.
- All the ladies & gents toilets floor scrubbing & washing 2 times.
- The entire ladies & gent's toilet wall Scrubbing & skirting with neutral cleaner 1 time.
- The entire gent's toilet urinal commode's & steel fittings scrubbing & washing 1 time.
- Clean all fixture & fitting's in the ladies & gents toilets.
- All the toilets mirror cleaning 1 time

Weekly cleaning:

- The entire toilets cobweb removing.
- All the toilets doors & doors fittings cleaning.

All the toilets exhaust fan cleaning.

F. Health Centre (HC)

Housekeeping in health centre has to be done 7-days a week. Hence the bidder is required to deploy the appropriate no. of contract labourers to take into weekly off for all.

1) Cleaning & Mopping of Out-Patient Department (OPD)

- | | |
|--|-------------------|
| • Doctors Room | Once in a morning |
| • Laboratory, X-ray, Pharmacy, OT | Once Daily |
| Ophthalmology, scanning room, | |
| Dental, Physiotherapy. | |
| • Dressing Room, Injection Room, Veranda | Twice daily |
| • Bathrooms (OPD, Lab, Doctors, staff) | Twice daily |
| • Outside Sweeping | Twice daily |
| • Back side sweeping | Once daily |
| • 1 st floor | Once daily |

II) Shift Duties

- | | | |
|-------------------|---|--|
| • 8 hours per day | - | 1 st shift – 7.30 am to 3.30 pm |
| | | 2 nd shift – 12 Noon to 8.00 pm |

III) House keeping staff required: Ladies-60% Gents – 40%

IV) Cleaning & mopping of in-patient wards twice daily which include following places?

2 Small Rooms, 1 Big Room
1 Injection Room, OT Scanning Room
Ophthalmology Room, Dental,
Pharmacy, Laboratory, X-ray

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V) Out-Patient:

Doctors Room	06
Dressing Room	01
Veranda	01
Waiting Hall	02

VI) First Floor

Doctors Room	01
Conference Room	01
Office Room	01
Veranda	01

VII) Isolation Ward

Rooms & Veranda	02
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G. J R D Tata Library – Main Building (LIB)

Sl. No.	Item of Work		Interval
1	Moping of the following area		
	a)	Portico (Washing with broom stick & water)	Daily
	b)	Circulation Counter / Lounge area	Daily
	c)	All Staircases	Daily
	d)	All Corridors	Daily
	e)	Office & Librarian's room	Daily
	f)	Stack area Ground floor- collection & reading hall area II Tier First Floor – Collection & reading hall area IV Tier Current Display area Weekly Display/Lounge Compact Storage – 1 Compact Storage Mezzanine – 1 Compact Storage – 2	Once in 2 days
		Compact Storage Mezzanine-2 Compact Storage – 3 Compact Storage Mezzanine -3 Old Books room – next to G.F toilets Old Books room – next to Lecture Hall Scanning books room Russian Journal Area Patents Storage Area Carpenter's room	Once in a week

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	g)	All rooms Bindery Computer room Periodicals Binding Acquisition Classification & Cataloguing	Once in 3 days
2	Cleaning of racks/ bookshelves/ cupboards/ almirahs/filing cabinets/ books/ journals/files <u>Stack area</u> Ground floor-collection & reading hall area II Tier First Floor-Collection & reading hall area IV Tier Current Display area Weekly Display area Compact Storage – 1 Compact Storage Mezzanine-1 Compact Storage-2 Compact Storage Mezzanine-2 Compact Storage-3 Compact Storage Mezzanine-3		Once in a month Dusting has to be done once in two days
	Old Books room – next to G.F. toilets Old Books room – nest to Lecture Hall Scanning books room Russian Journal Area Patents Storage Area Carpenter's room		Once in a month. Dusting has to be done once in a week

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	<u>All rooms</u> Office & Librarian's Room Bindery Computer room Periodicals Binding Acquisition Classification & Cataloguing	<p style="text-align: center;">Once in a month.</p> Dusting has to be done once in three days
3	Cleaning of Glasses /Doors/ Windows at all Locations listed above. a) Main Glass door b) Door c) Windows & window glasses d) Ventilators	<p style="text-align: center;">Once in two days</p> <p style="text-align: center;">Once in a week</p> <p style="text-align: center;">Once in fifteen days</p> <p style="text-align: center;">Once in a month</p>
4	Removing cob-webs in all places	Once in a month
5	Computers at all locations -- Wiping -- Cleaning with detergent	<p style="text-align: center;">Daily</p> <p style="text-align: center;">Once in a week</p>
6	Washing of Toilets a) Ground Floor (2) b) First Floor (2) c) Librarian's room d) Toilet next to Acquisition	<p style="text-align: center;">Daily</p>
7	Cleaning of overhead water tanks	Once in a month
8	Cleaning of Water sump	Once in three months
9	Cleaning of all electrical fittings & fixtures at all location listed above	Once in a month

