



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
नंगल रोड, रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001
दूर भाड़ा /Tele: 01881-227088, फ़ैक्स/Fax :01881-223395

F.No.10-7/2009/IITRPR/

Date: 5th December, 2009

TENDER FOR HOUSEKEEPING CONTRACT

Sealed quotations are invited from interested parties for providing specialized Housekeeping services to Indian Institute of Technology Ropar. The rates finalized will be effective for a period of 1 year from the date of entering into an agreement. The quotations in the prescribed proforma along with Earnest Money Deposit of Rs. 2000/- in the form of Demand Draft in favour of Registrar, Indian Institute of Technology Ropar, payable at Rupnagar and the respective clientele and other certificates may be submitted to the Registrar, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-14001 latest by 3.30 pm on 22nd December, 2009. The tenders will be opened on 22nd December 2009 at 4.30 pm. Interested parties may obtain the format of agreement and the respective schedules and the proforma of tender in person during the office hours from the Assistant Registrar, Room No.125 on payment of Rs. 100/- in the institute or download the same from the website <http://www.iitd.ac.in/iitrpr/Tenders.htm>

REGISTRAR

Encls:

1. Proforma of Tender
2. Format of Agreement
3. Schedule I, II and III to the agreement.

To
The Registrar,
Indian Institute of Technology Ropar,
Nangal Road,
Rupnagar-140001
Punjab

Sub: Tender for the Housekeeping Contract at IIT Ropar.
 Ref: Your tender published on the website

Sir,

With reference to your tender published in The Tribune and on the website of the Institute <http://www.iitd.ac.in/iitrpr/Tenders.htm> we wish to submit our quote for the said works as follows:

Rates per month of entire services explained in the terms and conditions and the respective schedules I,II and III.	Rs. (Amount in Words)
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We undertake that we have fully read the terms and conditions mentioned in the advertisement on the website and fully agree with the same without any exception. We further undertake to abide by all the rules and laws in force in respect of providing the said services and the related issues. In token of our agreement we are enclosing the copy of the agreement and terms and conditions & all the three Schedules to the agreement in advance duly signed herewith.

Yours faithfully,

(Signature)
 Authorized Signatory
 Seal

Date:

Enclosures:-

1. Copy of the agreement and the schedules duly signed.
2. Brief about the Company and other details
3. Copy of the List of Clients
4. Certificates of Registration or of license and registration etc.

AGREEMENT FOR HOUSE KEEPING SERVICES

This agreement is executed at Ropar (Punjab), on _____ between _____ (carrying on the business of house-keeping services hereinafter called and referred to as “Contractor” which term shall include his / their successors / assigns) of the **First Part** and INDIAN INSTITUTE OF TECHNOLOGY ROPAR , A statutory body under Ministry of Human Resource Development, located at Nangal Road, Rupnagar, Punjab-140001, represented by Director, Indian Institute of Technology Ropar of the **Second Part**.

WHEREAS INDIAN INSTITUTE OF TECHNOLOGY Ropar is desirous of availing specialized house-keeping services in the Institute on temporary basis for a period of twelve months or such extended period of services of any contract for specialized house-keeping in the Institute and,

WHEREAS the Contractor has agreed and undertaken to render specialized house-keeping services as per requirement and to the full satisfaction of the INDIAN INSTITUTE OF TECHNOLOGY ROPAR as per the terms and conditions and as per the scope of work to be assigned by Indian Institute of Technology Ropar mentioned herein below.

NOW THIS AGREEMENT WITNESSETH :

1. The Contractor agrees and undertakes to render the specialized House-Keeping Services as per scope of work as detailed in Schedule – I, and as per the terms and conditions as detailed in Schedule – II, and shall receive payment thereof, as detailed in Schedule – III.
2. Indian Institute of Technology Ropar agrees to pay on monthly basis or as may be agreed upon between the parties from time to time for the services that may be rendered by the Contractor on performing the services to its fullest satisfaction as detailed in schedule – III.

