

INDIAN MARITIME UNIVERSITY



TENDER FOR

“HOUSEKEEPING SERVICE”

AT

IMU VISAKHAPATNAM CAMPUS

**Tender No. IMUV/2015-2016/HKS/02
Dated 24/02/2016**

**INDIAN MARITIME UNIVERSITY
(A Central University, Govt of India)
VISHAKHAPATNAM CAMPUS
GANDHIGRAM-VISAKHAPATNAM-530005**

Telephone: 0891-2578360
Fax :0891-257775

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

INDIAN MARITIME UNIVERSITY
Visakhapatnam Campus, Gandhigram
Visakhapatnam – 530 005

TENDER FOR HOUSEKEEPING SERVICES

INDEX

NO	DISCRIPTION	PAGE NO
1	SECTION -1 NOTICE INVITING TENDER ENQUIRY	2
2	SECTION - II	4
3	SECTION - III	6
4	TECHNICAL BID	10
5	PRICE BID	14

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

SECTION-I

NOTICE INVITING TENDER ENQUIRY

1. Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam invites Tender Enquiries from the experienced agencies in Housekeeping Services to the Visakhapatnam Campus of the Indian Maritime University.
2. The cost of the tender document is Rs.500/- (**Rupees Five Hundred** only) payable by way of Demand Draft on any Nationalised/Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus, payable at Visakhapatnam. The tender document can also be downloaded from the website www.nsdr.com in such case the cost of the tender document shall be submitted along with the Technical Bid.
3. Sealed Tender Enquiries prepared in accordance with the general conditions enumerated in this tender and completed in all respect shall required to be submitted to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam not later than the date and time mentioned.
4. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of **Rs.84,000/- (Rupees Eighty four thousand only)**
5. The Tender Enquiry Document is not transferable.
6. **Schedules for Invitation to Tender Enquiry:**
 - a) Place of issue of Tender Enquiry Document and address at which the Tender Enquiry Documents are to be submitted

Director
Indian Maritime University
Visakhapatnam Campus
Gandhigram
Visahapatnam - 530 005

Phone: 0891- 2578360-64
Fax : 0891- 2577754
 - b) **Date from which the Tender Enquiry Document issued**

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

From 24.02.2016 onwards (only on working days)

c) Last Date for submission of the Tender Enquiry Document

On or before 1400 Hrs on 15.03.2016

d) Date of opening of Tender Enquiry Document (Technical)

At 1500 Hrs on 15.03.2016

e) Date of opening of Tender Enquiry Document (Financial)

The opening of the financial bid shall be intimated to the technically qualified tenderers.

f) The Tender Enquiry shall be valid for 90 days.

7. Tender Enquiry Document (Technical) shall be opened on the day and time as indicated in this document. The Tender Enquiry Document (Financial) shall be opened only in respect of tenderers who were qualified in the Technical Bid. Eligible tenderers should send letter of authorization with attested specimen signatures of their representatives deputed to attend at the time of opening of tender enquiry, both for Technical and Financial. Representatives without such authorization not permitted to be present at the time of opening the bid.

8. Definitions used in this Document:

Tenderer:	Refers to the Person or the Firm or the Company to whom this Tender Enquiry is issued
IMU	Refers to Indian Maritime University, Visakhapatnam Campus at Gandhigram, Visakhapatnam
Contract:	Refers to the Agreement entered into between IMU and the successful tenderer including all attachments and annexes thereto and all documents incorporated by reference therein
Contractor:	Refers to the successful tenderers who have entered into a contact with IMU for rendering the services.
Service:	Refers to various services indicated in this Tender Enquiry

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

SECTION - II

GENERAL CONDITIONS

1. The tender enquiry should be complete in all respects and if the tender were in complete, the offer would be rejected. The tenderer shall sign and affix seal on all the pages of the tender enquiry document.
2. The Tender enquiry should be submitted in a sealed cover containing covers (I) and (II) separately and super scribed “**Tender for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University**”. The tenderer shall clearly write on cover I as “**Technical Bid - Housekeeping Services to Visakhapatnam Campus of Indian Maritime University**” and on cover II as “**Financial Bid - Housekeeping Services to Visakhapatnam Campus of Indian Maritime University**” and each addressed to “The Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530005. The tenderer should also indicate Name and address on all the covers.
3. The amount of Earnest Money Deposit is Rs.84,000/- (Rupees Eighty Four thousand only) and shall be submitted in the form of Demand Draft drawn on any Nationalised / Schedule Bank in favour of Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam. The Demand Draft should be enclosed to the Tender Enquiry (Technical) submitted and should not be sent separately.
4. The Earnest Money Deposit (EMD) of the unsuccessful tenderers shall be refunded without any interest on signing of the contract with the successful tenderer. The EMD of the successful tenderer shall also be refunded on submission of Bank Guarantee towards performance of the Contract.
5. EMD of the tenderers shall be forfeited if the tenderer is not willing to abide by the terms and conditions after submission of tender:
 - 5.1 The tenderer does not honour the services required by IMU
 - 5.2 Withdraws the tender enquiry before receipt of final acceptance
 - 5.3 Fails to execute an agreement and submission of Bank Guarantee towards security deposit as indicated in this tender within the stipulated time.
6. **Minimum Eligibility / Evaluation Criteria:**
 - 6.1 A well-established agency within Andhra Pradesh.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