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10	Cleaning of Terrace & Chajjas by removing fallen leaves, etc.	Once in fifteen days in rainy season; once in thirty days in other seasons
11	Cleaning of surrounding areas except vehicle parking stand	Once in 15 days
12	Any other related work	As and when the need arises

Few details about cleaning

- a) Mopping: Rooms/reading halls/lounges/staircase, etc., to be cleaned once in a day with hand swabbing the area with clean wet cloth except stack passage between book rack/book shelf areas
- b) Washing of toilets: Toilets and fittings to be cleaned once in day. Toilet fittings and glazed tiles/floors to be cleaned meticulously and kept spic and span. Urinal cakes naphthalene balls should be put every Monday and scented liquid soap to be replaced. Toilet floor and walls to be cleaned with branded chemicals.
- c) Rakes/shelves/compartments: The racks/shelves/compartments and books/journals, etc., are to be dusted according to the periodicity given without disturbing. Once in a month the books/journals, etc. Should be removed from the racks & cleaned with dry cloth. Also, the racks/shelves/compartments should be cleaned with dry cloth. Chairs/tables to be cleaned with wet cloth. This cleaning should be done in such a way that once in a month all the locations should get cleaned.
- d) Computers: Computers should be wiped with soft cloth everyday. Periodically the computers should be cleaned with wet cloth and mild detergent only when the Computers are in switched off mode. This may be done in consultation with the staff deployed in the areas.
- e) Cleaning of Glass doors/windows: Glass door and windows to be cleaned with appropriate chemicals meant for cleaning glass. There should not be any scratch on the glass and the glass should be neat and sparkling. The cleaning of the glass should be done by modern method.

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- f) Cleaning of over-head tanks & sumps: Cleaning of the tanks has to be done in a hygienic way and not just putting chemicals. The walls and floor of the sumps should be swabbed in hand with brush. Overhead tanks to be brushed from inside.
 - g) Electrical fittings & fixtures: The electrical fittings and fixtures like tube light fittings, fans switch boards should be cleaned with wet cloth and mild detergents and while cleaning proper care has to be taken to switch off all electrical appliances.
 - h) Cleaning of surroundings: The surroundings should be kept cleaned by removing unwanted shrubs, fallen leaves, waste paper, etc.

For carrying out all the above works, competent persons have to be deployed and appropriate care has to be taken by and IISc will not take any responsibility in case of any casualty.

H. Department of Electrical Engineering (EE)

Areas to be attended daily at the Dept. of Electrical Engg
(EE Labs/HV Labs/Office/Class Rooms/Faculty rooms etc.)

- Floor cleaning with branded chemicals and mopping of the following areas- Terminal area/corridor/Foyer area/Staircase, chairman's room, office room.
- Library-cleaning, mopping and using special chemicals to eradicate insects, Which destroy books
- Sweeping of area around EE building and HV Lab Building
- Segregation & Clearing waste from baskets in all rooms
- Cleaning of Coffee Cups, Food Plates, Flasks, Cutleries, etc., using special liquid (these have to be handled carefully to-avoid breakage).
- Cleaning soap bowls and filling with scented liquid soap in toilets
- Cleaning and mopping of class rooms
- Cleaning and mopping of faculty rooms and labs once a week
- Water-can of water dispensers to be cleaned using special liquid soap once in three days

Note: Furniture & Fixtures and computer systems should be cleaned with soft cloth

Areas to be attended on weekly basis

- Glass panels of patricians/windows to be cleaned with appropriate liquid cleaner
- Window Panes cleaning (dust from window platform both outside and inside area to be cleaned with least disturbance to be occupants of the room)
- Perfumes to be sprayed in meeting/conference rooms whenever the event is scheduled.

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Jobs to be done on Saturdays

- Cleaning of departmental premises (outside area). Drains etc.
- Clearing cobwebs.
- Cleaning of the overhead water tanks and sumps.
- Shifting and relocating of material within IISc. Campus
- Terrace cleaning, clearing water blockages in outlet pipes, removal of dry leaves, Weeds on the terrace.
- Netlon of windows to be washed.
- Any other work as and when required.

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I. Centre for Nero Science (CNS)

- a) The above House Keeping staff shall attend to all duties as assigned to him by the Office in charge from time to time.
- b) Sweeping & mopping the floors of the said premises with detergents.
- c) Collecting the waste papers from the premises & arranging to remove them out of the premises.
- d) Cleaning of all toilet blocks, wash basins, windows, etc, with the best quality of liquid detergents, floor sanitizes, phenyl & floor acid, etc, regularly & as when required.
- e) Dusting of racks, windows, glass, panes, mirrors, side tables, cupboards, chairs, sofas, venetian blinds, tables, etc.,
- f) Our personnel will clean Office premises, outside verandahs, parking area entrance of Premises and other connected works regularly.
- g) Once in moth cleaning of outside surface ventilation, electric tubes, fans, lights, roofing and chejjas, balcony area and other works connected there with under the special care of our supervisor personally
- h) Apart from this our personnel will carry out House Keeping works as per your directions smoothly, diligently and efficiently.
- i) The agency will take care of attending the labours regularly. If the labours are absent or on leave the agency will arrange for alternatives.
- j) The agency can take additional services like – causal labours, office boys & helpers on emergency movement or whenever require to management,