3. The agreement shall be deemed to have come in to force only for a period of twelve months with effect from _____ and shall remain valid up to _____ and it may be extended for such other extended period for future and on such terms and conditions as the Indian Institute of Technology Ropar may decide in its own discretion / mutually agreed upon. On expiry of the tenure of the agreement or on termination of the contract for any reason whatsoever as per the terms and conditions, the Contractor shall deliver the articles or other equipments or any other property of the Indian Institute of Technology Ropar in its / his possession in good condition.
4. The Schedules I, II and III to this agreement shall form part of and be read as part of this agreement. In witness where of the parties hereto have executed those on the day month and year above mentioned.
5. The Contractor shall maintain regular and proper books of accounts and other records, document, etc. supported by the vouchers so that the same may be available for inspection by any authorized person.
6. In case the Contractor assigns or sub-assigns this contract without written approval of the Indian Institute of Technology Ropar and or attempts to do so or in case the performance of Contractor is found to be unsatisfactory or violated / contravened any of the terms and conditions contained herein and schedule hereto, Indian Institute of Technology Ropar shall have the right to terminate the agreement without giving any notice to the Contractor and without prejudice to its right to recover damages caused to Indian Institute of Technology Ropar from the amount payable or otherwise.
7. The Director of Indian Institute of Technology Ropar shall be the sole authority to decide and judge the quality of the services rendered by the Contractor.

8. All questions relating to the performance of the obligations under this agreement and to the quality of materials used in house- keeping and all the dispute and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payments to be made in pursuance thereof shall be decided by the Registrar of the Indian Institute of Technology Ropar whose decision shall be binding on the contractor. The Contractor hereby agrees to be bound by the decision of the Registrar. Other unresolved disputes if any shall fall under the jurisdiction of Courts as applicable to Ropar.
9. The Contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc relating to this agreement.
10. The Contractor shall maintain good standard of services as indicated. The performance of the contractor will be reviewed on monthly basis and in case the services are not found up to the mark the contract will be terminated even before the expiry of contract period by giving one month's notice.
11. The Contractor will be responsible for proper maintenance and safety of all furniture & fixtures, materials, goods, stocks, books, periodicals, vehicles lying in Indian Institute of Technology Ropar premises, etc. The cost of missing items / shortages of stocks / materials etc. will be deducted from the monthly payments / any others sum / deposit due to the contractors.
12. The contractor shall pay a security deposit of _____ Rs.
** _____ (Rupees _____ only) or a performance guarantee for a similar amount in lieu thereof from a bank acceptable to the Indian Institute of Technology Ropar prior to commencement of service under this agreement. Indian Institute of Technology Ropar shall be entitled to adjust or appropriate the said security deposit or the proceeds of guarantee towards loss or damage caused by the Contractor or his employees or the amount of value of shortage or breakage or damage in the items/furniture & fixtures etc., entrusted to or caused to other assets of the Indian Institute of Technology Ropar by the Contractor or his employees or against any other liability of the

Contractor. The security deposit that may be made by the Contractor with the Indian Institute of Technology Ropar shall not carry any interest.

** Equivalent to 5% of the annual approximate cost of contract as approved.

13. Annual maintenance of the equipments and gadgets provided if any by the Indian Institute of Technology Ropar to the Contractor will be the Indian Institute of Technology Ropar's responsibilities. The Contractor will maintain its own gadgets, equipments, etc. in good working conditions with all safety measures, its proper maintenance at its own cost and expenses. In principle the contractor will have his equipment and gadgets for the delivery of all the services agreed upon and the Indian Institute of Technology Ropar has no liability to give any such equipment or gadget to the contractor.
14. The employees of the Contractor, their management, control, duty rosters, administration, etc. will be dealt with and decided by the contractor being their employer and engaged by them.
15. The Contractor shall issue appointment letters to all the persons employed by him in connection with performance of his contract for house-keeping services, furnish proof by submitting copies of such letters received by the employees. The appointment letter shall make clear that the concerned employee is the employee of the Contractor only and Indian Institute of Technology Ropar (where house-keeping services are rendered) has no obligation or any relationship to employment or otherwise whatsoever with him/them. The Contractor will pay salary, allowances, etc. to his employees as per extant rule at his end and the Indian Institute of Technology Ropar will not be responsible for payment of anything to the employee of the Contractor / Contractor.
17. The agreement shall be terminated as provided in clauses above (without notice) or by the efflux of time or earlier by one month's notice or at the discretion / at the option of the Indian Institute of Technology Ropar as the case may be. The Contractor shall also have the option to terminate the agreement after giving three months notice to the Indian Institute of Technology Ropar.