- 6.2 The Agency must have “**Experience**” of providing Housekeeping Services for at least preceding **3 (Three)** Years from the bid due date and out of which bidder must have executed at least one (1) such service, having a minimum value of **Rs.20.00 Lakhs**.
- 6.3 The bidder should have a minimum turnover of Rs.20.00 Lakhs in similar activities in any one of the 3 (Three) preceding Audited Financial Years.
- 6.4 The tenderers should enclose copies of the following documents or otherwise the offer will be summarily rejected.**
- i) Certificate of Registration
 - ii) PF Code Registration
 - iii) ESI Code Registration
 - iv) Permanent Account Number
 - v) Service Tax Registration with Central Excise Authorities
 - vi) Agreements / Work orders in respect of similar services carried out during years 2013-2014, 2014-2015 and 2015-2016 showing the value of work.
 - vii) Performance / Completion certificate in respect of the works carried out during the years 2012-2013, 2013-2014 and 2014-2015
 - viii) Audited Balance Sheet and Profit and Loss Account for the years 2012-2013, 2013-2014 and 2014-2015.
 - ix) The bidder should submit self-declaration letter stating that they have not been blacklisted / debarred by any government department / agency.
- 6.5 Bidders must furnish all relevant certificates / documents / information in support of their credentials to the above eligibility / evaluation criteria along the bid, failing which the bid may be summarily rejected.
- 6.6 IMU reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- 6.7 Bids received after the due date and time is liable to be rejected.

SECTION - III

SERVICES FOR THE BUILDING COMPLEX

- 1. The Building Complex for Housekeeping area is to be carried out as per the below conditions and as per the areas marked in the Annexure. The Quote is to be given as per the Schedule of Rate for Housekeeping services (Price Bid – Breakup for Manpower & Cleaning).**
- 2. Office Complex / Guest House:**
 - 2.1.** Sweeping and moping of the entire office on every day including dust proof brushing/ cleaning of coir mats / sweeping the floor area, removal of cobwebs etc.
 - 2.2.** Sweeping and cleaning surface of Toilets and toilet floor, urinal and wash basins with detergent, phenyl and acid twice a day.
 - 2.3.** Wiping of windows, window panes and glass partitions, Venetian blinds and painted doors with suitable cleaning agents once in a week or as frequently as required.
 - 2.4.** Moping of floor with soap water daily wherever necessary
 - 2.5.** Providing of Naphthalene balls in all toilets, urinal and washbasins as required and paper napkins
 - 2.6.** Manual dusting and mechanized suction of dust in respect of units, walls, office furniture and curtains
 - 2.7.** Daily collection of waste papers from waste paper basket and dumping at the centralized premises
 - 2.8.** Providing soap /soap water near all washbasins at all the times.
 - 2.9.** Placing Towels / napkins near washbasins and to change /replace them duly washed once in three days.
 - 2.10.** Daily cleaning of the carpets in the Directors Chamber, Visitors room, Board Room and weekly ones in the Seminar hall with Vacuum cleaner.
- 3. Residential Quarters/Hostels:**
 - 3.1.** Daily cleaning of staircases in the two Residential blocks/Hostels.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

- 3.2. Cleaning of terrace (roof) of the Residential quarters/Hostels once in a week.
- 3.3. Daily collecting and disposing off debris in the surrounding area of Residential quarters/Hostels.
- 3.4. Daily collection of garbage from Residential quarters/Hostels and disposal.
- 3.5. Daily Cleaning of Toilets and bathrooms in the Hostel Blocks.
- 3.6. Sweeping of Hostel blocks to be carried out daily and moping to be carried out on alternate days.
- 3.7. The Contractor is not allowed to store or stack the garbage /debris in the premises of IMU and as to clear/remove the garbage, debris etc., from the premises from time to time. If it is notice by the Management that the garbage/debris is stored or stacked in the premises of IMU and not cleared/removed the Management shall impose a penalty of Rs.500/- per day, till the garbage/debris is cleared/removed.