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J: Centre for Continuing Education (CCE)

The scope of work at Hoysala House is as follows:

- a) The workers have to work on shifts on rotation basis: I, II, General and Night shifts
- b) To clean the Veranda every day.
- c) To clean the rooms as and when the occupants vacate like cleaning the toilets, floor mopping, cleaning the dustbins, wiping of windows and doors etc.
- d) To clean the toilets, dustbins and floors etc. Once in two days when the visitor stays in the room.
- e) To change the bed sheets and pillow covers in the rooms.
- f) To clean inside and outside building lawns and gardens alternate days and watering the plants etc.
- g) To get items from the stores for the use in Hoysala House.
- h) Removing of spider webs once in a week all over the building.
- i) Minor works like changing the fused bulbs and tube lights
- j) Any other work assigned from time to time.

K. U G PROGRAMME BUILDING (UGP)
SCOPE OF WORK

Housekeeping activities should be performed in both UG Buildings (Old Aero and Old Physics)

Areas to be attended daily

- Floor cleaning with branded chemicals and mopping of the following areas – Terminal area, corridor/reception area, staircase, chairman’s room, office room
- Library-cleaning, mopping and using special chemicals to eradicate insects, which destroy books.
- Conference/meeting rooms along with furniture, table and fixtures.
- Toilets in all the floors and in Chairman’s room, washbasin, platform, fittings fixtures (to be cleaned twice in a day) (toilet floors to be washed with banded chemicals-Sanitary fittings to be cleaned using appropriate liquid).
- Filling water dispensers with potable water.
- Cleaning waste paper from baskets in all rooms.
- Cleaning of coffee cups, food plates, flasks, cutleries, etc., using special liquid (these have to be handled carefully to avoid breakage).
- Cleaning soap bowls and filling with scented liquid soap in toilets.
- Cleaning and mopping of class rooms.
- Cleaning and mopping of faculty rooms and labs on alternate days.
- Water can of water dispensers to be cleaned using special liquid soap once in three days.

Note: Furniture & fixtures and computer systems should be cleaned with soft cloth.

Areas to be attended on weekly basis

- Glass panels of partitions/windows to be cleaned with appropriate liquid cleaner.
- Windowpanes cleaning (dust from window platform both outside and inside area to be cleaned with least disturbance to the occupants of the room).
- To put urinal cakes and naphtha balls in toilets.
- Washing of basement floor with phenyl water.

L. CHEMICAL ENGINEERING (CHE)

SCOPE OF WORK

- a) The above House Keeping staff shall attend to all duties as assigned to him by the Office in charge from time to time.
- b) Sweeping & mopping the floors of the said premises with detergents.
- c) Collecting the waste papers from the premises & arranging to remove them out of the premises.
- d) Cleaning of all toilet blocks, wash basins, windows, etc, with the best quality of liquid detergents, floor sanitizes, phenyl & floor acid, etc, regularly & as when required.
- e) Dusting of racks, windows, glass, panes, mirrors, side tables, cupboards, chairs, sofas, venetian blinds, tables, etc.,
- f) Our personnel will clean Office premises, outside verandahs, parking area entrance of Premises and other connected works regularly.
- g) Once in moth cleaning of outside surface ventilation, electric tubes, fans, lights, roofing and chejjas, balcony area and other works connected there with under the special care of our supervisor personally
- h) Apart from this our personnel will carry out House Keeping works as per your directions smoothly, diligently and efficiently.
- i) The agency will take care of attending the labours regularly. If the labours are absent or on leave the agency will arrange for alternatives.
- j) We take additional services like – casual labours, office boys & helpers on emergency movement or whenever require to management,

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M. CHEP

- a) The above House Keeping staff shall attend to all duties as assigned to him by the Office in charge from time to time.
- b) Sweeping & mopping the floors of the said premises with detergents.
- c) Collecting the waste papers from the premises & arranging to remove them out of the premises.
- d) Cleaning of all toilet blocks, wash basins, windows, etc, with the best quality of liquid detergents, floor sanitizes, phenyl & floor acid, etc, regularly & as when required.
- e) Dusting of racks, windows, glass, panes, mirrors, side tables, cupboards, chairs, sofas, venetian blinds, tables, etc.,
- f) Our personnel will clean Office premises, outside verandahs, parking area entrance of Premises and other connected works regularly.
- g) Once in moth cleaning of outside surface ventilation, electric tubes, fans, lights, roofing and chejjas, balcony area and other works connected there with under the special care of our supervisor personally
- h) Apart from this our personnel will carry out House Keeping works as per your directions smoothly, diligently and efficiently.
- i) We will take care of attending the labours regularly. If the labours are absent or on leave we will arrange for alternatives.
- j) We take additional services like – causal labours, office boys & helpers on emergency movement or whenever require to management,