18. Nothing contained in this agreement is intended to be nor shall be construed to be a grant, demise or assignment in the law of premises or any part thereof by the Indian Institute of Technology Ropar to the Contractor or his employees and the contractor and his employees shall vacate the same and handover all the Institute's furniture, fixtures, goods, materials, etc. in good condition on the termination of the agreement period either by efflux of time or otherwise.
19. The Indian Institute of Technology Ropar shall have the right to withhold reasonable sums from the amounts payable to the contractor under this contract or the security deposit or the proceeds of guarantee if the contractor commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the Indian Institute of Technology Ropar, of payment of all statutory and other dues or compliance with other obligations.
20. On termination of the contract by the Indian Institute of Technology Ropar for any reason whatsoever, the Indian Institute of Technology Ropar shall be entitled to engage the services of any other person, agency or Contractor to meet its requirement, without prejudice to its rights including claim for damages against the Contractor.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated after their signature.

INDEPENDENT CONTRACTOR

By: _____

Dated:

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Represented by REGISTRAR

Dated: _____



SCHEDULE - I
To
AGREEMENT FOR HOUSE KEEPING SERVICES

**SCOPE OF WORK IN SPECIALIZED HOUSE KEEPING
TO BE ENSURED BY THE CONTRACTOR**

GENERAL

- 1 House Keeping contract will include all covered areas including Academic Block, Administration Block, stair well, Stair cases, Library, Auditorium, Security rooms, Pump house, Medical Facility Center, Hostels including mess and dining area, Guest houses, Common areas of Residential Quarters, Roads as well as open areas of the Indian Institute of Technology Ropar complex including gardens, Play fields, lawns, inside and outside of boundary walls, precincts, streets, etc.
- 2 All the daily services relating to office complex will be accomplished between 7.00 am to 5.00pm unless specially advised otherwise. Even on Sundays and Holidays all jobs relating to house keeping will be completed in respect of all the areas except Academic area, Workshop area and Admin Building.
- 3 The Contractor will provide a team of adequate number of personnel, not below 14 (Fourteen) and required supervisors every day.
- 4 The staff deployed will be trained in House Keeping / management services, bear good conduct and physically fit for the work.
- 5 All the workers will wear the uniform in clean condition while attending to their duties and carry their photo identify cards and displayed prominently for which Contractor will provide summer/ winter, uniform, shoe, etc to their employees as per specification of the Indian Institute of Technology Ropar, failing which they will be provided uniform, etc. by the Indian Institute of Technology Ropar out of the payment receivable by the Contractor.