4. Miscellaneous:

- 4.1. Undertaking of all Housekeeping activities as informed by IMU from time to time.
- 4.2. The persons engaged by the contractor shall have no claim or right whatsoever, with regard to employment with IMU.
- 4.3. The contractor shall indemnify IMU from all statutory and general obligations.

5. Material and Consumables:

All the cleaning and consumable items of standard brands shall be provided by the contractor as per the requirement.

6. Personnel, Uniform and Wages

6.1. The successful tenderer shall deploy personnel as detailed below.

i)	Supervisor with knowledge and experience in Housekeeping	1 No.
ii)	Qualified Electricians (ITI qualified with three years Experience or person with Five Years experience in the relevant field)	4 Nos.
iii)	Qualified Plumber (ITI qualified with three years Experience or person with Five Years experience in the relevant field)	1 No.
iv)	Carpenter	1 No.
v)	Labour /for Guest House and office premises(2 semi-skilled and 2 unskilled)	4 Nos
	TOTAL:	11 Nos.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

- 6.2. The successful tenderer shall ensure all the personnel to be in proper and prescribed clean and tidy uniform at all times at no extra cost.
- 6.3. The personnel engaged should be provided with an Identity Card.
- 6.4. The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMU.
- 6.5. The Contractor (successful tenderer) shall ensure strict discipline and decorum amongst his personnel during work period at IMU.
- 6.6. The successful tenderer has to submit the Police Verification of candidature /conduct of the personnel prior to deployment into work in IMU.
- 6.7. As and when required for any other works related to IMU the contractor has to supply the required labour on day to day basis or on lump sum basis for the additional jobs/ works for which the management of IMU shall reimburse separately on submission of the bills, on successful completion of the jobs/ works by the contractor. While the jobs / works are being executed by the contractor and in the event of any accident/ untoward incident, the management of IMU is in no way connected and it shall be the sole responsibility of the contractor only, and for all practical purposes, the labour /workers engaged for the above works / jobs shall be the workers of the contractor.
- 6.8. The Management reserves the right to reduce the number of personnel shown under clause 6.1 above or increase the number of personnel over and above the personnel engaged as and when needed for a shorter duration or till the end of the contract.
- 6.9. Wages to the Personnel so engaged by the contractor shall not be less than the rates notified in the “**Gazette Notification**” issued by the **Central Government Notification** from time to time with regard to minimum wages applicable to the respective categories and adopt the latest revisions with regard to Provident Fund and ESI etc. Overtime has to be paid as per Government norms in respect of personnel engaged for beyond stipulated working hours.
- 6.10. The contractor shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases.
- 7.0 Terms of Payment:**
- 7.1 The payments to the housekeeping personnel should be made on or before 7th of each month. Failure to comply with the requirements may invite a penalty of 2% on the monthly bills.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

7.2 Wage slips to be provided to the housekeeping personnel for each month of payment of salary.

7.3 The statutory requirements such as ESI and PF are to be paid to the respective authorities on or before 15th of each month failing which a penalty of 2% shall be levied on the monthly bills.

Termination of the Contract by IMU:

8.0 IMU reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder.

9.0 Penalty clause:

9.1 The contractor shall execute the assigned work as per the contract and if the same have not been executed up to the expected level, warning notice shall be issued in this regard. If the situation continues still, penalty will be imposed at the rate of 1% of the contract value per month.

9.2 The requirement of personnel as specified above can vary based on the requirements of IMU. In such case, the charges quoted by the tenderer shall be proportionate with reference to the actual personnel provided.

9.3 The Tender Enquiry Document (Financial) opened only in respect of tenderers who were qualified in the Technical Bid. After evaluation of the Price bids of the tenderers qualified technically, IMU would intimate the award of Contract to the successful tenderer. The successful tenderer shall enter into an agreement / a Contract covering the entire scope of services with IMU within one week from the date of award of the work.

9.4 An amount equivalent to 10% of the Contract Value shall be retained from the monthly bills of the Contractor towards Performance Security and the same shall be returned on completion of 60 days beyond the date of the completion of all contractual obligations.

9.5 The contractor shall indemnify IMU for any theft, loss, damage, and deterioration loss of product, material or property arising from any act of negligence on the part of the Personnel so deployed.