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N. CSIC/NSSC/SDA and Amenities Hall

Sl No.	Area	Description	Schedule	Remarks
1	Common areas and corridors	Mopping and sweeping and to be thoroughly washed and scrubbed	Every day and whenever required	
2	Ceiling	Dusting and removal of all the cobwebs regularly	Once a week or as and when required during programs	
3	Control Room/Green room	To run vacuum cleaner over all such areas to remove dust and cobwebs	At least once a week	
4	Mirror cleaning	By using window shine/Colin/shining cloth or any material a specified	Once in three days	
5	Sign board	To be wiped clean	Once a day	
6	Toilet bowls, urinals, washbasins, and bins	To be thoroughly washed including scrubbing and desiccating. Using with good quality cleaning liquids Urinal cakes and naphthalene balls to be replaced regularly.	A minimum of 2 times a day	Water spillage on the counters/floors/cubicle to be cleared immediately
7	Soap Dispensers	Liquid soap containers to be provided with pleasant perfumed liquid soap		
8	Toilet floor	Thorough washing/swabbing and wipe it clean.	Twice daily for those toilets in use	
9	Toilet wall tiles	To be wiped daily and regularly washed	Once a day	

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10	Furniture in the premises	To dry wipe and dust	Every day	
11	Terraces	To sweep and clean al dirt	At least twice a week	
12	Adjacent areas including road	To sweep and clean – aim to have plastic free zone	Alternate days & as and when required	
13	Utensil washing area & surroundings	Washing & wiping (Floor & Tiles) sweep & clean	Daily	

Note: The above schedule is only a general schedule; the contractor may have to carry out additional cleaning operations as per the physical condition of the premises. On the meeting days, the cleaning should be completed before the start of the meeting.

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O. DEPARTMENT OF COMPUTER SCIENCE AND AUTOMATION (CSA)

Scope of Work for CSA Housekeeping

Areas to be attended daily:

- Floor cleaning with branded chemicals and mopping of the following areas – Terminal area, corridor/reception area, staircase, chairman’s room, office room.
- Library-cleaning, mopping and using special chemicals to eradicate insects, which destroy books.
- Conference/meeting rooms along with furniture, table and fixtures.
- Toilets in all the floors, washbasin, platform, fittings fixtures (to be cleaned twice in a day) (toilet floors to be washed with branded chemicals-Sanitary fittings to be cleaned using appropriate liquid).
- Cooler cleaning in all the floors.
- Cleaning waste paper from baskets in all rooms.
- Cleaning of coffee cups, food plates, flasks, cutleries, etc., using special liquid (these have to be handled carefully to avoid breakage).
- Cleaning soap bowls and filling with scented liquid soap in toilets.
- Cleaning and mopping of class rooms twice in a week.
- Cleaning and mopping of faculty rooms and labs on alternate days.
- Water can of water dispensers to be cleaned using special liquid soap once in three days.

CSA Lawn: Cleaning, shrubbery daily afternoon.

Note: Furniture & fixtures and computer systems should be cleaned with soft cloth.

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Areas to be attended on weekly basis

- Glass panels of partitions/windows to be cleaned with appropriate liquid cleaner.
- Windowpanes cleaning (dust from window platform both outside and inside area to be cleaned with least disturbance to the occupants of the room).
- To put urinal cakes and naphtha balls in toilets.
- Battery room to be cleaned on every Tuesday.
- UPS room to be cleaned on every Saturday.

Jobs to be done as and when required

- Perfumes to be sprayed in meeting/conference rooms whenever the event is scheduled.
- Clearing cobwebs.
- Cleaning of the overhead water tanks and sumps.
- Shifting and relocating of material within IISc campus.
- Terrace cleaning, clearing water blockages in outlet pipes.
- Netlon of windows to be washed.
- Fountain cleaning – CSA Garden

GROUND FLOOR:

Labs	: Four
Office & Chairman Room	: Two
Faculty Room	: One
Lecture Hall	: Three
Lounge	: One
UPS Room	: Two
Corridor	: Two
Gents Wash room	: Two
Ladies Wash room	: One
Lift Lounge/Security/CSA entrance	
Staircase	: Two
Water Filter	: One

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FIRST FLOOR:

Labs	: Eleven
Faculty Room	: Thirty
Conference Room	: Two
Visitors Room	: One
Corridor	: Two
Gents Wash room	: One
Ladies Wash room	: One
Lift Lounge / Glass Partition	
Staircase	: Two
Water Filter	: One
EE Fac. Lounge	: One

ANNEX WING (Seminar Hall):

Labs	: Two
Seminar Hall	: One
MMCR	: One
UPS Room	: One
Gents Wash room	: One
Ladies Wash room	: One
Corridor	: One

SECOND FLOOR:

Labs	: Twenty One
Faculty Room	: Nine
Conference Room	: Two
Visitors Room	: One
Student Lounge	: One
Corridor	: Two
Gents Wash room	: Two
Ladies Wash room	: Two
Lift Lounge / Glass Partition	: One
Water Filter	: One
UPS Room	: One
Staircase	: Two
Sofa cleaning	: Two

