

**Tender Enquiry for Housekeeping Services to Visakhapatnam Campus of Indian Maritime University – Tender No. IMUV/2024/2017-2018/HKS/OT.advt/02/  
Dated:06.05.2017.**

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INDIAN MARITIME UNIVERSITY  
Visakhapatnam Campus, Gandhigram  
Visakhapatnam – 530 005

TENDER FOR HOUSEKEEPING SERVICES

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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 for a period of two years.
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.imuv.edu.in](http://www.imuv.edu.in) 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 respects shall require 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.1,23,800/- (Rupees One Lakh Twenty three thousand Eight hundred 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  
  
From 08.05.2017 on all working days between 10.00 hrs. to 16.00 hrs till 26.05.2017.
  - c) Pre Bid Meeting: at 11.30 hrs on 18.05.2017 at IMU. Visakhapatnam Campus.

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d) Last Date for submission of the Tender Enquiry Document

On or before 14.30 Hrs on 29.05.2017

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

At 15.00 Hrs on 29.05.2017

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

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

g) 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 in possession of this tender enquiry document.

IMUV 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 contract with IMU for rendering the services.

Service: Refers to various services indicated in this Tender Enquiry

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SECTION - II

GENERAL CONDITIONS

1. The tender enquiry should be complete in all respects and if the tender is in- complete, the tender 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.1,23,800/- (Rupees One Lakh Twenty three thousand and Eight hundred 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 placing of the order or 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.
6. Minimum Eligibility / Evaluation Criteria:
  - 6.1 A well-established agency within Andhra Pradesh and Telengana Region only.
  - 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.30.00 Lakhs per year.

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- 6.3 The bidder should have a minimum turnover of Rs.30.00 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 may be 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 2014-2015, 2015-2016 and 2016-2017 showing the value of work.
  - vii) Performance / Completion certificate in respect of the works carried out during the years 2014-2015, 2015-2016 and 2016-2017.
  - viii) Audited Balance Sheet and Profit and Loss Account for the years 2013-2014, 2014-2015 and 2015-2016.
  - 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 with the bid failing which the bid may be 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.
- 6.8 Tenderers are advised to visit office acquaint themselves with requirement and quantum of work, facilities available to understand the tender requirement fully before submission of their tender/bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderer/contractor has satisfied himself with the information and the knowledge required before tendering.

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 - I. The Quote is to be given as per the Schedule of Rate for Housekeeping services (Price Bid – Breakup for Manpower & Cleaning, including cleaning of Toilets three times daily).
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. Cleaning and Scrubbing of the Urinals and Sinks of all Toilets and toilet floor and wash basins with detergent, phenyl and acid thrice 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 floors, corridors, lounges and entire office with floor cleaner and disinfectant daily.
  - 2.5. Providing of Naphthalene balls and sanicubes in all toilets, urinals and washbasins as required.
  - 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. Daily cleaning of the carpets in the Directors Chamber, Visitors room, Board Room and weekly once in the Seminar hall with Vacuum cleaner. Cleaning with suitable washing/cleaning liquids to remove the embedded dust and stains once at the beginning on award of the contract and every six months thereafter.

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- 2.10. Building Terrace, Parking area, Roads and building surrounding area to be cleaned with bleaching powder as required especially rainy season.
  - 2.11. Shifting of furniture, books and computers inside the office, hostels or anywhere in the Campus premises as and when required.
  - 2.12. Cleaning and moping of all staircases, veranda and corridors once in a week.
  - 2.13. Washing and scrubbing of floor with required cleaning material once in a month.
3. Residential Quarters/Hostels:
- 3.1. Daily cleaning of staircases in the two Residential blocks/Hostels.
  - 3.2. Cleaning of each and every room and bath room every day in all hostels.
  - 3.3. Cleaning of terrace (roof), balcony of the Residential quarters/Hostels once in a week.
  - 3.4. Daily collecting and disposing off debris and garbage in the surrounding area of Residential quarters/Hostels.
  - 3.5. Thorough cleaning of hostel rooms with Odorex, Dettol, carbolic acid and disinfectant etc., as required.
  - 3.6. Daily Cleaning and Scrubbing of the Urinals, Commodes, washbasins, sinks of toilets and bathrooms in the Hostel Blocks thrice a day.
  - 3.7. Sweeping of Hostel blocks to be carried out daily and moping to be carried out on alternate days with floor cleaners and disinfectant.
  - 3.8. The Contractor is not allowed to store or stack the garbage /debris in the premises of IMUV and has to clear/remove the garbage, debris etc., from the premises from time to time. If it is noticed 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. Cleanliness will be the essence of the contract. Besides, the Contractor is required to undertake any kind of housekeeping services which we may require at any point of time in our IMUV campus.