9.6 The contractor shall not subcontract the assigned work to any other agencies.

9.7 Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMU, the Bank Guarantee Bond discharged and returned to the Bank.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

TECHNICAL BID

- | | | | |
|----|---|---|--|
| 1. | Name of Tenderer | : | _____ |
| 2. | Status
(Proprietary / Partnership
Society / Company)
(Enclose documentary Proof) | : | _____ |
| | | : | Indicate whether documentary proof enclosed |
| | | : | Yes / No |
| 3. | Address of Registered Office | : | _____ |
| | | : | _____ |
| | | : | _____ |
| | | : | _____ |
| | Phone No | : | _____ |
| | Fax no. | : | _____ |
| | Email | : | _____ |
| 4. | Address of Local Office | : | _____ |
| | | : | _____ |
| | | : | _____ |
| | | : | _____ |
| | Phone No | : | _____ |
| | Fax no. | : | _____ |
| | Email | : | _____ |
| 5. | PF Code No.
(Attach documentary proof) | : | _____ |
| | | : | Indicate whether documentary proof enclosed |
| | | : | Yes / No |
| 6. | ESI Code No.
(Attach Documentary proof) | : | _____ |
| | | : | Indicate whether documentary proof enclosed |
| | | : | Yes / No |
| 7. | Service Tax Registration No
(Attach Proof of Registration) | : | _____ |
| | | : | Indicate whether documentary proof enclosed |
| | | : | Yes / No |

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

8. Permanent Account Number : _____
 Issued by the Income Tax : **Indicate whether documentary proof enclosed**
 Authorities : Yes / No
 (Attach copy of the PAN Card)
9. Turnover of agency for last three : Year Turn Over
 Years (attach audited balance : 2012-2013 Rs. _____
 Sheet and profit and loss :
 Account for last three financial : 2013-2014 Rs. _____
 Years i.e., 2012-2013, 2013-2014 :
 And 2014-2015 : 2014-2015 Rs. _____
10. Income Tax Returns for the : **Indicate whether documentary proof enclosed**
 Financial Years 2012-2013 :
 2013-2014 and 2014-2015 : Yes / No
11. Details of Housekeeping Jobs : **Indicate whether documentary proof enclosed**
 carried out during last three :
 years i.e., 2012-2013, 2013-2014 : Yes / No
 and 2014-2015 including value :
 of each job with a consolidated :
 statement as per Annexure :
 (Attach documentary Proof)
12. Satisfactory Performance : **Indicate whether documentary proof enclosed**
 Certificates from the organisations :
 During the last three years i.e. : Yes / No
 2012-2013, 2013-2014 and :
 2014-2015 :
 (Attach documentary Proof)

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

Annexure to the Sl.No.11 of the Technical Bid

DETAILS OF HOUSEKEEPING JOBS CARRIEDOUT

Sl. No.	Organisation	Period		Details of Jobs Carried out	Order Value Rs.
		From	To		

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

Annexure to the Sl.No.12 of the Technical Bid

DETAILS OF PERFORMANCE CERTIFICATES
IN RESPECT OF HOUSEKEEPING JOBS PERFORMED

Sl No.	Organisation	Period		Reference of Performance Certificate
		From	To	

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

**SCHEDULE OF RATES FOR HOUSEKEEPING SERVICES
(PRICE BID - BREAK-UP FOR MANPOWER & CLEANING)**

Sl. No	Particulars	Supervisor (Rate per Person per Month) (In Rs.)	Qualified Electrician (Rate per Person per Month)	Qualified Plumber (Rate per Person per Month)	Carpenter (Rate per Person per Month)	Labour (Rate per Person per Month) (In Rs.) Semiskilled	Labour (Rate per Person per Month) (In Rs.) Unskilled
1	Basic Rate (Minimum Wage)						
2	Provident Fund @ 13.61%						
3	ESI @ 4.75%						
4	Leave Wages						
5	Total per month (in Figures)						
6	Total per month (in Words)						

PRICE BID

Sl. No	Particulars	No. of Personnel /Area in SQ Meters	Rate per month (In Rupees)	Total Per month (Rs. in Figures)	Total Per month (Rs. in Words)
1	Supervisor	1			
2	Qualified Electrician	4			
3	Qualified Plumber	1			
4	Carpenter	1			
5	Others: Semiskilled	2			
	Unskilled	2			
6	Building Complex Cleaning as per Annexure-1	7925			
7	Tractor engaging per trip				
8	Total (Col. 1 to 7)				
9	Cost of Material				
10	Total (Col.8 to 9)				
11	Service Charges (Percentage to be Indicated)				

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

12	Total (Col.10 to 11)				
13	Service Tax (Percentage to be Indicated)				
14	Grand Total (in Figures) (Col. 12 to 13)				
13	Grand Total (In Words)				

Note: Latest gazette notification should be enclosed.