P. AEROSPACE ENGINEERING (AE)

SCOPE OF WORK

Areas to be attended daily:

- Floor cleaning with branded chemicals and mopping of the following areas – Terminal area, corridor/reception area, staircase, chairman’s room, office room.
- Library-cleaning, mopping and using special chemicals to eradicate insects, which destroy books.
- Conference/meeting rooms along with furniture, table and fixtures.
- Toilets in all the floors, washbasin, platform, fittings fixtures (to be cleaned twice in a day) (toilet floors to be washed with branded chemicals-Sanitary fittings to be cleaned using appropriate liquid).
- Cooler cleaning in all the floors.
- Cleaning waste paper from baskets in all rooms.
- Cleaning of coffee cups, food plates, flasks, cutleries, etc., using special liquid (these have to be handled carefully to avoid breakage).
- Cleaning soap bowls and filling with scented liquid soap in toilets.
- Cleaning and mopping of class rooms twice in a week.
- Cleaning and mopping of faculty rooms and labs on alternate days.
- Water can of water dispensers to be cleaned using special liquid soap once in three days.

Note: Furniture & fixtures and computer systems should be cleaned with soft cloth.

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Areas to be attended on weekly basis

- Glass panels of partitions/windows to be cleaned with appropriate liquid cleaner.
- Windowpanes cleaning (dust from window platform both outside and inside area to be cleaned with least disturbance to the occupants of the room).
- To put urinal cakes and naphtha balls in toilets.
- Battery room to be cleaned once in a week.
- UPS room to be cleaned once in a week.

Jobs to be done as and when required

- Perfumes to be sprayed in meeting/conference rooms whenever the event is scheduled.
- Clearing cobwebs.
- Cleaning of the overhead water tanks and sumps.
- Shifting and relocating of material within IISc campus.
- Terrace cleaning, clearing water blockages in outlet pipes.
- Netlon of windows to be washed.

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Man power deployed for Group B

The bidder must quote for the minimum number of labourers as specified below. Tender which quotes for manpower below these minimum numbers is liable to be rejected. Further the bidder may choose to quote for more than the minimum number, if it feels that is required to ensure the above scope of work is covered to the satisfaction of the user department/centre/unit. Note that the wages for the manpower in the Commercial Bid (Annexure III-A and III-D) should be based on the actual numbers quoted in Annexure III-B and III-E respectively.

IISc expects 1 supervisor to be deployed roughly for 10 unskilled labourers; If the no. of unskilled labour in a dept. is fewer, then a supervisor may shared across (adjacent) depts./units. However, the bidder must indicate this arrangement clearly in Annexures III-B, and III-E.

Name of Dept.	Unskilled	Semi-skilled	Skilled	Total
A. Super Computer Education Research (SERC)	3	1		4
B. CDS- Computational data sciences	3			3
C. Centre for Nano Science and Engineering (CeNSE)	5	1		6
D. New Biological Sciences Building (NBSB)	8	1		9
E. Physical Science Building (PHY)	10	1		11
F. Health Centre (HC)	6	0.5		6.5
G. J R D Tata Memorial Library (LIB)	5	0.5		5.5
H. Electrical Engineering (EE)	6	0.5		6.5
I. Centre for Neuro Science (CNS)	4			4
J. Centre for Continuing Education (CCE)	5			5
K. U.G. Programme (UGP)	5			5
L. Chemical Engineering (CHE)	3			3
M. CHEP	1			1
N. CSIC / NSSC / Amenities Hall	10	1		11
O. Computer Science & Automation (CSA)	5	0.5		5.5
P. Aerospace Engineering (AE)	7	1		8
Total	86	8		94

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**Annexure II
TECHNICAL BID**

(To be enclosed in a separate sealed envelope)

For Providing Housekeeping Services to IISc

1. Name of Tendering Company/ Firm / Agency : _____
(Attach certificate of registration)
2. Name of proprietor / Director : _____
of Company/Firm/agency
3. Full Address of Reg. Office with Regn no. _____
4. Telephone No. : _____
5. Fax. No. _____
6. E-Mail Address _____
7. PAN / GIR /TIN No. (Attach Attested Copy) _____
8. Labour Regn. No. (Attach Attested Copy) _____
9. GST Regn. No. (Attach Attested Copy) _____
10. E.P.F. Regn. No. (Attach Attested Copy) _____
11. E.S.I. Regn. No. (Attach Attested Copy) _____
12. Have you quoted for the minimum manpower
as specified in Annexure I (under manpower) Yes / No _____
13. Financial turnover of the tendering **Company / Firm / Agency** for the last 3 financial Years:
(Attach separate sheet if space provided is insufficient)

COMMERCIAL Year	Amount (Rs. In Lakhs)	Remarks, if any
2016-17		
2017-18		
2018-19		

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14. Give details of the major contracts handled by the tendering Company/ Firm / Agency on behalf of PSUs /Research Organization /Government Departments during the last three years in the following format. Attested copies of work orders may also be attached.