- 6 Desired level of cleanliness in the entire complex of the Indian Institute of Technology Ropar will be maintained and for this all materials / instruments / tools, etc. will be provided by the Contractor. The supervisor of the Contractor will attend to complaints on urgent basis round the clock. A separate Register shall be kept as per the direction of the Registrar in the designated place for complaints.
- 7 Toiletries / Cleaning materials / instruments in sufficient quantity and good quality (as decided by the Indian Institute of Technology Ropar) to be provided by the contractor will be as under :
 - (a) Soap
 - (b) Odonil, Naphthalene balls in toilets.
 - (c) Detergents, phenyl, acid.
 - (d) Glass Cleaners.
 - (e) Brushes, Brooms Wipers, Spongers, Mops for swab etc.
 - (f) Vacuum Cleaner, etc.
 - (g) Floor scrubbing,
 - (h) Mosquito repelling mats & liquids / Brasso/ Silvo/ Polishing Material etc.
8. Specialized Cleaning of Entire academic block, all hostel rooms, Mess and dining area, Common area of Residential Quarters and bathrooms along with furniture, fixtures, glass panes/, bathroom / office room / class room, Library, Auditorium, Common Area of Residential Quarters, linen, electricity fittings, bathroom fittings, buckets, sanitary wares, brackets, etc. will be ensured.
9. Provision of the following specialized staff will be ensured :
 - i. Sweepers
 - ii. Supervisors / Managers to ensure proper house keeping and maintenance of guest house.

The number of such persons/ employees will not be less than 14 (fourteen) and more than 20 (Twenty) per day including the supervisors.

DAILY SERVICES

1. Removal of waste material / garbage from the dustbins, buckets, mugs and entire premises including the toilets, open areas / lawns and Gardens, Streets and Internal Roads etc.

2. Dusting and vaccumeising of furniture, cup-boards telephone instruments, computers and doors, Windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during the morning time.
3. Acid cleaning and scrubbing of toilets, Water cooler areas, washbasins, sanitary fittings using detergents, deodorants and disinfectants at least twice a day.
4. Cleaning / moping of floor area and corridors by detergents in all the areas stated in this agreement and the respective schedule with disinfectants, etc in the morning or as and when required during the day.
5. Provision of toiletries in the toilets in the morning after daily check up.
6. Vacuum cleaning / washing of carpets wherever provided at the Indian Institute of Technology Ropar.
7. Provide soap-cakes in each bathrooms as and when exhausted .
8. Filling water in desert / room / water coolers, etc. wherever provided.
9. Wash windows around and in door entrances as needed
10. Turn off lights and lock doors when leaving after hours
11. Wipe down all walls as needed
12. Pledge or dust all wood trim
13. Dust all vertical and horizontal surfaces to a height of 8' (only desktops if they are cleared of paperwork, knickknacks, etc.)
14. Clean water fountains
15. Sanitize all bathroom walls and floors
16. Report all damages or items needing repair to the Maintenance
17. Clean all air vents and grills
18. Any related duties as assigned.
- 19.

WEEKLY SERVICES

- 1 Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas, etc when required.

2. Removal of cobwebs, dusts, termites, insects, pests, etc.
3. Windows sponging and cleaning
4. Keeping ceiling and table / pedestal fans, air – conditioning grills dust free.
5. Cleaning of dustbins and buckets with detergents.
6. Up keeping of partition glasses and panes with utmost care and by application of glass cleaning chemicals.
7. Acid cleaning of sanitary wares.
8. Polishing & oiling of door closers, door handles, and other brass fittings with Silvo / Brasso / lubricants. Dusting & cleaning of Murals, Sceneries, Photo-frames, idols, etc.
9. Polishing of taps and other steel fittings in the toilets with Silvo / Brasso.
10. Spraying Finit etc in hostel rooms, class rooms, office rooms, auditorium, conference hall, dining room / Mess etc. to keep all such areas insects free. The contractor will provide the Finit pump and the spraying material.
11. Shampooing / Spraying / Disinfecting all carpets.
12. Pest control of the entire building, etc.
13. Specialized cleaning of computers, peripherals, hardware, telephones, workstations and other sophisticated equipments as per direction of the Registrar.
14. Damp clean all light fixtures

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated after their signature.