Place:

Date :

SIGNATURE OF THE TENDERER WITH SEAL

Note : All cleaning and consumable items like spray, room freshener, deodorant, brooms, naphthalene ball, etc and other disinfectant cleaners and consumables shall be provided by the Contractor as per the requirements of every month. The cost of such cleaning and consumable items should be covered in the Price Bid. No additional cost will be considered.

Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No.IMUV/2015-16/HKS/002/Dated:24.02.2016

Undertaking for Non Black Listing and Non Banning

(On non-judicial stamp paper worth Rs.50)

(A) I/We _____
(Name of firm) do hereby undertake that our company / firm has not been black listed / banned by any Government (Government of India / State Government) & their subordinate Departments for participation / submission of tenders.

Place :

Date :

Signature of Authorized Signatory

Name of Signatory
Designation with seal

(B) I/We _____ (Name of firm) do hereby undertake that our company / firm has been black listed / banned by _____ (Name of Government / Department) & required information as below :

- (i) Cause of black listing / banning
- (ii) For which item _____
- (iii) Period of black listing / banning.
- (iv) Latest Status of black listing / banning

Place:

Date :

Signature of Authorized Signatory

Name of Signatory
Designation with seal

INDIAN MARITIME UNIVERSITY -VISAKHAPATNAM CAMPUS

Building Complex - House keeping Area 2016-2017

SLNO	Name of the Building	Floor	Qtr No	Area in SQ. Meters	Wash Room/ Toilets	Work Schedule			
						Daily cleaning	Weekly cleaning	Monthly cleaning	Quarterly cleaning
A	Hostels AB and CD Blocks								
1	Warden / Doctor	L	A-14	34.00	1	Yes			
2	Recreation (TV)	L	C-11	57.00	1	Yes			
3	Gym	L	D-11	57.00	1	Yes			
4	Guest House	M	B-21	106.00	3	Yes			
5	Girls Hostel	M	A-31	88.00	2	Yes			
6	Girls Hostel	U	A-32	75.00	2	Yes			
7	Girls Hostel	U	B-32	75.00	2	Yes			
8	Boys Hostel	U	B-31	75.00	2	Yes			
9	Boys Hostel	U	B-22	75.00	2	Yes			
10	Boys Hostel	M	A-21	96.00	2	Yes			
11	Boys Hostel	M	A-22	96.00	2	Yes			
12	Boys Hostel	L	C-12	35.00	1	Yes			
13	Boys Hostel	L	C-13	57.00	1	Yes			
14	Boys Hostel	M	C-21	75.00	2	Yes			
15	Boys Hostel	M	C-22	75.00	2	Yes			
16	Boys Hostel	U	C-31	75.00	2	Yes			
17	Boys Hostel	U	C-32	75.00	2	Yes			
18	Boys Hostel	L	D-12	35.00	1	Yes			
19	Boys Hostel	L	D-13	57.00	1	Yes			
20	Boys Hostel	M	D-21	75.00	2	Yes			
21	Boys Hostel	M	D-22	75.00	2	Yes			
22	Boys Hostel	U	D-31	75.00	2	Yes			
23	Boys Hostel	U	D-32	75.00	2	Yes			
24	Boys Hostel	G	E	249.00	8	Yes			
				4523.00					

B	Main Building						Yes		
1	Ground Floor								
	Library, Class rooms, Canteen and pantry room, Office and staff rooms, Corridors , court area, Below Ramp area , wash room/ toilets and Stair case etc				6				
2	Entry level Floor								
	Designe hallease and west side, Work station area, Server room, Discussion rooms, Corridors, Reseption area, Ramp, Seminar hall with Carpet, Pantry, Wash room/ toilets, Stair case etc				6				
3	Upper Floor								
	Director,s chamber With carpet, Secretariat and Visitor,s room with carpet, Board Room with Carpet , Adminstration and Finance Department area, Class Rooms, Compurer labouratory and class Rooms, Terress, Wash room/ toilets, Stair case etc ,				4				
4	Ramp area			436.00			Yes		
5	Main Building top terress area			412.00				Yes	
C	Maintenance Building								
1	Ground Floor								
	Maintenance Office room, Store um staff room, Diesel Generator area and Central Airconditioning plant area			324.00	2		Yes		
2	First Floor								
	3 no Laboratorys, Corridors and Cooling tower area, Stair case ets			324.00			Yes		
D	Security post/ Rooms			24.00			Yes		
E	Other areas								
1	Pump Rooms			15.00	1		Yes		
2	Water sumps and Individuaval building over head water tanks							Yes	
3	Sewage and drainage lines and manholes etc								Yes
Total area in Sq Meters				7925.00					