Sl.No	Details of client along with address, telephone and FAX numbers	Amount Contract (Rs. in Lakhs)	Duration of Contract	
			From	To
1				
2				
3				

(if the space provided is insufficient, a separate sheet may be attached)

15. Details of Earnest Money Deposit :
D.D. / P.O. No. & Date & Bank

16. Additional information, if any
(Attach separate sheet, if required)

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CERTIFICATE OF ETHICAL PRACTICES

- I. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s, which are improper/Illegal during the execution of the contract awarded to us.
- II. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities /practices in my / our dealing with the Institute.
- III. I / We will have no conflict of interest in any of our works / contracts at the Institute.

DATE

SIGNATURE OF THE TENDERER

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**ANNEXURE III - A
COMMERCIAL BID - GROUP – A**

For providing Housekeeping Services for Group A

1. Name of tendering Company / Firm / Agency : _____
2. Rates are to be quoted in accordance with the Minimum Wages Act of Central Government for manpower per month basis and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.). Additional wage (over and above the minimum wages) and other allowances, if any, should be included in the column on “Other Allowances (B)”

Sl. No	Description	No. of Persons (from Annex. III-B)	Daily Wage* (Basic+ VDA) (A)	Other Allowances (B)	Total Amount for 26 shifts for persons in each category (C) ((A+B)*26)	PF at 13.00% (D) (C*13%) <small>(Subject to Max Salary of Rs 15000 i.e Rs 1950 per person)</small>	ESI @ 3.25% (E) (C*3.25%) <small>(Subject to Max Salary of Rs 21,000)</small>	Total (F) (C+D+E) * <small>(No. of Persons from Annex. III-B)</small>
1	Unskilled category							
2	Semi-Skilled Category							
3	Skilled Category							
4	Subtotal							
5	Contractors Adm. / Service Charge (as ____ percentage of sub-total in Line 4 above) \$							
6	Cleaning Materials and equipment charges (from Annexure III-C) #							
	Total							

Notes

\$ Attention is drawn to the Clause No 14 of page No 15 of this document.

* Wages should be as per the Minimum Wages Act of Central Government as on Oct. 2019.

Submit a detailed list of consumables, unit rates, quantities required, total cost, list of equipment's to be supplied and their rental charges (see Annexure III-C)

Note: PF deduction is calculated limited to the salary earned for Rs 15,000/- only and ESI deduction is calculated limited to the salary earned for Rs 21,000/-

Date

Signature of the Tenderer

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ANNEXURE III - B

COMMERCIAL BID

GROUP – A

Details of Manpower Deployed at Various Departments/Centres/Units for Group A

Name of Dept.	Unskilled	Semi-skilled	Skilled	Total
A. Students Hostel				
B. Students Hostel Guest Rooms				
Total				

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ANNEXURE III – C

COMMERCIAL BID

GROUP – A

**The Expected requirement of Consumables to Various Departments/Centres/Units for
Group A.**

SNo.	PARTICULARS	Unit	Price	Quantity Required	Amount
1	Air Freshener 50 gm (Odonil)	Pcs		400	
2	Brooms Bombay MONKEY BRAND 555	Pcs		30	
3	Brush Toilet Clean (ROUND Plastic HEAVY)	Pcs		35	
4	Cleaning Acid	Ltr		50	
5	Cobweb Stick STEEL MEDIUM	No.		10	
6	Colin 500ml	No		40	
8	Gloves Rubber red	Pair		100	
9	Grihashobha Mop, Clip & Fit	No.		50	
10	COCONUT BROOMS	No.		200	
11	Mask Round Yellow / Green	Pcs		100	
12	Mop Cloth big 18" X 18" big	Pcs		50	
13	Mop stick Dry EZE - 50Cms	No.		50	
14	Mop stick Dry EZE refil 50cm	No.		50	
15	Napthelene Balls	Kg		10	
16	Nylon Scrubber Brush	No.		10	
17	Phenyle Compound Grade-A 1 ltr	Ltr		100	
18	Plastic Bucket 16ltr	No.		15	
19	Plastic Mug 1 Ltr.	Pcs		15	
20	Room Sprey - DEWGLO I 5LT CAN	can		5	
21	Scotch brite BIG 3M	No.		50	
22	SCOTCH BRIGHT WITH SPONGE	No.		50	
23	Soap Oil (Hand made) Grade-A 1ltr	Ltr		300	
24	Sponge	No.		20	
25	Toilet Tissue Roll (box of 12)	Box		100	
26	Toilet Cleaner 5 Ltr Can -Dewglo	Can		10	