INDEPENDENT CONTRACTOR

By: _____

Dated: _____

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Represented by REGISTRAR

Dated: _____



SCHEDULE – II
To
AGREEMENT FOR HOUSE KEEPING SERVICES

TERMS & CONDITIONS

1. The charges for specialized housekeeping services shall be paid on monthly basis subject to production of bills, vouchers up to the satisfaction of the Indian Institute of Technology Ropar.
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 including the payment of minimum wages, ESI, PF etc for the deployed persons. The Contractor undertakes to obtain such permission / license as may be required under the Contract Labour (Regulation and Abolition) Act, 1970. The Contractor undertakes to produce the license / permission etc. so obtained to the Indian Institute of Technology Ropar or furnish copies thereof as and when required by the Indian Institute of Technology Ropar. 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 Contractor agrees and undertakes to bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State, Central Government or any local body or authority. The contractor also agrees to furnish such proof of payments of compliance of the obligation including registration certificates, receipts, licenses, etc. clearance certificates etc. as may be required by the Indian Institute of Technology Ropar from time to time.
4. The Contractor shall keep the Indian Institute of Technology Ropar /indemnified against all the claims and liabilities, if any in clauses 2 & 3 as aforesaid.

5. The Contractor shall devote his full attention to the work of house keeping and shall discharge his obligations under the agreement most diligently and honestly.
6. The Contractor shall provide summer and winter uniforms, shoe, etc. to his staff engaged for the above services and all of them will wear the same in clean condition while on duty failing which the Indian Institute of Technology Ropar will / may arrange to provide the same after recovering the actual expenses of uniforms, etc. from bills payable to the Contractor.
7. The Contractor's employees will be allowed entry in to the specified areas of the premises of the Indian Institute of Technology Ropar with the specific permission of the Registrar or any other Officer authorized in this behalf with valid photo identity card issued by the Contractor and displayed prominently. The Indian Institute of Technology Ropar reserves the right to grant permission or to refuse permission or to withdraw it where it has been granted earlier without assigning any reason. The Contractor shall ensure that his employees attend to their assigned duties and do not wander or roam around and not to pose disturbance to the Indian Institute of Technology Ropar, its Guests, Staff, Faculties, participants of the conferences, etc. and produce exhibit identity card.
8. The Contractor and all his employees shall at all times during the continuance of this agreement, obey and observe all the directions and instructions which may be given by the Indian Institute of Technology Ropar concerning any aspect of house-keeping services. In case the Contractor does not render any of the services as contemplated in Schedule – I, the Indian Institute of Technology Ropar shall be entitled to deduct such amount as deemed appropriate as may be decided by the Registrar (whose decision will be final) in respect of the default from the amount payable to the Contractor. The employees of the Contractor, their management, control, duty rosters, administration, etc. will be dealt with and be decided exclusively by the contractor being their employer and engaged by them.
9. 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 Indian Institute of Technology Ropar for any reason whatsoever, the contractor shall pay by way of liquidated damages, a sum of Rs. 2000.00 (Rupees two thousand only) per

day for the entire numbers of such days and the Indian Institute of Technology Ropar shall, without prejudice to its other rights and remedies shall be entitled to deduct such damages from the money if any payable by it to the Contractor.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated after their signature.

INDEPENDENT CONTRACTOR

By: _____

Dated:

INDIAN INSTITUTE OF TECHNOLOGY ROPAR
Represented by REGISTRAR

Dated: _____



SCHEDULE – III
To
AGREEMENT FOR HOUSE KEEPING SERVICES

UNDERTAKING

TERMS OF PAYMENTS

I understand that the charges for specialized housekeeping shall be paid on monthly basis latest by 10th of the succeeding month on submission of due bills along with necessary certificates of satisfactory service from the authorities concerned as may be defined by IIT at the time of entering into contract. The charges / payments shall be at the rate of Rs. _____ (Rupees _____) inclusive of all taxes, service charges, etc. per month. The payments from the IIT Ropar shall be subject to deduction of Tax at source as applicable to the respective category.

(Signature)
For and on behalf of Contractor
Date:

IN WITNESS WHEREOF, the parties have executed this agreement on the dates indicated after their signature.

INDEPENDENT CONTRACTOR
By: _____
Dated:

INDIAN INSTITUTE OF TECHNOLOGY ROPAR
Represented by REGISTRAR
Dated: _____