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- 4.2. The Contractor shall ensure the regular supervision and control by the Contractor himself or by his Supervisor on the personnel deployed by him for the works and necessary direction should stream from the Supervisor to his workforce for undertaking the contractual obligations. The workforce shall not be assigned to any other works except with prior permission from the Management. If found violating, the Contractor shall be liable for penalty as deemed fit.
- 4.3. The persons engaged by the contractor shall have no claim or right whatsoever, with regard to employment with IMUV.
- 4.4. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by IMUV and decision of the IMUV in this regard shall be final and binding on the Contractor without any questioning.
- 4.5. The contractor shall indemnify IMUV from all statutory and general obligations.
- 4.6. All the cleaning personnel to be provided for housekeeping services are bound to work all the days except Government holidays and Sundays and they should reach the office premises well in advance at-least 06.30h to start cleaning work. The working hours of housekeeping is 06.30 hrs. to 17.30 hrs. Including intervals for lunch and tea break of 11.30 to 14.30 hrs.
- 4.7. The Contractor shall strictly observe and adhere the following from their deployed housekeeping personnel:
  - They are always smartly turned out and vigilant.
  - Are punctual and arrive at least 15 minutes before start of their duty time.
  - Take charges of their duties properly and thoroughly.
  - Perform their duties with honesty and sincerity.
  - Shall not consume intoxicating drinks on duty hours, or come drunk and report for duty.
  - Will not gossip or chit chat while on duty.
  - Will never sleep while on duty post.
  - Immediately report to P.A.O any untoward incident/misconduct or misbehavior of housekeeping staff.
- 4.8 The housekeeping personnel deployed by the contractor comes late or proceeds on leave or absents himself / herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
5. Material and Consumables:

All the cleaning and consumable items shall be of standard brands as per Annexure-II to



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be provided by the Contractor as per the requirement. If the standard brands mentioned are not provided, a penalty of Rs.500/- on the monthly bill shall be levied. In case the Contractor supplies the items other than the mentioned branded items, prior permission of the Management has to be obtained.

**6. Personnel, Uniform and Wages**

6.1. Apart from 1 to 4 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( 3 semi-skilled and 1 unskilled)	4 Nos
	TOTAL:	11 Nos.

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 by the Contractor at no cost on IMUV.

6.4. The personnel engaged by the successful tenderer (Contractor) shall have no claim or interest or right whatsoever with regard to employment with IMUV.

6.5. The Contractor (successful tenderer) shall ensure strict discipline and decorum amongst his personnel during work period at IMU.

6.6. 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 IMUV 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 IMUV 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.

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- 6.7. 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.
- 6.8. 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. The contractor shall be responsible for required contributions towards P.F., ESI or any other statutory payment and shall deposit these amounts to the respective authorities on or before the prescribed dates. .
- 6.9. 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. And also the contractor shall get the antecedent of his workmen verified and the certificate to that effect should be submitted before their deployment to IMU Visakhapatnam Campus.
- 7.0 Terms of Payment:
- 7.1 Payment will be made by the IMUV to the Contractor on monthly basis along with attendance register and certificate of satisfactory performance of work from the concerned official of the IMUV.
- 7.2 The payments to the housekeeping personnel should be made on or before 7<sup>th</sup> of each month. Failure to comply with the requirements may invite a penalty of 2% on the monthly bills.
- 7.3 Wage slips to be provided to the housekeeping personnel for each month of payment of salary.
- 7.4 The statutory requirements such as ESI and PF are to be paid to the respective authorities within the stipulate time failing which a penalty of 2% shall be levied on the monthly bills.

**Termination of the Contract by IMU:**

- 8.0 In the event Contractor fails to execute the work with due diligence or expeditiously or shall refuse or neglect IMUV reserves the right for termination of the contract at any time by giving one month written notice, 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:

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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 there is no improvement despite issue of warning notice, 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 IMUV. In such case, the charges quoted by the tenderer shall be proportionate with reference to the actual personnel provided.

9.3 Penalties: The penalties will be imposed on violation of terms and conditions of agreement as per the list given below:

Sl.No.	Description of Irregularities	Penalty
1.	If the required workers are less than the minimum required on any given day	Rs.500/- per day per worker
2.	If the garbage is not lifted as per schedule	RS.500/- per day
3.	Staff not wearing Uniform/without I.D.Card/not wearing safety tools i.e. gloves, gumboots etc.	Rs.100/- per worker/day
4.	If it is found that no action is being taken within one hour after the complaint of Un-clean premises and improper Housekeeping.	Rs.1000/- per day
5.	Misbehaviour by the housekeeping staff to IMUV Officials or they fight among themselves.	Rs.500/- per incident
6.	Consumables not available in the Office block and Students Hostel blocks as required for cleaning / maintaining such as Soaps, Brooms, soft brush, chock removers, Disinfectants, , Naphthalene balls	Rs.200/- per incident

9.4 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, IMUV 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 IMUV within one week from the date of award of the work.