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27	TOILET CLEANER Harpic 500 ml	No.		50	
28	Urinal cubes White/Pink	No.		500	
29	Detergent powder-1 Kg	Pk		20	
30	Yellow Cloth Small	Pcs		50	
31	Hand Wash Fem 5 Ltr Can	Can		10	
32	Brooms Clip 3.5"	No.		50	
33	Glass cloth 12" x 18" Big	No.		50	
34	Wringer Trolley for Wash Room & Office	No.		10	
35	Signboard (Wet Floor)	No.		10	
36	Glass Cleaning Kit	No.		10	
	Cleaning Equipment Rental (Please specify the details of the equipment and monthly rental charge for each equipment)	No.			
37	High Pressure Jet	No.		6	
38	Wet & Dry Vacuum Cleaner	No.		7	
39	Telescopic pole (20 feet)	No.		10	
40	Single Disc Scrubber	No.		10	
41	Walk Behind Scrubber	No.		02	
Total Amount					

The above materials and quantities are listed only for the purpose of evaluation of the commercial bids, The actual quantities of materials required may differ from the above. The officer in-charge of Units/Depts will assess the actual quantities during the course of contract

The monthly billing will be done as per the actual quantity supplied and the payment will be at Total Cost plus Statutory Taxes/GST.

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ANNEXURE III - D

COMMERCIAL BID - GROUP – B

For providing House-keeping Services for Group B

1. Name of tendering Company / Firm / Agency : _____
2. Rates are to be quoted in accordance with the Minimum Wages Act of Central Government for manpower per month basis and other bylaws applicable (inclusive of all statutory liabilities, taxes, levies, cess etc.). Additional wage (over and above the minimum wages) and other allowances, if any, should be included in the column on “Other Allowances (B)”

Sl. No	Description	No. of Persons (from Annex. III-E)	Daily Wage* (Basic+ VDA) (A)	Other Allowances (B)	Total Amount for 26 shifts for persons in each category (C) ((A+B)*26)	PF at 13.00% (D) (C*13%) (Subject to Max Salary of Rs 15000 i.e Rs 1950 per person)	ESI @ 3.25% (E) (C*3.25%) (Subject to Max Salary of Rs 21,000)	Total (F) (C+D+E) * (No. of Persons from Annex. III-E)
1	Unskilled category							
2	Semi-Skilled Category							
3	Skilled Category							
4	Subtotal							
5	Contractors Adm. / Service Charge (as ____ percentage of sub-total in Line 4 above)\$							
6	Cleaning Materials and equipment charges (from Annexure III-F) #							
	Total							

\$ Attention is drawn to the Clause No 14 of page No 15 of this document.

* Wages should be as per the Minimum Wages Act of Central Government as on Oct. 2019.

Submit a detailed list of consumables, unit rates, quantities required, total cost, list of equipment's to be supplied and their rental charges (see Annexure III-F)

Note: PF deduction is calculated limited to the salary earned for Rs 15,000/- only and ESI deduction is calculated limited to the salary earned for Rs 21,000/-

Date

Signature of the Tenderer

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ANNEXURE III – E

COMMERCIAL BID

GROUP – B

Details of Manpower Deployed at Various Departments/Centres/Units for Group B

Name of Dept.	Unskilled	Semi-skilled	Skilled	Total
A. Super Computer Education Research (SERC)				
B. CDS- Computational data sciences				
C. Centre for Nano Science and Engineering (CeNSE)				
D. New Biological Sciences Building (NBSB)				
E. Physical Science Building (PHY)				
F. Health Centre (HC)				
G. J R D Tata Memorial Library (LIB)				
H. Electrical Engineering (EE)				
I. Centre for Neuro Science (CNS)				
J. Centre for Continuing Education (CCE)				
K. U.G. Programme (UGP)				
L. Chemical Engineering (CHE)				
M. CHEP				
N. CSIC / NSSC / Amenities Hall				
O. Computer Science & Automation (CSA)				
P. Aerospace Engineering (AE)				
Total				

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ANNEXURE III - F

GROUP – B

The Expected requirement of Consumables Various Departments/Centre/Units for Group B

SNo.	PARTICULARS	Unit	Price	Quantity Required	Amount
1	Air Freshener 100 GMS/RAINBOW	Pcs		100	0
2	Air Freshener 50 gm (Odonil)	Pcs		100	0
3	Brooms Bombay MONKEY BRAND 555	Pcs		40	0
4	Brush Floor clean 5ft steel hand Nylon teeth	Pcs		30	0
5	Brush Floor Clean Hand Brush Nylon teeth	Pcs		30	0
6	Brush Floor scrub Pad 17" Round 3m	Pcs		5	0
7	Brush for Carpet Cleaning	Pcs		10	0
8	Brush Toilet Clean (ROUND Plastic HEAVY)	Pcs		50	0
9	Caustic soda in Kg	Kg		25	0
10	Checked cloth 12" x 18" big	No.		100	0
11	Chlorine liquid (For Water Cleaning)	Kg		30	0
12	Cleaning Acid	Ltr		60	0
13	Cobweb Stick STEEL MEDIUM	No.		15	0
14	Colin 500ml	No.		30	0
15	DETTOL ANTICEPTIC 500 ML	Pcs		50	0
16	DETTOL ANTICEPTIC 5LT CAN	Can		2	0
17	Dettol Handwash 225ml	No.s		100	0
18	Dettol Soap 75gms	No.		50	0
19	Hand Wash (5 Ltr Can) DEWGLO	Can		30	0
20	Floor cleaner LIZOL 500ml	Pcs		40	0
21	Garbage Cover 17 x 19" small 30 pc/Roll	Roll		200	0
22	Garbage Cover 30 x 37" XL 15 pc/Roll	Roll		250	0
23	Garbage Cover Jumbo 10 pc/roll	Roll		300	0
24	Glass cleaner 5ltr Can Dewglo	Can		3	0
25	Gloves Rubber red	Pair		65	0
26	Grihashobha Clip & Fit	No.		75	0
27	Grihashobha Clip & Fit Refil	No.		30	0
28	COCONUT BROOMS	No.		100	0

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29	Hit 320ml	No.		15	0
30	Mask Round Yellow / Green	Pcs		100	0
31	Mop Cloth big 18" X 18" big	Pcs		100	0
32	Mop Cloth small	Pcs		50	0
33	Mop Rubber Steel 5ft hand X 18" blade	Pcs		50	0
34	Mop Rubber GALA	Pcs		30	0
35	Mop stick Dry GRIHASHOBHA Refill 75cms-Set	Pcs		30	0
36	Mop stick Dry EZE - 50Cms	No.		15	0
37	Mop stick Dry EZE - 75Cms	No.		15	0
38	Mop stick Dry EZE refill 50cm	No.		15	0
39	Mop stick Dry EZE refill 75cm	No.		15	0
40	Naphelene Balls	Kg		15	0
41	Phenyle Compound Grade-A 1 ltr	Ltr		100	0
42	Plastic Bucket 16ltr	No.		15	0
43	Plastic Mug 1 Ltr.	Pcs		15	0
44	Room Spray - DEWGLO I 5LT CAN	can		15	0
45	Room Spray 300 ml SPRINGFEST	Pcs		30	0
46	Room Spray 300 ml PREMIER	Pcs		30	0
47	Scotch brite BIG 3M	No.		100	0
48	SCOTCH BRIGHT WITH SPONGE	No.		50	0
49	Soap Oil (Hand made) Grade-A 1ltr	Ltr		250	0
50	Tissue Paper Roll 40 mtr / 100gm l	ROLL		400	0
51	Toilet Tissue Roll (box of 12)	Box		15	0
52	Toilet Cleaner 5 Ltr Can -Dewglo	Can		30	0
53	TOILET CLEANER Harpic 500 ml	No.		50	0
54	Urinal cubes White/Pink	No.		400	0
55	Vim bar 400gms	No.		15	0
56	Vim powder	Kg		15	0
57	Yellow Cloth Big	Pcs		50	0
58	Hand Wash Fem 5 Ltr Can	Can		40	0
59	Brooms Clip 3.5"	No.		15	0
60	Glass cloth 12" x 18" Big	No.		50	0
61	Wringer Trolley for Wash Room & Office	No.		15	0
62	Signboard (Wet Floor)	No.		15	0
63	Glass Cleaning Kit	No.		12	0

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64	Plastic Dust Pan	No		40	
65	Scraper patti knife- 1 pack	No		15	
66	plunger	No		25	
67	Small Plastic Bucket-5 Litre	No		25	
68	Spanner Small	No		15	
69	Bleaching powder-1 kg	No		15	
70	Caution Board	No		30	
71	Plastic Mortar Pan	No		5	
72	Steel Scrubber	No		50	
	Cleaning Equipment Rental (Please specify the details of the equipment and monthly rental charge for each equipment)				
72	High Pressure Jet with accessories	No		6	
73	Wet & Dry Vacuum Cleaner with accessories	No		7	
74	Telescopic pole (20 feet)	No		10	
75	Single Disc Scrubber	No		8	
76	Walk Behind Scrubber with accessories	No		2	
Total Amount					

The above materials and quantities are listed only for the purpose of evaluation of the commercial bids, The actual quantities of materials required may differ from the above. The officer in-charge of Units/Depts will assess the actual quantities during the course of contract

The monthly billing will be done as per the actual quantity supplied and the payment will be at Total Cost plus Statutory Taxes/GST.

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ANNEXURE IV

Check-List
(To be enclosed with the Technical Bid)

Technical bid, sealed in a separate envelope superscribed as “Technical Bid”	
COMMERCIAL bid, sealed in a separate envelope superscribed as “COMMERCIAL Bid”	
Earnest Money Deposit	
Proof of FINANCIAL Turn-over for previous years	
Copy of Registration certificate with Labour Department	
Copy of PAN/GIR Card	
Copy of the IT return filed for the last FINANCIAL year	
Copies of EPF and ESI certificates	
Copy of GST Registration	
Copy of TIN	
Work Experience of Similar work during the previous years (List of firms where they have provided services and details of contact person(s).)	