9.5 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.

9.6 The contractor shall indemnify IMUV 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.

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

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- 9.8 Upon the complete fulfilment of the contract by the Contractor to the satisfaction of IMUV, the performance security will be returned to the Contractor.
- 9.9 The Contractor shall abide by all laws and regulations and statutory obligations in force from time to time including labour laws and shall indemnify the IMUV from any claims in this regard.

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TECHNICAL BID

1. Name of Tenderer : \_\_\_\_\_
2. Status : \_\_\_\_\_  
(Proprietary / Partnership : Indicate whether documentary proof enclosed  
Society / Company) : Yes / No  
(Enclose documentary Proof)
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 : \_\_\_\_\_

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- (Attach Proof of Registration) : Indicate whether documentary proof enclosed  
Yes / No
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 : 2013-2014 Rs. \_\_\_\_\_  
Sheet and profit and loss :  
Account for last three financial : 2014-2015 Rs. \_\_\_\_\_  
Years i.e., 2013-2014, 2014-2015 :  
And 2015-2016 : 2015-2016 Rs. \_\_\_\_\_
10. Income Tax Returns for the : Indicate whether documentary proof enclosed  
Financial Years 2013-2014 :  
2014-2015 and 2015-2016 : Yes / No
11. Details of Housekeeping Jobs : Indicate whether documentary proof enclosed  
carried out during last three :  
years i.e., 2013-2014, 2014-2015 : Yes / No  
and 2015-2016 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  
2013-2014, 2014-2015 and :  
2015-2016 :  
(Attach documentary Proof)

Place:

SIGNATURE OF THE TENDERER WITH SEAL

Date:

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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:

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

DETAILS OF PERFORMANCE CERTIFICATES  
IN RESPECT OF HOUSEKEEPING JOBS PERFORMED

SI No.	Organisation	Period		Reference of Performance Certificate
		From	To	

Place:

SIGNATURE OF THE TENDERER WITH SEAL



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Date:

**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 @ 13.36%						
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	3			
	Unskilled	1			
6	Building Complex Cleaning as per Annexure-1	7925			

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7	Total (Col. 1 to 6)				
8	Service Charges (Percentage to be Indicated)				
9	Total (Col.7 to 8)				
10	Service Tax (if applicable)				
11	Grand Total (in Figures) (Col. 9 to 10)				
	Grand Total (In Words)				

Note: 1. All the cleaning personnel provided for the housekeeping shall be governed by Govt. of India Ordinance of Minimum wages act.

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

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- (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

## ANNEXURE - I

## INDIAN MARITIME UNIVERSITY -VISAKHAPATNAM CAMPUS

## Building Complex - House keeping Area 2017-2018

SL.NO	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			
B	Main Building			4523.00		Yes			
1	Ground Floor								
	Library, Class rooms, Canteen and pantry room, Office and staff rooms, Corridirs , 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, Corridorrs, 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					

ANNEXURE - II

LIST OF CONSUMABLE ITEMS (MONTHLY REQUIREMENT)

Sl. No.	Description of the item	Brand	Unit
1	White Scented Phenyl	Maha/Spark/ Dr/Jesi	Liters
2	Hand Washing Liquid	Dettol/Lifebuoy/Santoor	Liters
3	Cleaning Acid	Quality Brand	Liters
4	Naphthalene Balls	Maha	Kg
5	Odonil (50gms)	Odonil	Nos.
6	Detergent Powder	Rin/Ariel/Surf Excel	kg
7	Toilet Cleaner (700ml)	Harpic/Domex	bottles
8	Colin (500 ml)	Colin	bottles
9	Polish Cloth (2'x2'size)	Good quality	Nos.
10	Mop cloth (2'x2' size)	Good quality	Nos.
11	Air Fresheners (200ml)	Sandal / Jasmine	Nos.
12	Mop Sticks (cotton) - Flat 2m long	Good quality	Nos.
13	Mop Sticks (cotton)- Round 2m long	Good quality	Nos.
14	Soft Brooms (Big size)	Good quality	Nos.
15	Hand Brooms (Big size)	Good quality	Nos.
16	Bleaching Powder	Good quality	Kgs.
17	Steel Scrubbers (25g)	Good quality	Nos.
18	Green scrubbers	Good quality	Nos.
19	Lizol (500ml)	Lemon / 3 in lemon	Nos.
20	Soaps (Cloth) 250g	Rin/Ariel/Surf Excel	Nos.
21	Soaps (Dish) 750g	Sabina / Vim	Nos.
22	Gamaxin Powder	Good quality	Kgs.
23	Sponges	Good quality	Nos.
24	Black phenyl	Maha/Spark/ Dr/Jesi	liters
25	Mr.Clean (multipurpose cleaning agent) 1 ltr	Mr.Clelan	liters